



UNIVERSITY OF SASKATCHEWAN
College of Engineering
 ENGINEERING.USASK.CA

Minutes

Local Safety Committee

Complete all information on top: Type or handwrite

Name of firm	College of Engineering – Local Safety Committee				
Worksite Mailing Address & Postal Code	Room 3B48		Total # of workers in workplace	+/- 340	
	Engineering Building		Meeting date & time	Oct 26, 2023, at 14:30 ENG2A15	
	57 Campus Drive	Phone: 306-966-5273	Date of Next Meeting	Nov 30, 2023, at 14:30 ENG2A15	
	Saskatoon, SK S7N 5A9	Fax: 306-966-5202			
Employer Co-chairperson	Rama Gokaraju	Worker Co-chairperson	Majak Mapiour		
Committee Members					
Member	Occupation of/ Representative for	Present Y/N	Member	Occupation of/ Representative for	Present Y/N
Rama Gokaraju	Management Representative / Co-Chair (Exempt)	Y	Rob Peace	ME Technician / Employee Representative (ASPA)	Y
Majak Mapiour	CBE Departmental Assistant / Employee Representative/ Co-Chair (ASPA)	Y	Hayden Reitenbach	CGEE Technician / Employee Representative	Y
Robert Grier	Administrative Office Representative / Secretary (CUPE)	N	Jason Pannell	ECE Technician / Employee Representative (ASPA)	Y
Cam Tarasoff	Engineering Shops Representative (CUPE)	N	Maureen Bourke	Sci-Fi Camp Representative (ASPA)	N
Lope Tabil	Faculty Representative (USFA)	Y	Lowell Levenick	Receiving Representative (CUPE)	N
Community Members Invited to Attend					
Raeann Ducharme	Safety Resources Representative	N	Mike Miller	Student Group Representative	N
Spencer Smit	OHC Representative	N	N/A	UG Rep	
Andrea Book	SBA, Facilities Representative	Y	N/A	Grad Rep	
Quorum: To ensure quorum, one half (5) of committee members must be present.			Total Members Present:	6/10	

Item Number & Date	Problem or Concern Give full explanation and details Divide old/new concerns	Action Taken or Proposed name person responsible	Target Date
1	Introductions/Guests	Time Suggestion: N/A	
	<ul style="list-style-type: none"> Brad Hayes 	<ul style="list-style-type: none"> Brad attended on behave of Raeann 	
2	Approval of Agenda	Time Suggestion: 1 Minute (2:35PM - 2:36PM)	
		<i>Motion to approve the agenda.</i> Moved: Lope T. Seconded: Rama G.	

3	Approval of Prior Minutes	Time Suggestion: 1 Minute (2:36PM - 2:37PM)	
		<p><i>Motion to approve prior minutes.</i> Moved: Rob P. Seconded: Hayden R.</p> <p>Approved with a minor correction: Please update the last inspection date for ME (See item #10) (updated by Majak M.)</p>	
4	Safety Moment	Time Suggestion: 3Minute (2:37PM - 2:40PM)	
	<ul style="list-style-type: none"> • Monthly safety moment topic • Safety Moment topic: Rob P 	<ul style="list-style-type: none"> • Using "storage labels" to categorize chemicals may reduce inspection time and improve safety. 	
5	Election of Co-Chair – Employee Representative'	Time Suggestion: 5 Minute (2:40PM – 2:45PM)	
	<ul style="list-style-type: none"> • Secret ballot vote to elect a new Co-Chair. 	<ul style="list-style-type: none"> • Robert G. will send out a college-wide email to request nominations. 	Deferred
6	ESMS Metrics Updates	Time Suggestion: 5 Minute (2:45PM – 2:50PM)	
	<ul style="list-style-type: none"> • Monthly updates from each program • <i>Updates for each department: ESMS annual audit</i> 	<p>CBE: Will be completed in November. ME: Mostly done and will be submitted to Rob P. CGEE: Mostly done and will be submitted to Rob P. ECE: Mostly done and will be submitted to Rob P.</p> <p>Action item: Rob P. will compile the final report.</p>	ONGOING
7	Outstanding Business	Time Suggestion: 5 Minute (2:50PM – 2:55PM)	
A. 23/02/ 2023 25/05/2023	Update on Safety Funding Guidelines: <i>Jason P.</i>	<ul style="list-style-type: none"> • Jason submitted the final draft of the Safety Funding Guidelines, which includes a call for proposals twice a year (in February and September). A motion was made, and the guidelines were approved. (See Appendix B) <p>Motion to approve the Safety Funding Guidelines Moved: Rama G. Seconded: Rob P. The motion was carried will all in favor.</p> <ul style="list-style-type: none"> • Action item: Rob P will update the ESMS document to reflect the above changes. 	Done
8	New Business	Time Suggestion: 10 Minute (2:55PM – 3:05PM)	
A.	<ul style="list-style-type: none"> • ESMS Update: <i>Rob P.</i> Updates to the chemical labeling requirements. 	<ul style="list-style-type: none"> • Motion to update the ESMS in regard to chemical labeling requirements for small containers and consumer products ((See Appendix A) Moved: Rob P. Seconded: Jason P. The motion was carried will all in favor. • Action item: Rob P will update the ESMS document to reflect the above changes. • Motion to adjust after-hours time on WAAH from 8 a.m. to 5 p.m. to 8:30a.m. to 4:30p.m. Moved: Rob P. The motion was rejected. 	Done
B.	<ul style="list-style-type: none"> • Search for a new Chief Building Warden. (<i>Please see the attachment for duties and responsibilities of the position</i>) 	<ul style="list-style-type: none"> • Majak's nomination for Chief Building Warden was accepted. 	Done
9	Reports	Time Suggestion: 10 Minutes (3:05PM – 3:15PM)	
A.	Incident/Hazard Reports: <i>Andrea B.</i>	<ul style="list-style-type: none"> • People coming to the building early and propping doors open. This may pose security and safety issues. • Some eyewash stations deliver hot water. • Action item: Andrea will order eye wash bottles until the issue is resolved by Facilities. 	
B.	OHC Update: <i>Brad Hayes</i>	<ul style="list-style-type: none"> • Spencer Smit has resigned as OHC Co-chair. Nominations are open for a new OHC co-chair. 	

		<ul style="list-style-type: none"> The Ministry's Safety Officer has visited and is seeking to establish a centralized system to house documents for all LSCs around the university. 																
C.	Safety Resources Update: <i>Raeann D.</i>	<ul style="list-style-type: none"> 																
D.	Facilities Update: <i>Andrea B.</i>	<ul style="list-style-type: none"> It is winter again, and everyone should remain vigilant against slips, trips, and falls. Sand buckets have been removed from some entrances due to misuse. LSC recommends restoring some of the buckets, especially at the main entrances. Andrea will contact Facilities. 																
10	Lab Inspection Updates	Time Suggestion: 3 Minute (3:15PM – 3:18PM)																
	OHC/LSC Lab Inspections: <i>LSC Co-Chairs</i> <ul style="list-style-type: none"> OHC should be invited for Lab Inspections once or twice a year. Department Reps should email Pat within a week's notice, who will then arrange for someone from the OHC to come along on the inspection. 	<table border="1"> <thead> <tr> <th></th> <th>DEPT. EXTERNAL</th> <th>OHC/SAFETY RESOURCES</th> </tr> </thead> <tbody> <tr> <td>• CBE</td> <td>11/10/2022</td> <td>05/18/2023</td> </tr> <tr> <td>• ME</td> <td>12/14/2022</td> <td>06/13/2023</td> </tr> <tr> <td>• CGEE</td> <td>03/15/2023</td> <td>03/15/2023</td> </tr> <tr> <td>• ECE</td> <td></td> <td>06/21/2022</td> </tr> </tbody> </table>		DEPT. EXTERNAL	OHC/SAFETY RESOURCES	• CBE	11/10/2022	05/18/2023	• ME	12/14/2022	06/13/2023	• CGEE	03/15/2023	03/15/2023	• ECE		06/21/2022	ONGOING
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11	Safety Funding	Time Suggestion: 2 Minute (3:18PM - 3:20PM)																
	Requests for Safety Items Funding:	<ul style="list-style-type: none"> No new items. 	ONGOING															
12	Roundtable	Time Suggestion: 10 Minutes (3:20PM - 3:30PM)																
	<ul style="list-style-type: none"> Planned safety inspection. Majak M. 	<ul style="list-style-type: none"> CBE is planning a safety inspection in November. 																
13	Deferred Business																	
A. 25/05/2023	Update on renaming labs' first aid kits to differentiate them from central or main first aid kits: <i>Pat H.</i>	<ul style="list-style-type: none"> Pat H. and Spencer H. will consult with Safety Resources and report to LSC Deferred to next meeting as Pat not here. 	Deferred until completed															
Distributed copies as follows: Copy 1 - Permanent Committee Files (J:\Committees\Local Safety Committee) Copy 2 - Sent to LSC via email via engr_lsc@usask.ca Copy 3 – Submitted to Safety Resources																		
In my opinion the above is an accurate record of this meeting <div style="text-align: center;"><i>Rama Gokaraju</i></div> Co-Chair Management SIGNATURE: _____ Rama Gokaraju Acting Associate Dean of Graduate Studies and Strategic Projects <div style="text-align: center;"><i>Majak Mapiour</i></div> Co-Chair Employee SIGNATURE: _____ Majak Mapiour CBE Departmental Assistant																		

Appendix A: Updating workplace chemical modeling

Title: ESMS Update

Person: Rob Peace

Item:

The Mechanical Engineering Safety Committee after much discussion has updated our chemical labeling requirements in the department SOP, primarily around small containers and Consumer products. It was becoming too cumbersome to ensure that every consumer product had a label saying it was non-WHMIS, or an additional WHMIS compliant label if the SDS said it was WHMIS controlled. The resources used were communications with the CCOHS (Canadian Centre for Occupational Health and Safety), and Usask Safety Resources documents to ensure the requirements were inline. I think we should consider adopting these requirements in the ESMS, this should not be met with much resistance as it is actually easier to comply with. The wording in the ME SOP is as follows for these items:

- Consumer Products:
 - Do not require a WHMIS label even if an SDS is available and the SDS says that it is a WHMIS product. (As per CCOHS communication 2022).
 - Must be on the Chemical Inventory list.
 - SDS, if available should be in the SDS binder.
 - Must have a proper storage code sticker.
 - Consumer products are sold by retailers to the general public for household use.
 - Vendor Examples: Canadian Tire, Home Depot, Amazon etc.
 - Product Examples: WD-40, spray paint, glues, sealants etc.
 - Are easily identified by the consumer product hazard symbols (which are different than WHMIS symbols).
 - Explosive, Poison, Corrosive and Flammable
 - Decanted Consumer Products:
 - Must have a proper storage code sticker.
 - If the SDS says WHMIS controlled, then a WHMIS label must be used for the decanted product.
 - If the SDS is unavailable or it is non-WHMIS, then the label can be the product name and an indication that it is not WHMIS regulated.
- Small Item labelling including mixtures used for research:
 - Must have a label that can be used to clearly identify all constituents.
 - The label does not have to adhere to WHMIS 2015 (As per USASK WHMIS Resource Manual section 4.5)
 - Options include:
 - Numbering vials and having a cross-reference sheet that has more information, such as:
 - 1. 5% Nitric Acid, 6% Acetone, 89% Water
 - Chemical Formula and/or another identifier
 - Provided there is enough information to fully quantify the mixture using the label and a log or cross-reference sheet.
 - SDS must be available for all constituents (unless the constituent is a consumer product and no SDS is available)

- For the above example: Nitric Acid and Acetone SDS's must be available.
 - For the Chemical inventory list, the constituents must be included and the total quantities that were purchased, if there is a 4L container of Nitric Acid purchased and 93 small vials are created as in the example the total quantity would still be 4 L of Nitric Acid and 1 container on the Chemical Inventory List, the 93 vials of mixtures would not appear on the inventory list only their constituents in the quantity purchased.
 - Exception: If a mixture creates a unique or more hazardous item than the constituents then it should be included on the chemical inventory as a new item, including the volume and number of containers.
- First-Aid Kit Contents:
 - Considered consumer products for chemical labelling.
 - Do not necessarily need to be replaced when the posted expiry date occurs.
 - Items should be replaced when they are no longer viable for use.
 - Sterile items:
 - Compromised packaging
 - Adhesive no longer viable
 - Disinfectants:
 - When visibly appear not suitable for use or have compromised packaging.

Appendix B: Safety Funding Guidelines on Spending

From Sub-committee Meeting – July 04/23

There will be a call for funding requests twice a year, with no more than 2/3 of yearly fund to be allocated at first call. Ideally it would be split 50%-50% over the two calls.

Approved Items:

Funds can be used for both Undergraduate and Graduate needs with priority towards Undergraduate.

- General safety equipment.
- Specialized training (mental health first aid, external contractor training,).
- Infrastructure for Undergraduate and common areas.
- Costs associated with the creation of communications materials (lab etiquette posters, safety reminders, etc).

Excluded Items:

- First aid kits should be provided by the lab/department consumable budget or researcher (above and beyond the ones required by law). The four first aid kits by the elevators and AED's will be maintained through this fund.
- Safety related items/infrastructure upgrades for new research that should have been included in a grant proposal.

End of Fiscal Surplus:

- Money at the end of the year should go to upgrading lab furniture (especially chairs) and other infrastructure projects such as door access card systems for rooms with safety concerns.