

## MEETING MINUTES

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

**1. Call meeting to order** Kevin

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

July Agenda – Approved; June Minutes – Approved

### 3. Review of action items

- a. Prospect of offering Safety Workshop to undergraduate students Suzie  
- informal communications via email; Suzie to collaborate with Peter for the workshop  
- proposed time of next meeting: Spring 2014; to be confirmed

**ACTION ITEM 1:** Suzie to collaborate with Peter for organizing the undergraduate Safety Workshop

- b. Format and content for Forestry Safety website Nicole  
- Materials to be posted:  
○ Approved meeting minutes  
○ Terms of Reference  
○ Safety Program Manual  
○ Building Emergency Response Plan  
○ Committee member contact info (department and email)

**ACTION ITEM 2:** Peter and Nicole to meet with Robert (Web Support) for website format and layout

- c. Mercury spill kits availability in all labs Rolando  
- kits have been purchased and included in the common spill carts in the autoclave room

- d. Key access to autoclave room for FCS labs Rolando  
- Rolando is in contact with RMS; currently in the process of implementation

- e. Autoclave recorder tape for repair Rolando  
 - in process of replacement with data logger; estimated cost: \$2500
- f. New Risk Groups 1 and 2 Disposal Procedures Diana  
 - changes to the procedures were discussed with RMS and how they differ between departments

**ACTION ITEMS:**

Diana and Rolando will (for their respective departments):

- 3i)** ensure procedures are consistent with UBC hazardous waste manual
- 3ii)** ensure we have adequate equipment for disposal of hazardous waste
- 3iii)** notify PIs to follow the new waste disposal procedures

- g. General reminder for renting FCS department 12-passenger van Peter  
 - FCS Department Head John Richardson will follow up
- h. Signing document for renting FCS department 12-passenger van Suzie  
 - new sign out procedure to be enforced for FCS  
 - goal: driver to fill out the form each time they use the vehicle (for each driver, each trip)

**ACTION ITEM 4:** Heather will look into driver licensing and insurance for using UBC vehicles

- i. Annual Safety Inspections Kevin  
 - debris and miscellaneous items accumulating in the growth room, cage room, and garage  
  
 - disposal of debris accumulated in the growth and cage room will be assigned to the Dean's Office

**ACTION ITEM 5:** All assigned inspections to be completed by end of July; all reports to be sent to the Dean's Office

**4. Incident or accident reports/investigation Kevin**

- a. Worker injured finger while assisting at the CAWP wood shop  
 - Finger was caught between the table  
 - Worker received first aid on site and went to the hospital for stitches  
 - Incident was reported; no further action required

**5. New business**

- a. ShakeOut BC Kevin  
 - SMT to decide whether it will be a faculty wide initiative

**6. Next meeting Kevin**

- Doodle poll for the 3<sup>rd</sup> week of September (except the 18<sup>th</sup>)

**7. Adjournment Kevin**