

## MEETING MINUTES

**Attendees:** Kevin Lyons, Peter Marshall, Heather Akai, Janette Bulkan, Angie Dale, Rolando Descalzo, Suzie Lavallee, and 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  
- October minutes - approved  
- November agenda – approved

### 3. Review of action items

a. Introductory page for Forestry Safety website Peter  
- *to be completed*

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

b. Key access to autoclave room for FCS labs Rolando  
- all labs in FCS have keys to access autoclave room  
- other labs can request for a copy of the key from the UBC Keydesk

c. Autoclave recorder tape for repair Rolando  
- now completed

d. Annual Safety Inspections Kevin

**ACTION ITEM 2:** Peter to complete safety inspection for 2<sup>nd</sup> and 3<sup>rd</sup> floor shared offices

e. Proper usage and guidelines on appliances at the FUS office Kevin/Peter  
- microwave and kettle being plugged in along the hallway by FSC 1600s  
- FUS office now using cord extension

**ACTION ITEM 3:** Peter and Kevin will set up a meeting to talk to the FUS office

- f. Review of Safety Procedures in Research and Teaching Handbook Diana/  
Rolando
- to be updated by Diana and Rolando, but may not be posted on the Safety website
  - material from Handbook should be posted (to be confirmed at next meeting)
  - contact information should be omitted from the Handbook
  - Handbook should be updated every two years and any changes or new procedures can be included as addendum
  - Committee feels this information should be made available online as reference material

**ACTION ITEM 4:** Committee to approve the posting of the Handbook once material have been updated by Diana and Rolando and with contact information removed

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

- a. Former faculty member fainted in the Dean's Office on Friday November 15
- 2-4444 was dialed instead of 911
  - Individual was taken to emergency care

**ACTION ITEMS 5:**

- i. Suzie will investigate on the incident and will have an incident report completed and submitted to RMS (and a copy to the Dean's Office)
- ii. Diana will investigate and clarify emergency response plan (to improve awareness on emergency response procedure)
- iii. Diana will contact David Tait regarding emergency signage around the building
- iv. Peter will obtain the list of first aid attendants from all departments
- b. Some of the second floor FRM offices experienced exhaust fumes coming in through the ventilation system
- will require incident report to be completed
  - Facilities Manager, Francois Desmarais, was contacted and machine was shut off

#### **5. New business**

- a. First Aid certification Diana
- First Aid attendants will need to renew their certifications

**ACTION ITEM 6:**

- Kevin will send out reminder to all department First Aid attendants to check certifications for validity and to send out invitation to faculty and staff for interest in taking First Aid course on campus

#### **6. Next meeting**

- Doodle poll for the week of January 13<sup>th</sup>, 2014

Diana

#### **7. Adjournment**

Diana