

 <p>UNIVERSITY OF SASKATCHEWAN College of Engineering ENGINEERING.USASK.CA</p>	<h1>Minutes</h1> <h2>Occupational Health Committee</h2>				
<p>Complete all information on top: Type or handwrite</p>					
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 27, 2025, at 14:30 Eng 1C102	
	57 Campus Drive	Phone: 306-966-5273	Date of Next Meeting	Feb 26, 2026	
	Saskatoon, SK S7N 5A9	Fax: 306-966-5202			
Employer Co-chairperson	Dr. Catherine Niu	Worker Co-chairperson	Majak Mapiour		
Committee Members					
Member	Occupation of/ Representative for	Present Y/N	Member	Occupation of/ Representative for	Present Y/N
Dr. Catherine Niu	Management Representative / Co-Chair (Exempt)	Y	Rob Peace	ME Laboratory Engineer / Employee Representative (ASPA)	Y
Majak Mapiour	CBE Laboratory Engineer/ Employee Representative/ Co-Chair (ASPA)	Y	Hayden Reitenbach	CGEE Laboratory Engineer / Employee Representative (ASPA)	Y
Noreen Predicala	Administrative Office Representative /	Y	Peyman Pourhaj	ECE Laboratory Engineer / Employee Representative (ASPA)	N
Cam Tarasoff	Engineering Shops Representative (CUPE)	Y	Maureen Bourke	Sci-Fi Camp Representative (ASPA)	Y
			Lowell Levenick	Receiving Representative (CUPE)	Y
Community Members Invited to Attend					
N/A	UG Rep: Ravi Patil	Y			
N/A	Grad Rep				
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		
Land Acknowledgement:						
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.						
1	Introductions/Guests	Time Suggestion: N/A				
	•					
2	Approval of Prior Minutes	Time Suggestion: 1 Minute (2:35PM - 2:36PM)				
		Moved: Rob P. Seconded: Hayden R.				

3	Approval of Agenda	Time Suggestion: 1 Minute (2:36PM - 2:37PM)	
		Moved: Rob P. Seconded: Cam T.	
4	Safety Moment	Time Suggestion: 3 Minute (2:37PM - 2:40PM)	
	Monthly safety moment topic:	All workspace furniture must be kept in safe working condition, with any damaged items promptly removed and reported.	
5	ESMS Metrics Updates	Time Suggestion: 5 Minute (2:45PM – 2:50PM)	
	Updates from each program: <ul style="list-style-type: none"> • <i>Updates for each department:</i> ESMS annual audit 	<p>Majak M. has sent out the metrics for the 2025 ESMS inspection.</p> <p>CBE: Completed for 2025 ME: Completed for 2025 CGEE: Completed for 2024 ECE: Completed for 2024</p>	ONGOING
6	Outstanding Business	Time Suggestion: 5 Minute (2:50PM – 2:55PM)	
A. 30/05/2024	<ul style="list-style-type: none"> • Update on: Addressing inconsistent water temperature in the eyewash stations. Dr. Niu 	<ul style="list-style-type: none"> • See Attachments 1 and 2 • The recent eyewash station issues have been resolved, and Facilities will continue to monitor the persistent problem of irregular water temperature. 	ONGOING
B.	Follow-up. Clarify who is responsible for AED maintenance. Dr. Niu	<ul style="list-style-type: none"> • Lowell L. will inspect the AEDs for the next few months, after which the responsibility will be rotated among OHC members. 	Done
C.	Agenda Item: Weekend Building Access and Door Security. Dr. Niu <ul style="list-style-type: none"> • Address the issue of Engineering building doors being locked on weekends and determine who is responsible for unlocking them. • Discuss concerns regarding doors being propped open after hours and identify appropriate measures to prevent this. 	<ul style="list-style-type: none"> • See Attachment 3 • Protective Services will begin unlocking the entrance near the Engineering Library at 8:00 AM starting this weekend. 	Done
D.	OHC Recommendation Letter Template <ul style="list-style-type: none"> • Jeff will prepare a template letter for use by the OHC to issue formal recommendations. 	<ul style="list-style-type: none"> • See Attachment 4 • Jeff has sent the template letter for the OHC to use when issuing formal recommendations. 	Done
7	New Business	Time Suggestion: 10 Minute (2:55PM – 3:05PM)	
A.	Safety Signage – Emergency Contact. L. Levenick <ul style="list-style-type: none"> • Who owns updating/maintaining posted “Emergency Contact” lists (offices & first-aid kits)? 	<ul style="list-style-type: none"> • This item was brought to the College Executive Committee meeting held on December 4, 2025, which Glenda together with other members attended. The responses from the committee are as follows: • The emergency contacts for the College of Engineering are Protective Services and 911. • In addition, each laboratory in the Engineering Building has specific emergency contacts posted on its safety signage. • As such, the College does not maintain a separate emergency contact list. 	Done
B.	Safety Board. L. Levenick <ul style="list-style-type: none"> • Do we still need the public-facing OHC board near the Dean’s Office beyond posting required minutes? 	<ul style="list-style-type: none"> • The committee confirmed that the public-facing OHC board near the Dean’s Office must be maintained and continue to display the required minutes. • The board has been reorganized by separating the safety documents from other postings. 	Done
8	Reports	Time Suggestion: 10 Minutes (3:05PM – 3:15PM)	
A.	Incident/Hazard Reports:	<ul style="list-style-type: none"> • Reports are produced quarterly. 	ONGOING
9	Lab Inspection Updates	Time Suggestion: 3 Minute (3:15PM – 3:18PM)	
	OHC Lab Inspections: <ul style="list-style-type: none"> • Each of the four departments will be inspected once per year as part of the quarterly OHC inspection 	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"></div> <div style="width: 45%; text-align: center;"> DEPT. EXTERNAL <ul style="list-style-type: none"> • CBE </div> </div>	ONGOING
		Nov/13/ 2025	

	<p>cycle, with an external OHC member co-leading each inspection to ensure objectivity.</p> <ul style="list-style-type: none"> In addition to OHC-led inspections, departments remain responsible for conducting their own internal inspections in accordance with the established schedules. 					
		• ME	06/02/2025			
		• CGEE	02/28/2024 (Will be Done on Dec 5)			
		• ECE	02/28/2024			
10	Roundtable	Time Suggestion: 10 Minutes (3:20PM - 3:30PM)				
A.	• We are currently seeking a new Employee Co-Chair					
B.	•					
11	Deferred Business					
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 Copy 3 – Submitted to Safety Resources						
In my opinion the above is an accurate record of this meeting  Co-Chair Management SIGNATURE: _____ Management Representative						
Co-Chair Employee SIGNATURE: _____  Majak Mapiour Majak Mapiour CBE Departmental Assistant						

Attachment 1: Eyewash Stations Issues: Work order history

Description	Status	Property	Date Created
ENG 1C30: The water of the tap next to the entrance door of 1C30 for the cold line is hot. Both lines have hot water.	CLOSED	1	18-Jun-24
ENG 3B49: URGENT - Hot water is in the cold water pipes, noted in 3rd floor bathroom- we need this fixed as this affects emergency eyewash stations and showers.	CLOSED	1	14-Jun-24

ENG: resolve hot water in toilet issues for bathrooms in AWING and BWING	CLOSED	1	18-Mar-24
ENG - 3B53 - Toilets flushing hot water	CLOSED	1	7-Mar-24
ENG - ENTIRE BUILDING - Still having hot water mixing issues in the building. Water in cold lines is hot around the building. Eyewashes, toilets, etc.**CANCELLED - DUPLICATE TO WO 2413156 **	CANCELLED	1	4-Oct-23
ENG - 3B53 - The toilets in the men's washroom are flushing in hot water (IE the toilets are steaming). This may be a larger issue with water pressure or heaters, please check if possible.	CLOSED	1	19-Sep-23
ENG - Throughout the Building - Hot water coming out both cold/hot taps and hot water running in toilets.	CLOSED	1	28-Aug-23
ENG - 2B01 - 2 of the three toilets have hot water coming to them. - BST said the would not be able to repair.	CLOSED	1	21-Oct-22
ENG 2B01: urinals in washroom by room 2C02 are pumping out hot water	CLOSED	1	10-Jun-22

Attachment 2: Hot Water in the Cold Lines Issue

Hi Catherine,

There were a couple incidents reported in January 2025 that I could find.

It would still be a good idea to bring it up at the CEC meeting so we can talk about how Facilities Building related issues should move through the OHC.

Thank you,

Andrea Book

Strategic Business Advisor - Facilities

Attachment 3: Doors locked at Engineering on the weekend

Hi Catherine,

Apologies for the delay. I don't have all the information gathered yet as I am still waiting for responses but so far here is a quick update on both of the items we talked about regarding doors.

1. doors being locked on weekends.

- Protective Services has been contacted and I asked for more information about their process.
- I also asked if there are any opportunities where the college can help to ensure that the door gets unlocked.
- I am still waiting for a response.

2. doors being propped open after hours:

- I did a walkthrough with Protective Services and Sgt. John Murphy made the following suggestions:
 - -signage on the door to not prop that door open
 - -ensuring custodial or checking that door at the end of their shifts
 - - making sure that outside people are not staying in the building, has there been evidence of anyone sleeping in there?
 - - installation of a local door alarm so that if it's open for longer than certain amount of time, an alarm will come out of the door itself. This is a cheaper version of getting it actually wired to an alarm, but will not be monitored and only people in the building will be able to hear it.
 - - temporary insulation of a battery operated camera that can be reviewed if the door is propped open

Warmest,
Andrea Book

