

## MEETING MINUTES

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

**Chair:** Diana Hastings

**Note taker:** Nicole Lee

**Regrets:** Vincent Leung

**1. Call meeting to order** Diana

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

- April Minutes – Approved
- Correction to May Agenda: New Business 5c. Annual Building Safety Inspection
- May Agenda – Approved

**3. Review of action items**

- a. Safety Workshop outcome Suzie
- Suggestions and comments:
    - o Opening workshop to interested undergraduate students for field safety and lab/building safety; a small fee to be charged for attending the workshop
    - o Safety workshop was originally set up for graduate students and faculty on how to develop safety plans rather than teaching them safety procedures
    - o Timing of workshop – April would be most ideal time for graduate students to attend; to be offered once year

**ACTION ITEM 1:** Peter and Suzie will explore the prospects of offering the workshop to undergraduate students as a separate presentation

- b. Additional response to HAZMAT Audit (kit location, and shelving) Rolando
- Shelving cost and solution for HAZMAT room
  - Update from Rolando: trays and spill containers for drums are now purchased and being used in the storage room; aircraft cable for shelves will be arriving this week
- c. Review of Safety Committee Terms of Reference Kevin
- Section 10 has been revised and will be updated (*add in as attachment*)
  - Motion to vote – all in favour of the revised document
- d. Web link on the Forestry website for Safety Committee communications Nicole
- Detail and format for list of members
    - o Level of detail for members' information: name, department, and email

- *“Please contact your departmental Safety Committee representative if you have any questions and concerns”* to be included on page to encourage contact and reporting

**ACTION ITEM 2:** Peter and Nicole will discuss with Robert Kwei about the format and content of the website

- e. Water flood incident in FSC 4330 – report Diana
  - Diana talked to Carol Ritland and Greig Samodien regarding flood incident
    - Greig contacted RMS regarding fume hoods
  - All base of the benches have been recaulked *by Plant Ops*
  - All protocols have been in place – incident is considered a building maintenance issue
  - Incident reported to RMS and no further action required

Response from Risk Management Services:

*“The work surface inside a fume hood must be of recessed type. With a recessed type of work area, any spills can be contained by the retaining lip. This will address any spill coming onto a person. As for vapours the fume hood has a horizontal bottom airfoil inlet at the front of the hood. The airflow at the front of the hood assures a good sweep of air across the floor toward the back of the hood minimizing vapours coming out into the lab.”*

**ACTION ITEM 3:** General email to be sent out as reminder to all labs regarding safety and lab rules  
(i.e. the use of running water for experiments and not store hazardous materials in the fume hoods)

Diana will include in email on summer lab safety reminders

#### 4. Incident or accident reports/investigation

- a. Mercury spill in FSC 4401 Diana
  - Mercury thermometer broke during lab cleanup. Appropriate mercury spill procedures were followed
  - Heather will follow up with department administrators on incident reporting to Dean’s Office

**ACTION ITEM 4:** All labs to ensure mercury spill kits are adequate and available in spill carts

- b. Out-of-date fire extinguisher in FSC 2402 (Forest Hydrology Wet Lab) Kevin
  - Maintenance request submitted to Building Operations (Trouble Calls)
  - No further action required

#### 5. New business

- a. New Risk Groups 1 & 2 Disposal Procedures from UBC RMS Diana

**ACTION ITEM 5:** Kevin, Rolando, and Diana will meet to discuss the new disposal procedures

- b. Use of Forest and Conservation Sciences department 12-passenger van by Class 5 drivers Suzie

- Class 4 license is required to drive a 12 passenger van
  - Suggestions:
    - o requirement to sign a document for drivers to declare of Class 4 or Class 5 license
    - o take out back bench to reduce number of seating, if vehicle will be driven by Class 5 drivers

**ACTION ITEM 6:** Peter will send out a general reminder regarding driving the 12 passenger van with proper certification (Class 4 license required for operating commercial vehicle) and will indicate that the van is over-height

**ACTION ITEM 7:** Suzie will write up the signing document to sign out the 12 passenger van – document will include a general statement regarding having proper certification to operate commercial vehicles

- c. Annual Safety Inspections
  - Third floor lab doors blocked (fire safety concern)
    - o These doors are for the conjoining rooms, not actual emergency exits
  - Other issues will be reviewed from Annual Safety Inspections

**ACTION ITEMS** for Annual Safety Inspections (TBD in June):

- 8i.** Kevin will check and confirm locked doors are not fire safety emergency exits
- 8ii.** All labs to check for mercury thermometers and will need to be discarded

- d. Summer safety reminders

**ACTION ITEM 9:** Diana will send summer lab safety reminder email

**6. Next meeting** Diana  
 - Wednesday June 5<sup>th</sup>

**7. Adjournment** Diana