

MEETING MINUTES

Attendees: Heather Akai, Julie Chou, Diana Hastings, Kevin Lyons, Peter Marshall, Taraneh Sowlati
Regrets: Suzie Lavallee, Vincent Leung
Chair: Kevin Lyons
Note Taker: Nicole Lee

1. Call meeting to order and introduce new members

Kevin Lyons

Welcome to Nicole Lee, she will be the new Secretary on our committee. Rolando Descalzo will return as the Forest Sciences staff rep. Angie Dale, Grad student rep, is currently away in the field.

2. Approval of agenda and minutes

All

Agenda – approved
Past minutes – approved

3. Review of action items

- **Lab inspections**

Kevin Lyons

Peter Marshall will complete his inspections with Allan Carroll

- **Scheduling 2012/2013 Safety Workshops**

Kevin Lyons

Kevin will follow up with Lori Daniels for February or March workshop for students

- **Vacant Safety Positions**

Kevin Lyons

Vincent will be on paternity leave until January 2013

Question: Will a replacement be needed in the meantime? Answer: No

- **Vermiculite for spill kit**

Has been ordered

- **Plaques for Forest Sciences lab doors?**

Kevin Lyons

Information has been submitted by Rob Guy for Forest Sciences but there are still no plaques
Plaques will include chemical hazards in the lab; will not include any personal information such as cellphone numbers

Question: Who is the contact person for Forest Sciences? This person should also visit each PI

Kevin will follow up with RMS to get communication going between Forest Sciences and RMS

4. Incident or accident reports/investigations

Kevin Lyons

None reported

5. New business

- ***Discussion of electing co-chairs from within the Safety Committee as per our terms of reference***
We have now been assigned a Secretary who will manage the files. There will be a Safety Program Director, which should make the Safety Committee more of what it is supposed to be, a local health and safety committee
Our terms of reference state that co-chairs should be elected from within the Safety Committee

Action items: The Committee will randomly assign two co-chairs (one faculty and one staff) for one year term at the next meeting, December 7

- ***Create a list of files to be maintained by the Safety Committee*** Kevin Lyons
 - Approved minutes will be posted and distributed to Safety Committee members, Safety Program - Director, and RMS
 - Compile and send out agenda
 - Accident and incident reports to be filed in a central location
 - Annual building inspections

Action items: Kevin will follow up with Leisa and Nicole to ensure this is possible

6. Next meeting

Kevin Lyons

Next meeting will be on Friday, December 7, 2012.

7. Adjournment

Kevin Lyons