

MEETING MINUTES

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

1. Call meeting to order Diana
2. Approval of agenda and minutes All
3. Review of action items
 - a. Safety Workshop to undergraduate students Peter
 -will continue discussion

ACTION ITEM 1: Peter and Suzie will continue discussion on the prospective workshop
 - b. Introductory page for Forestry Safety website Peter/Nicole
 -in progress; will bring to next meeting for review and approval

ACTION ITEM 2: Introductory paragraph draft will be reviewed at the next meeting
 - c. Key access to autoclave room for FCS labs Rolando
 -will be discussed at the next meeting
 - d. Autoclave recorder tape for repair Rolando
 -will be discussed at the next meeting
 - e. Implementation of vehicle sign-out protocol for FCS 12-passenger van Peter
 -Peter and John Richardson (Department Head of FCS) have met to discuss and approve the forms and documents for the sign-out protocol
 - Sign-out protocol will be implemented by the FCS department
 - f. Signing document for renting FCS department 12-passenger van Peter
 - Refer to 3e)

g. Annual Safety Inspections

Kevin

ACTION ITEM 3: Peter to complete inspection as assigned – 2nd and 3rd floor shared offices

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

h. Contact RMS to check drainage system
- Refer to 4a)

Kevin

i. Review of Safety Procedures in Research and Teaching Handbook

Kevin/Diana

- handbook is updated to the 7th edition, current as of 2012
- updates and revision needed to avoid redundant information
- contact information and websites need to be updated (i.e. fire safety info - fire wardens, first aid, etc.)
- will be used by individual departments as needed (no longer a faculty-wide document)
- accessible hardcopies recommended for each lab as a reference (not intended to replace safety plan)
- all chemistry and biology labs should be using the handbook (but not as a safety plan and will need to update on their own)
- will not be included on Safety Committee website
- departments have their own safe work procedures/safety plans
- goals and safe work procedure will need to be revisited and updated (on-going procedure and discussion for individual departments)
- The new Faculty Safety Program manual that outlines the Faculty's procedures for developing safe work procedures is pending for approval from the Senior Management Team (SMT)

ACTION ITEM 4: Diana and Rolando will discuss matters on updating and revising the Handbook material

4. Incident or accident reports/investigation

- a. Building leaks and ventilation issues in FSC offices (FSC 2221 and 1502) Kevin

Building Leaks:

- broken water mains are now repaired
- overloaded drains in loading dock and flooded offices from heavy rainfall on August 30 (one-off incident)
- leak from electrical conduit (from lamp post by Thunderbird Crescent) – Plant Ops will continue monitoring, especially during rainfalls

- conclusion reports from RMS have been sent to affected departments; reports indicate offices are now safe for reoccupying
- awaiting accident/incident report copies from departments
- will continue to monitor water problems in the building

Ventilation issues

- worker complained of the air quality in their office
- air samples have been taken and air quality reports are completed by RMS; the office is now ready for reoccupying

5. New business

- a. New cans for non-halogenated solvent waste Diana
- As of October 2013, two types of cans are now available for collecting and disposing of halogenated and non-halogenated solvent waste (*see attachment from RMS*)
- b. Microwave and breaker issue in the Forestry Undergraduate Society (FUS) Kevin
office (FSC 1618)
- FUS will need to be informed of the proper usage (not to use multiple appliances at the same time)

ACTION ITEM 5: Kevin and Peter will inform and discuss the proper usage and guidelines for appliances with the FUS

6. Next meeting

- Doodle poll for the 3rd week of November

Diana

7. Adjournment

Diana