

MEETING MINUTES

Attendees: Kevin Lyons, Peter Marshall, Suzie Lavallee, Rolando Descalzo, Angie Dale

Regrets: Heather Akai, Diana Hastings, Vincent Leung, Taraneh Sowlati

Chair: Kevin Lyons

Note Taker: Nicole Lee

1. Call meeting to order and introduce new members

Kevin Lyons

Welcome to Angie Dale as the new graduate student representative

2. Approval of agenda and minutes

All

Agenda – Approved

Past minutes – Approved

3. Review of action items

• **Lab inspections**

Kevin Lyons

- Peter Marshall completed second floor shared offices as of December 7, 2012;
- Third and fourth floor shared offices, parking garage, growth room and cage room to be completed in mid-December by Peter and will report to Kevin upon completion

• **Scheduling 2012/2013 Safety Workshops**

Kevin Lyons

- Lori Daniels will hold one on the 3rd week of January in 2013 to develop safety plan
- Will go through Gayle Kosh to get a notice out to graduate students

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

Kevin Lyons

- Installation of plaques has been completed by Suzie Lavallee

• **Additional response to HAZMAT Audit (kit location and shelving)**

Kevin Lyons

- Current shelving and storage units are inadequate; will require more secure shelving solution

Action items:

- Kevin to check with Wood Science regarding the accessibility to hazmat kit and the timing of lab use
- Rolando and Diana to develop estimate for shelving solutions in hazardous chemical room

• **Electing new co-chairs within the Safety Committee**

Peter Marshall

- one co-chair should be staff and one from faculty, and cannot be from the same department; for one year term; will be chairing the meeting

- by random selection:

Diana Hastings will be staff co-chair; Peter Marshall will be faculty co-chair for 2013

4. Incident or accident reports/investigations

Kevin Lyons

None reported

5. New business

- ***New Building Emergency Response Program (BERP) manager: David Tait***

- ***Reporting accidents and incidents***

Kevin Lyons

- Nicole is setting up an accident and incident filing system for the Safety Committee and this will be located in the Dean's Office

Action items:

- Kevin will ask the departmental managers to send copies of all accident and incident reports to the Dean's Office (Nicole) for recording keeping and filing purposes

- Kevin will remind the departmental managers that all incidents (including close calls) need to be reported, and not just those with injuries

6. Next meeting

Kevin Lyons

- Wednesday January 16, 2013 at 1pm, as voted by Committee members on Doodle Poll

7. Adjournment

Kevin Lyons