



Minutes

Local Safety Committee

Complete all information on top: Type or handwritten

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		Jan 25, 2024, at 14:30 ENG2A15	
	57 Campus Drive	Phone: 306-966-5273	Date of Next Meeting		Feb 29, 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	Y
Robert Grier	Administrative Office Representative / (CUPE)	Y	Jason Pannell	ECE Technician / Employee Representative (ASPA)	Y
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)	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	N
Andrea Book	SBA, Facilities Representative	Y	N/A	Grad Rep	N
Quorum: To ensure quorum, one half (5) of committee members must be present.			Total Members Present:	9/10	

Item Number & Date	Problem or Concern Give full explanation and details Divide old/new concerns	Action Taken or Proposed name person responsible	Target Date
Land acknowledgment: I would like to acknowledge that we are coming together in the territorial lands of Treaty 6 and the Home of the Métis. We respect and honour Indigenous knowledge and the ancestral lands of Indigenous peoples, and are committed in moving forward in the spirit of reconciliation and collaboration. (<i>Rama G.</i>)			
1	Introductions/Guests	Time Suggestion: N/A	
	• NA	•	
2	Approval of Agenda	Time Suggestion: 1 Minute (2:35PM - 2:36PM)	
		Moved: Lope T. Seconded: Jason P.	

3	Approval of Prior Minutes	Time Suggestion: 1 Minute (2:36PM - 2:37PM)																
		Moved: Robert G. Seconded: com T.																
4	Safety Moment	Time Suggestion: 3Minute (2:37PM - 2:40PM)																
	<ul style="list-style-type: none"> Monthly safety moment topic: Open Safety Moment topic: 	<ul style="list-style-type: none"> Protect Yourself During Cold Spells (Rama G.): Promote Physical Activity, Meditation, and overall, Health (Rob G.): 																
5	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: Completed for 2024 ME: Completed for 2024 CGEE: Completed for 2024 ECE: Completed for 2024	ONGOING															
6	Outstanding Business	Time Suggestion: 5 Minute (2:50PM – 2:55PM)																
	<ul style="list-style-type: none"> Potential for a visual or hybrid meeting: Lowell L. 	<ul style="list-style-type: none"> Lowell L. was not presented. Andrea will establish a Teams page for LSC. 																
7	New Business	Time Suggestion: 10 Minute (2:55PM – 3:05PM)																
A.	<ul style="list-style-type: none"> Discussion on Department Safety Meetings Frequency: Rob P. Consider adopting the minimum frequency requirements of 4 times annually and once per quarter, as outlined in the recently circulated Terms of Reference (ToR) for OHC. 	<ul style="list-style-type: none"> Motion to adjust LSC meeting frequency to quarterly, aligning with OHC. Moved by Rob P. Seconded by Hayden R. Approved unanimously. 	Done															
B.	<ul style="list-style-type: none"> Gender-neutral bathrooms: Majak M., Rob G., Lowell L. 	<ul style="list-style-type: none"> Restroom signs have been consistently removed. The EDI committee has communicated a proposal for ratification in response to these incidents. Administration is collaborating with Glenda and Andrea to find a solution. 	Deferred															
	<ul style="list-style-type: none"> Consider placing mats at entrances to prevent slips, trips, and falls: Rob G. 	<ul style="list-style-type: none"> A work order will be submitted, and Andrea will follow up. 	Done															
	<ul style="list-style-type: none"> Crack in the 2nd-floor hallway floor: Rob G. Should it be regarded as a safety issue or a cosmetic concern? 	<ul style="list-style-type: none"> A work order has been placed. Facilities will handle it. 	Done															
8	Reports	Time Suggestion: 10 Minutes (3:05PM – 3:15PM)																
A.	Incident/Hazard Reports: Andrea B.	<ul style="list-style-type: none"> None; Awaiting the completion of the OHC overhaul process. 																
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"> Inform Andrea if you encounter any problems with snow clearance. 																
9	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. 	<table border="1"> <thead> <tr> <th></th> <th>DEPT. EXTERNAL</th> <th>OHC/SAFETY RESOURCES</th> </tr> </thead> <tbody> <tr> <td>• CBE</td> <td>11/16/2023</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>Has been planned for Feb</td> <td>06/21/2022</td> </tr> </tbody> </table>		DEPT. EXTERNAL	OHC/SAFETY RESOURCES	• CBE	11/16/2023	05/18/2023	• ME	12/14/2022	06/13/2023	• CGEE	03/15/2023	03/15/2023	• ECE	Has been planned for Feb	06/21/2022	ONGOING
	DEPT. EXTERNAL	OHC/SAFETY RESOURCES																
• CBE	11/16/2023	05/18/2023																
• ME	12/14/2022	06/13/2023																
• CGEE	03/15/2023	03/15/2023																
• ECE	Has been planned for Feb	06/21/2022																
10	Safety Funding	Time Suggestion: 2 Minute (3:18PM - 3:20PM)																
	Requests for Safety Items Funding: None	<ul style="list-style-type: none"> None 	ONGOING															

11	Roundtable	Time Suggestion: 10 Minutes (3:20PM - 3:30PM)	
	<ul style="list-style-type: none"> Eyewash temperature issues 	<ul style="list-style-type: none"> Andrea will follow up with Facilities. Rob G. (assisted by Maureen B.) will compose a letter addressing the eyewash station issues to Facilities. 	
12	Deferred Business		
A. 25/05/2023	Update on renaming labs' first aid kits to differentiate them from central or main first aid kits: Pat H.	<ul style="list-style-type: none"> Pat H. and Spencer H. will consult with Safety Resources and report to LSC 	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

Co-Chair Management SIGNATURE: *Rama Gokaraju*

Rama Gokaraju

Acting Associate Dean of Graduate Studies and Strategic Projects

Majak Mapiour

Co-Chair Employee SIGNATURE: _____

Majak Mapiour

CBE Departmental Assistant