

## MEETING MINUTES

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

**1. Call meeting to order** Peter

**2. Approval of agenda and minutes** All  
September Agenda – Approved  
July Minutes – Approved

### 3. Review of action items

a. Safety Workshop for undergraduate students Peter

**ACTION ITEM 1:** Peter and Suzie to continue discussion on the prospect of setting up the Safety Workshop for Forestry undergraduate students

b. Format and content for Forestry Safety website Peter/Nicole  
- Robert met with Peter and Nicole (*see Appendix 1 for meeting details*)

- o approved minutes will be posted, but not agendas
- o all materials for the website will first be reviewed and approved by the Committee before posting
- o action items will mention names, but not in the content (i.e. workers' names in incident reports will not be disclosed in the minutes)

**ACTION ITEM 2:** Peter and Nicole will write up 1-2 paragraphs for the introductory page of the website (introduction and purpose of the Committee) for review at the next meeting

c. Key access to autoclave room for FCS labs Rolando  
- current key is not working; in the process of replacement

**ACTION ITEM 3:** Plant Ops to repair the broken lock in the autoclave room

d. Autoclave recorder tape for repair Rolando  
- Completed; RMS requires autoclave room to have authorized access only  
- each lab will have secure key for the room, with a sign-out protocol

- e. General reminder for renting FCS department 12-passenger van Peter

**ACTION ITEM 4:** Peter will follow up with John Richardson regarding the implementation of the vehicle sign-out protocol

- f. Signing document for renting FCS department 12-passenger van Suzie  
- draft has been completed and approved by the department

- g. Annual Safety Inspections Kevin

**FSC and CAWP Lab/office Safety Inspection Assignment (As of September 2013)**

Area	Inspectors	Status of Inspection
Cage room, growth room parking garage	Kevin Lyons	<i>In progress</i>
Basement labs, 1 <sup>st</sup> floor sample rooms	Rolando Descalzo	Completed; report received from Rolando
2 <sup>nd</sup> floor FRM labs	Janette Bulkan and Heather Akai	Completed; report received from Heather
2 <sup>nd</sup> floor shared offices	Kevin Lyons and Peter Marshall	<i>In progress</i>
3 <sup>rd</sup> floor FCS labs	Rolando Descalzo and Suzie Lavallee	Completed; report received from Rolando
3 <sup>rd</sup> floor shared offices	Angie Dale and Peter Marshall	<i>In progress</i>
4 <sup>th</sup> floor WS labs	Diana Hastings and Vincent Leung	Completed; report received from Diana
4 <sup>th</sup> floor shared offices	Diana Hastings and Taraneh Sowlati	Completed; report received from Vincent
CAWP, HAZMAT, High-Head lab	Vincent Leung and George Lee	Completed; report received from Vincent

**ACTION ITEM 5:** All assigned inspections and reports to be completed and sent to the Dean's Office for filing

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

- a. Worker fell and injured while walking in the hallway Heather  
- no known cause for the incident; reported as accident  
- WCB claim submitted and accepted; no further action required

- b. Flooding in FSC Kevin  
- floods discovered on Friday August 30 morning  
o flooding in the loading bay area and some nearby first floor offices; basement labs and offices (water went through the ceiling)  
- possibly due to the overnight rainstorm on Thursday August 29  
o heavy amounts of water converging from the lanes by the loading bay;

- difficult for custodial staff to clean up the flood due to the hazard materials and miscellaneous items in the labs

**ACTION ITEM 6:** Kevin to contact RMS to check drainage system

## 5. New business

- a. Review of the Safety Procedures in Research and Teaching Handbook Kevin  
- Handbook on handling chemical labs, lab use, and material disposal

**ACTION ITEM 7:** Kevin to discuss with Diana on using and updating the handbook

- b. Building report from the Building Emergency Response Director David Tait
- Majority of the fire safety and emergency response signage have been updated/replaced with more legible and accessible signs; some areas of refuge require signs to be installed
  - Recommendation: replace non-working emergency phones and expired fire extinguishers
    - one of the two storage area fire extinguishers has been relocated to the staff lounge
  - Floor wardens have been assigned to sweep designated areas during fire alarm
  - in case of emergency: pull fire alarm and call 9-11 immediately
    - o call 604-822-2444 WorkSafe BC for First Aid (For paid employees only)
    - o 911 for all users (students, faculty, visitors, etc)
  - Separate fire drill to be scheduled for the CAWP building (Department of Wood Science) in the near future
  
  - The Committee would like to thank David for his efforts and the detailed report on the Building Emergency Response Plans

- 6. Next meeting** Peter  
- Doodle Poll for the fourth week October; 1-2 or 2-3pm

- 7. Adjournment** Peter