

MEETING MINUTES

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

- 1. Call meeting to order** Peter

- 2. Approval of agenda and minutes** All
 - November minutes - approved
 - January agenda – approved with additions to actions items and new business All

- 3. Review of action items**
 - a. Forestry Safety Committee website – ready for review and feedback Kevin
 - The website is now active at safety.forestry.ubc.ca
 - It contains member contact, TOR, minutes, and BERP

 - b. Annual Safety Inspections Kevin/Peter
 - 2nd and 3rd floor shared offices
 - 2nd and 3rd floor office inspections completed and results will be forwarded to Nicole

 - c. Proper usage and guidelines on appliances at the FUS office Kevin/Peter
 - The undergrads are now using an extension cord when extra power is required in their office, and this seems to be working

 - d. Review of Safety Procedures in Research and Teaching Handbook Diana/
Rolando

Action Item 1 - Diana and Rolando will remove date sensitive material from the Handbook so that it can be placed on the Safety Website without continuous updating

- e. Develop list of designated department first aid attendants

Action Item 2 - Peter will develop list of designated department first aid attendants

- f. Investigate incident of fainting faculty member

Action Item 3 - Suzie will complete incident investigation and bring results to next meeting

- g. Arrange for designated department first aid attendant to renew their tickets
 - Heather has booked two level 1 first aid courses and both are full. More will be added as required

4. Incident or accident reports/investigation

None

5. New business

Kevin

- a. Select new Committee Chairs

Action Item 4 - Peter will randomly draw names for the new chairs based on the Safety Committee TOR

- b. Building water shutdown (FSC Jan 25, CAWP Feb 1; 8am to 3pm)
 - The problems identified with the Water Shutdown include
 - No washrooms (do out of order signs need to be placed on each washroom?)
 - No eye wash stations, ability to rinse, or condensing (should all wet labs be shut down for the day?)
 - Live animals (Suzie will determine if live animal care is threatened)

Action Item 5 - Kevin will contact the Heads to ensure lab safety is maintained or labs are shut down

6. Next meeting

Nicole

- Doodle poll for the week of Feb 12, 2014

7. Adjournment

Peter