

## MEETING MINUTES

**Attendees:** Kevin Lyons, Peter Marshall, Diana Hastings, Taraneh Sowlati, Vincent Leung, Heather Akai, Rolando Descalzo, Angie Dale, Suzie Lavallee

**Chair:** Kevin Lyons

**Co-chair:** Peter Marshall

**Note Taker:** Nicole Lee

**1. Call meeting to order and introduce new members** **Peter**

**2. Approval of agenda and minutes** **All**

Agenda – Approved

Past minutes – Approved

**3. Review of action items**

- **Lab inspections** **Peter**
  - Inspections for cage room , growth room, and parking are completed
  - Kevin is following up with Wood Science on decommissioning FSC 0340 and 0350

**Action Item 1:** Peter to complete third floor office inspection

**Action Item 2:** Kevin to inform SMT about the need for lab decommissioning plan before PI leaves

- **Scheduling 2012/2013 Safety Workshops** **Kevin**
  - For grad students, workshop titled “*Better Safe Than Sorry*”
  - Scheduled for January 24, 10am-2pm by Lori Daniels

**Action Item 3:** Kevin to contact Gayle Kosh (Graduate Program Manager, Forestry) to check availability for the workshop. If feasible, Department Administrators will extend workshop invitation to PDFs and staff

- **Additional response to HAZMAT Audit (kit location and shelving)**
  - Wood Science lab access to HAZMAT kit and timing of lab use are currently adequate **Diana**
    - Department kit is locked after hours but labs have their own spill kits
  - Possible shelving solution for HAZMAT room: take metal shelves from cage room **Kevin**

**Action Item 4:** Kevin to schedule meeting with Diana and Rolando to develop a new plan for the inadequate shelving in the HAZMAT storage area; will also give budget to Peter before March 1, 2013 for shelving cost

- **Departments reporting incidents to Nicole Lee** **Kevin**
  - Kevin has informed all department administrators to report incidents to Dean's Office for record keeping and filing; Departments are encouraged to report incidents and close calls
  - Incident reports: yellow copies (containing worker's confidential info) are for department administrators only; blue copies are for record keeping at the Dean's Office
  - Nicole will keep and bring the blue copy to meetings

**Action Item 5:** Kevin to follow up with all Department Administrators that they understand copies of all incident and accident reports must be forwarded to Nicole for the Safety Committee records

#### **4. Incident or accident reports/investigations** **Peter**

- a. Exhaust fan not working in hazardous material storage room FSC 1727 **Kevin**
  - Kevin reported the malfunctioning fan to Trouble Calls; fan was fixed by technician
- b. Worker slipped and fell on icy path outside of the south entrance of the CAWP building **Diana**
  - Diana has followed up with the Campus for salting the property; no further action required
  - Plant Ops Facilities Manager, Phillip Bussey (locum for Greig Samodien), was also contacted

#### **5. New business**

- **Should the Safety Committee update its Terms of Reference** **Kevin**
  - The existing templates are generated by UBC and they can be modified by our own Faculty to accommodate our needs

**Action Item 6:** Kevin will send an updated copy of the Safety Committee Terms of Reference to Committee members for review

- **Suggestions for auditing safe work procedures for field work** **Kevin**
  - Written safe work procedures for field work: yellow book with instructions
  - Guidelines developed by Ministry of Forestry
  - Suggestions to ensure field workers are following safe work procedures:
    - Generate a form to help Principal Investigator (PI) report whether procedures have been followed
    - Annual report/checklist done strategically at the end of field season
    - PI will file and sign off a report that safe work procedures are being followed

- **Insuring Rental Vehicles** **Kevin**
  - To be insured by each individual department themselves; through the departmental managers

**Action item 7:** Peter will send out reminder to faculty and staff regarding the requirements for insuring rental vehicles

- **Creating web link on the Faculty of Forestry website for Safety Committee communications**

**Action Item 8:** Peter will discuss the feasibility of implementing this web link with Renita Drakes (Web Coordinator) and Carl Johansson (Systems Manager)

## **6. Next meeting**

**Diana**

- Doodle Poll for day and time for the last week of February

## **7. Adjournment**

**Diana**