

MEETING MINUTES

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

1. Call meeting to order Diana

2. Approval of agenda and minutes All

- May minutes – Approved
- June agenda – Approved

3. Review of action items

a. Update on HAZMAT room storage/shelving solution Diana
 - All railings and spill trays have been installed for storage shelves (for Rolando)
 - under budget by \$175

b. Prospect of offering Safety Workshop to undergraduate students Suzie
 (away)

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

c. Format and content for Forestry Safety website Peter
 (away)

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

d. Summer lab safety reminders Diana
 - Lab reminder has been sent out to Forestry faculty and staff

e. Mercury spill kits should be availability in all spill karts Diana
 - ~\$100 per kit; cost for mercury spill kit for HazMat Facility Spill Kart will be covered by the Dean's Office

ACTION ITEM 3: Rolando to check mercury spill kits in spill carts for the third floor labs. Kevin will provide Diana with account to charge the Mercury Spill Kit for the HazMat Facility

- f. New Risk Groups 1 and 2 Disposal Procedures Diana
 - Diana and Angie attended the RMS orientation; new disposal procedures will be implemented by RMS starting July 2013

ACTION ITEM 4i: Rolando to review key access to the autoclave room for Forest and Conservation Science labs (on third floor). Kevin suggests that Roland implement the same procedures that currently exist in Wood Science.

ACTION ITEM 4ii: Rolando to have the autoclave recorder tape repaired

- g. General reminder for renting FCS department 12-passenger van Peter
(away)

ACTION ITEM 5: 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)

- h. Signing document for renting FCS department 12-passenger van Suzie
(away)

ACTION ITEM 6: Suzie will write up the signing documents to sign out the 12 passenger van – document will include a general statement regarding having proper certification to operate commercial vehicles

- i. Annual Safety Inspections Kevin

Proposed lab/office Safety Inspection Assignment

Area	Inspectors
Cage room, growth room parking garage	Kevin Lyons
Basement labs, 1 st floor sample rooms	Rolando Descalzo
2 nd floor FRM labs	Janette Bulkan and Heather Akai
2 nd floor shared offices	Kevin Lyons and Peter Marshall
3 rd floor FCS labs	Rolando Descalzo and Suzie Lavallee
3 rd floor shared offices	Angie Dale and Peter Marshall
4 th floor WS labs	Diana Hastings and Vincent Leung
4 th floor shared offices	Diana Hastings and Taraneh Sowlati
CAWP, HAZMAT, High-Head lab	Vincent Leung and George Lee

ACTION ITEM 7: All inspections to be completed by the end of July; reports to be sent to Nicole Lee, Dean’s Office

4. Incident or accident reports/investigation

Diana

- None reported

5. New business

FSC Lockdown on June 18 - RCMP Emergency Response Exercise

Kevin

- Forest Sciences Centre will be closed from 8am-1pm

- Exercise will be held in both Forest Sciences Centre and MacMillan

ACTION ITEM 8: Kevin will send out email to remind office/lab to put a notice on the door to ensure no one enters their rooms during the drill

ACTION ITEM 9: Kevin to send reminder to all Safety Committee members to take the RMS online course for Safety Committee training

6. Next meeting

Diana

- Wednesday July 10th, 1-2pm in FSC 2101

7. Adjournment

Diana