



UNIVERSITY OF SASKATCHEWAN  
**College of Engineering**  
 ENGINEERING.USASK.CA

# Minutes

## Local Safety Committee

**Complete all information on top: Type or handwrite**

<b>Name of firm</b>	College of Engineering – Local Safety Committee				
<b>Worksite Mailing Address &amp; Postal Code</b>	Room 3B48		<b>Total # of workers in workplace</b>	+/- 340	
	Engineering Building		<b>Meeting date &amp; time</b>	Feb 29, 2024, at 14:30 ENG2A15	
	57 Campus Drive	<b>Phone:</b> 306-966-5273	<b>Date of Next Meeting</b>	March 28, 2024	
	Saskatoon, SK S7N 5A9	<b>Fax:</b> 306-966-5202			
<b>Employer Co-chairperson</b>	Rama Gokaraju	<b>Worker Co-chairperson</b>	Majak Mapiour		
<b>Committee Members</b>					
<b>Member</b>	<b>Occupation of/ Representative for</b>	<b>Present Y/N</b>	<b>Member</b>	<b>Occupation of/ Representative for</b>	<b>Present Y/N</b>
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)	N	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)	Y
<b>Community Members Invited to Attend</b>					
Raeann Ducharme	Safety Resources Representative		Mike Miller	Student Group Representative	
			N/A	UG Rep	
Andrea Book	SBA, Facilities Representative		N/A	Grad Rep	
<b>Quorum:</b> To ensure quorum, one half (5) of committee members must be present.			<b>Total Members Present:</b>	<b>9/10</b>	

<b>Item Number &amp; Date</b>	<b>Problem or Concern</b> Give full explanation and details Divide old/new concerns	<b>Action Taken or Proposed</b> name person responsible	<b>Target Date</b>
<b>Land Acknowledgement: Rama G.</b>			
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.			
<b>1</b>	<b>Introductions/Guests</b>	<b>Time Suggestion: N/A</b>	
	•	•	

2	Approval of Agenda	Time Suggestion: 1 Minute (2:35PM - 2:36PM)			
		Moved: Rob P. Seconded: Hayden R.			
3	Approval of Prior Minutes	Time Suggestion: 1 Minute (2:36PM - 2:37PM)			
		Moved: Jason P. Seconded: Lowell L.			
4	Safety Moment	Time Suggestion: 3Minute (2:37PM - 2:40PM)			
	<ul style="list-style-type: none"> <li>Monthly safety moment topic: Open</li> <li>Safety Moment topic:</li> </ul>	<ul style="list-style-type: none"> <li>Plan to install CCTV in the building.</li> <li>Access safe walkways. Ensure to choose well-lit roads.</li> </ul>			
5	ESMS Metrics Updates	Time Suggestion: 5 Minute (2:45PM – 2:50PM)			
	<ul style="list-style-type: none"> <li>Monthly updates from each program: <ul style="list-style-type: none"> <li>Updates for each department: ESMS annual audit</li> </ul> </li> </ul>	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)			
A. 25/05/2023	<ul style="list-style-type: none"> <li>Update on Renaming Labs' First Aid Kits: <ul style="list-style-type: none"> <li>Discuss the number of first aid kits needed in our building and the standards they should meet.</li> <li>Determine whether all laboratories require full-sized first aid kits.</li> <li>Identify areas that require risk assessments.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Keep and maintain lab first aid kits until further notice.</li> </ul>		Complete	
B. 25/01/2024	<ul style="list-style-type: none"> <li>Drafting a Formal Letter of Recommendation Regarding Inconsistent Water Temperature in Eyewashes</li> </ul>	<ul style="list-style-type: none"> <li>Postponed</li> </ul>		Deferred	
C. 25/01/2024	<ul style="list-style-type: none"> <li>Concerning the Frequency of Department Safety Meetings: <ul style="list-style-type: none"> <li>When will we transition to the meeting frequency of 4 times annually</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Department Safety Meetings may transition to a quarterly meeting frequency</li> </ul>		Complete	
D. 25/01/2024	<ul style="list-style-type: none"> <li>Establishing a Teams page for LSC to facilitate hybrid meetings: Andrea B.</li> </ul>	<ul style="list-style-type: none"> <li>Postponed</li> </ul>		Deferred	
7	New Business	Time Suggestion: 10 Minute (2:55PM – 3:05PM)			
A.	<ul style="list-style-type: none"> <li>Request for Orientation Form Modification: Rob P. <ul style="list-style-type: none"> <li>Seeking Clarification on Mandatory Laboratory Safety (Refer to the attached document for details)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>IT might change the key acquisition process by June.</li> </ul>		Deferred until June	
B.	<ul style="list-style-type: none"> <li>Request for Amendment to Exit Form: Rob P. <ul style="list-style-type: none"> <li>Refer to the attached document for details</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Lowell will investigate, and Rob P. will provide the necessary information</li> </ul>			
C.	<ul style="list-style-type: none"> <li>High Pressure/Temperature Units in Bioprocessing in CBE: Andrea B. <ul style="list-style-type: none"> <li>Consideration for Placement in the Pilot Plant Encouraged</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Postponed</li> </ul>		Deferred	
8	Reports	Time Suggestion: 10 Minutes (3:05PM – 3:15PM)			
A.	Incident/Hazard Reports: Andrea B.	<ul style="list-style-type: none"> <li>N/A</li> </ul>			
B.	Safety Resources Update: Raeann D.	<ul style="list-style-type: none"> <li>N/A</li> </ul>			
C.	Facilities Update: Andrea B.	<ul style="list-style-type: none"> <li>N/A</li> </ul>			
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"> <li>OHC should be invited for Lab Inspections once or twice a year.</li> <li>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.</li> </ul>		DEPT. EXTERNAL	OHC/SAFETY RESOURCES	ONGOING
		<ul style="list-style-type: none"> <li>CBE</li> </ul>	11/16/2023	05/18/2023	
		<ul style="list-style-type: none"> <li>ME</li> </ul>	12/14/2022	06/13/2023	
		<ul style="list-style-type: none"> <li>CGEE</li> </ul>	02/28/2024	03/15/2023	

		• ECE	02/28/2024	06/21/2022	
10	<b>Safety Funding</b>	<b>Time Suggestion: 2 Minute (3:18PM - 3:20PM)</b>			
	<b>Requests for Safety Items Funding: None</b>	•			<b>ONGOING</b>
11	<b>Roundtable</b>	<b>Time Suggestion: 10 Minutes (3:20PM - 3:30PM)</b>			
	<ul style="list-style-type: none"> <li>• Gas cylinder audit - Lowell L.</li> <li>• Adoption of the new OHC form - Majak M.</li> <li>• Safety Award nomination</li> </ul>	<ul style="list-style-type: none"> <li>• Linde gas cylinder audit is approaching rapidly. Self-audit is encouraged; old cylinders may need to be returned.</li> <li>• We will implement the new OHC form.</li> <li>• Departments are encouraged to compile recommendation letters.</li> </ul>			
12	<b>Deferred Business</b>				

**Distributed copies as follows:**

Copy 1 - Permanent Committee Files (J:\Committees\Local Safety Committee)

Copy 2 - Sent to LSC via email via [enr\\_lsc@usask.ca](mailto:enr_lsc@usask.ca)

Copy 3 – Submitted to Safety Resources

In my opinion the above is an accurate record of this meeting

*Rama Gokaraju*

**Co-Chair Management SIGNATURE:** \_\_\_\_\_

Rama Gokaraju  
Acting Associate Dean of Graduate Studies and Strategic Projects

*Majak Mapiour*

**Co-Chair Employee SIGNATURE:** \_\_\_\_\_

Majak Mapiour  
CBE Departmental Assistant

## **Attachments**

Rob's Email:

I'd like to add the following items to the next LSC Agenda:

1. Orientation Form Changes needed:
  - a. Safety Resources has switched to in person Lab Safety called "Laboratory Safety for Lab Workers – Initial"
    - i. They also have online classes: "Laboratory Safety for Undergraduates" and "Laboratory Safety For Facilities and Non-Lab Staff"
      1. We need to clarify which is required on the orientation form, and perhaps adjust that they need to have registered rather than taken to apply for keys as getting keys takes a long time.
  - b. You can't use digital signatures on the form, this makes it very difficult to use as a digital document.
2. Exit Form
  - a. You can't check NA for some items such as "WSEP Lab Decommissioning Certificate Attached", this was an option in the old form, and several items may need to be NA in this section.
  - b. WSEP no longer exists.

Rob