



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	Nov 30, 2023, at 14:30 ENG2A15	
	57 Campus Drive	Phone: 306-966-5273	Date of Next Meeting	Jan 25, 2024, 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 (Shawn Reinink)	ME Technician / Employee Representative (ASPA)	Y
Majak Mapiour	CBE Departmental Assistant / Employee Representative/ Co-Chair (ASPA)	Y	Hayden Reitenbach	CGEE Technician / Employee Representative	N
Robert Grier	Administrative Office Representative / (CUPE)	Y	Jason Pannell	ECE Technician / Employee Representative (ASPA)	N
Cam Tarasoff	Engineering Shops Representative (CUPE)	Y	Maureen Bourke	Sci-Fi Camp Representative (ASPA)	Y
Lope Tabil	Faculty Representative (USFA)	Y	Lowell Levenick	Receiving Representative (CUPE)	Y
Community Members Invited to Attend					
Raeann Ducharme	Safety Resources Representative	N	Mike Miller	Student Group Representative	N
Andrea Book	SBA, Facilities Representative	Y		UG Rep	N
				Grad Rep	N
Quorum: To ensure quorum, one half (5) of committee members must be present.			Total Members Present:	8/10	

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"> Shawn Reinink 	<ul style="list-style-type: none"> Shawn Reinink attended on behave of Rob P. 	
2	Approval of Agenda	Time Suggestion: 1 Minute (2:35PM - 2:36PM)	
		Moved: Lowell L. Seconded: Rob G.	

3	Approval of Prior Minutes	Time Suggestion: 1 Minute (2:36PM - 2:37PM)			
		Moved: Lope T. Seconded: Lowell L.			
4	Safety Moment	Time Suggestion: 3Minute (2:37PM - 2:40PM)			
	<ul style="list-style-type: none"> Monthly safety moment topic: Rob G and Lowell L Safety Moment topic: 	<ul style="list-style-type: none"> Consider students' stress levels during finals. Ensure proper footwear is used when transferring cylinders to and from the cage during winter. Follow the reduced activities guidelines during the holiday break. 			
5	Election of Co-Chair – Employee Representative'	Time Suggestion: 5 Minute (2:40PM – 2:45PM)			
	<ul style="list-style-type: none"> Search for a new Co-Chair: Majak M. 	<ul style="list-style-type: none"> Majak will extend his term as Co-chair for an additional year. 			
6	ESMS Metrics Updates	Time Suggestion: 5 Minute (2:45PM – 2:50PM)			
	<ul style="list-style-type: none"> Monthly updates from each program: <ul style="list-style-type: none"> Updates for each department: ESMS annual audit 	CBE: The 2023 annual audit has been completed. ME: The 2023 annual audit has been completed. CGEE: The 2023 annual audit has been completed. ECE:		ONGOING	
7	Outstanding Business	Time Suggestion: 5 Minute (2:50PM – 2:55PM)			
	<ul style="list-style-type: none"> ESMS summary for 2023 audit: Rob P. 	<ul style="list-style-type: none"> See Attachment (1) for the ESMS summary for 2023 		Complete	
	<ul style="list-style-type: none"> Update on eye wash bottles. Andrea B. 	<ul style="list-style-type: none"> Available for pickup. 		Complete	
	<ul style="list-style-type: none"> CBE safety inspection (Dept External). Majak M. 	<ul style="list-style-type: none"> CBE completed an inspection on Nov 16, 2023 		Complete	
8	New Business	Time Suggestion: 10 Minute (2:55PM – 3:05PM)			
A.	<ul style="list-style-type: none"> Research Data security: Rama G. 	<ul style="list-style-type: none"> A data security policy is established, mandating the retention of research data for a period of 5 years. LSC might consider inviting Lisa to present on the data security policy. 			
B.	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 			
9	Reports	Time Suggestion: 10 Minutes (3:05PM – 3:15PM)			
A.	Incident/Hazard Reports: Andrea B.	<ul style="list-style-type: none"> None 			
B.	OHC Update: Raeann D. or Spencer S.	<ul style="list-style-type: none"> None 			
C.	Safety Resources Update: Raeann D.	<ul style="list-style-type: none"> None 			
D.	Facilities Update: Andrea B.	<ul style="list-style-type: none"> Facilities has created building services workers to handle minor maintenance tasks. 			
10	Lab Inspection Updates	Time Suggestion: 3 Minute (3:15PM – 3:18PM)			
	OHC/LSC Lab Inspections: LSC Co-Chairs <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. 		DEPT. EXTERNAL	OHC/SAFETY RESOURCES	ONGOING
		<ul style="list-style-type: none"> CBE 	11/16/2023	05/18/2023	
		<ul style="list-style-type: none"> ME 	12/14/2022	06/13/2023	
		<ul style="list-style-type: none"> CGEE 	03/15/2023	03/15/2023	
		<ul style="list-style-type: none"> ECE 		06/21/2022	
11	Safety Funding	Time Suggestion: 2 Minute (3:18PM - 3:20PM)			
	Requests for Safety Items Funding: Majak M.	<ul style="list-style-type: none"> CBE is requesting funding for 2 test kits for safety shower (2 x ~ 500 = 1000 CAD). See Attachment (2) The request has been approved. Andrea B. will be handling its processing. 		ONGOING	

12	Roundtable	Time Suggestion: 10 Minutes (3:20PM - 3:30PM)	
	<ul style="list-style-type: none"> • Regular audit of main first aid stations: <i>Lowell L.</i> • Potential for a visual or hybrid meeting: <i>Lowell L.</i> • Keys security: <i>Lowell L.</i> • LSC meeting frequency: <i>Lowell L.</i> 	<ul style="list-style-type: none"> • Rob P and Lowell L. finished auditing the main first aid stations. Lowell proposed installing more band-aid stations due to their high usage. • Lowell recommended incorporating visual or hybrid meeting modes. • Keys are assigned to individuals and must not be shared with anyone else. • The possibility of scheduling LSC meetings every two months. 	
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
<p>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</p>			
<p>In my opinion the above is an accurate record of this meeting</p> <p style="text-align: center;"><i>Rama Gokaraju</i></p> <p>Co-Chair Management SIGNATURE: _____ Rama Gokaraju Acting Associate Dean of Graduate Studies and Strategic Projects</p> <p style="text-align: center;"><i>Majak Mapiour</i></p> <p>Co-Chair Employee SIGNATURE: _____ Majak Mapiour CBE Departmental Assistant</p>			

Attachments (1): ESMS Summary 2023

Status of Digital Folders on Jade Nov. 24th, 3:00pm, 2023

- Engineering Shops: 100%
- Mechanical: 100%
- CGEE: 100%
- ECE: 100%
- CBE: 100%
- Student Groups/Hardy Lab: 100%

Documents In Place For Digital Folders on Jade Nov. 24th, 3:00pm, 2023

- Engineering Shops: 100%
- Mechanical: 95% (self-inspections need uploading in many labs at end of year)
- CGEE: 50%
- ECE:
- CBE: NA?
- Student Groups/Hardy Lab: 100%

Red Binders for SDS and Yellow for SOP

- CGEE: 65%
- ECE:
- ME: 100%
- CBE: 75%

Current Contact Info Signs

- CGEE: 100%
- ECE: 100%
- ME: 100%
- CBE: 100%

Self-Inspections

- CGEE: Yes
- ECE: Yes
- ME: Yes
- CBE: 70%

Status of Chemical inventory lists on Jade, Oct. 27th, 9:00am, 2022

- CBE: Last updated April 29, 2020 on Jade – Report states ~90%
- CGEE: Yes - 90% of labs
- ECE: Yes - Oct. 2023 – all up to date
- ME: Yes – Oct. 2023 - all up to date
- Shops: Last updated August 2021
- Student Groups: Last updated Sept. 15, 2022

% of Labs without significant labelling issues (WHMIS, storage codes etc.):

- CBE: 100%
- CGEE: 99%
- ME: 100%
- ECE:

Grad Student Safety Training (Employee, Supervisor, Lab, WHMIS 2015)

- CGEE:
- CBE: >95%
- ME: 100%
- ECE:

Status of Technical Staff Safety Training:

- CBE: 75%
- ME: 100%
- CGEE:
- ECE:

Status of Faculty Safety Training:

- CBE: 50%
- ME: 100%
- ECE:
- CGEE:

LSC and OHC Inspection Frequency Being met (see LSC minutes):

- CBE: YES
- ME: YES
- ECE:
- CGEE: YES

% of Department personnel who are aware of the ESMS, where it is located and what it entails:

- CBE: 100%
- ME: 40-50%
- ECE:
- CGEE:

Attachment (2): CBE Safety Funding Request

04/09/11 11:41 AM

04/09/11 11:41 AM



Roll over image to zoom.

TEST KIT SAFETY SHOWER

BRADLEY

Web Price: **\$278.78 / EACH**

1

Add to Cart

Compare

Availability

Pick Up Shipping

New Postal Code

Apply

Item # **BRDS19-330ST**

Mfr. Model # **S19-330ST**

UNSPSC # **40141600**

CATALOGUE PAGE # **1474**

Shipping Weight **5.0 lbs**



Global Industrial™ Plastic Trash Can with Lid & Dolly - 20 Gallon Gray

Item #: T9F240458GYB

Not Yet Rated

Ships in One Business Day

Enter postal code for delivery date estimate

Color

Gray



Price: \$93.95

Quantity Discount

Buy 1-2	\$93.95 ea.
Buy 3-5	\$90.95 ea.
Buy 6+	\$86.95 ea.

1

ADD TO CART

Quantity

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