

MEETING MINUTES

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

1. **Call meeting to order** Diana
2. **Approval of agenda and minutes** All
April Agenda - Approved
February Minutes – Approved
3. **Review of action items**
 - a. Lab inspections Diana
- All rooms have been completed
 - b. Setting up second Safety Workshop Suzie
- Suzie agrees to run the workshop; awaiting for Peter’s confirmation email
- Proposed date: second or third week of April; location TBD (depending on enrollment)
- Objective of workshop: to discuss field safety measures and recommendations as well as the analysis of safety scenarios, which will allow researchers to think about the potential hazards and situations they will encounter in the field
 - c. Additional response to HAZMAT Audit (kit location, and shelving) Rolando
- Shelving cost and solution for HAZMAT room
- Rolando contacted Plant Ops regarding shelving solutions/suggestions:
 - o Suggestion 1) wood railing on shelves
 - but was opposed because wood can be damaged by corrosive material
 - o Suggestion 2) stainless steel/metal railing
 - cost: approx. \$1500 for metal railing and \$400 for trays
 - o Suggestion 3) cables/wire as barrier on shelves and Rubbermaid totes to contain the material spill
 - cost: approx. \$600; will bring forward to SMT for approval
 - will require at least 56 totes, at \$7 each

- Other issues: 7 drums (50 L each) crowding on the floor and will require spill pallets
- \$200/drum pallets, we currently have 4-5 drums in the room – budget to buy 4
- will bring forward to SMT for budget approval

Action Item 1 - Rolando to write up the budget proposal with the estimate of total cost for the shelving solution and drum pallets; Peter will bring the proposal to the next SMT meeting

- d. Review of Safety Committee Terms of Reference Kevin
- Peter rewrote Section 10 of the Terms of Reference
 - Review and edits were made during meeting (*see Diana and Kevin for changes*)
 - Members may submit any changes, if necessary

Action Item 2 – Committee members will send any necessary changes to Nicole. Any changes received will be forwarded to Kevin for rewording; Kevin will then bring the revised copy to the next meeting

- e. Web link on the Forestry website for Safety Committee communications Diana
- There is an existing link on the website – *safety.forestry.ubc.ca*
 - Secretary to maintain and check on site and report any necessary changes to Robert Kwei
 - Web link to include member information and approved minutes
 - remove all items into temporary file (to be sorted afterwards)

Action Item 3 – Nicole to review web link and to contact Robert Kwei for adding approved minutes and contact information to the site

- f. Signage for closet or storeroom doors Kevin
- Possible problem (closet) door between FSC 1220 and 1222 could be mistaken for exit
 - signage not necessary; will be covered in the course safety plan during the first week of class by instructors

4. Incident or accident reports/investigation Diana

- Water flood in FSC 4330 seeped into FSC 3330 (K. Ritland’s lab) and FSC 2330 (MAGIC lab)
- Plant Ops was contacted and attended to the problem; Greig Samodien (Facilities Manager) was also contacted

Action Item 4 - Diana will write up an incident report and will follow up on the assessment from Greig Samodien regarding the spill incident

5. New business

- Notice from UBC Risk Management Services (RMS) - Safety topic for March is Lockdown
- Concerns over lockdown in the FSC building are proposed to be covered in course safety plan

6. Next meeting

Diana

- Wednesday May 8, 1-2pm

7. Adjournment

Diana