

MEETING MINUTES

Attendees: Kevin Lyons, Peter Marshall, Diana Hastings, Taraneh Sowlati, Vincent Leung, Heather Akai, Janette Bulkan, Rolando Descalzo, Angie Dale, Suzie Lavallee
Chair: Diana Hastings
Co-chair: Peter Marshall
Note Taker: Nicole Lee

- 1. Call meeting to order and introduce new members** Diana
 - Welcome to Janette Bulkan, who will be our new FRM Faculty representative

- 2. Approval of agenda and minutes** All
 - February Agenda - Approved
 - January Minutes - Approved

- 3. Review of action items**
 - **Lab inspections** Peter

Action Item 1: Peter will complete inspections for the shared offices on the third floor

 - **Discussion of Safety Workshop Summary by Lori Daniels** Kevin
 - Objective of the workshop:
 - to discuss field safety measures and recommendations as well as the analysis of safety scenarios, which will allow researchers to think about potential hazards and situations they will encounter in the field
 - Target audience: Forest Resource Management and Forest & Conservation Sciences graduate students, and post-doc fellows
 - Workshop turnout was lower than expected; possibly held too early in the year;
 - Suggestions:
 - Suzie offered to run a second course
 - Target date: April 15-19, 2013
 - 15 registrants as minimum enrollment requirement
 - Invitation to be sent out around mid-March for registration

Action Item 2: Peter will organize the next safety workshop, to be delivered by Suzie - Peter will draft email to invite faculty members to attend workshop being held in April

 - **Additional response to HAZMAT Audit (kit location, and shelving)** Kevin
 - Shelving cost and solution for HAZMAT room
 - Kevin has met with Greig Samodien (Facilities Manager, Plant Ops) to assess the cost to replace wooden shelves with metal shelves (estimated cost: \$800)

- current issues: some corrosion on metal shelves from chemical drips; containers can easily fall off during an earthquake (or tremors)
- suggestion: to install drip trays (with lips) on the shelves

Action Item 3: Rolando to work with RMS - to assess shelving needs and shelving design plan, and to obtain an estimate for the cost of shelving. Kevin will locate contact for Rolando

- ***Review of Safety Committee Terms of Reference*** Kevin

Action Item 4: Peter will rewrite the part of the Terms and Reference regarding member selection and chair appointment and will bring in the revisions to the next meeting

- ***Suggestions for auditing safe work procedures for field work*** Kevin
- to have annual review statement from PI that the procedures are adequate and followed

- ***Web link on the Faculty of Forestry website for Safety Committee communications*** Peter

Action Item 5: Peter will follow up with Renita Drakes (Web Coordinator) and Robert Kwei (Web Support)

- 4. **Incident or accident reports/investigation** Peter
- None reported

5. New business

- a. Concerns over closet or storeroom doors being mistaken for exits in an emergency Kevin
- The door by FSC 1221 was reportedly mistaken for an emergency exit

Action Item 6: All departments will report on other doors that require signage by the next meeting – will then notify Greig Samodien on all the signs needed for our building

- b. Local Health and Safety Committee training courses available online Kevin
- Safety Committee members are recommended to complete the online training course

Action Item 7: Kevin will send out link for online training to all members

- 6. **Next meeting** Peter
- Doodle poll for the first week of April

- 7. **Adjournment** Diana