

## MEETING MINUTES

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

**1. Call meeting to order** Suzie

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

- January minutes - approved

- February agenda – approved with additions to actions items and new business All

**3. Review of action items**

a. New Committee co-chairs for 2014 Kevin

Suzie Lavallee and Vincent Leung have agreed to serve as co-chairs of the Faculty of Forestry Safety Committee for 2014.

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

Diana is in the process of removing material such as forms that are maintained by other departments and replacing the material with links to the source of the information.

c. Develop list of designated department first aid attendants Peter

**Action Item 1 - Peter will compile the list now that the first aid courses have been completed and report back to the Safety Committee at the March 2014 meeting.**

d. Investigate incident of fainting faculty member Suzie

**Action Item 2 - Peter and Suzie will compile their investigations to the fainting incident and provide recommendations to the Safety Committee at the March 2014 meeting**

e. Building water shutdown on January 25 and February 1 Kevin

No reported problems resulting from the water shutdown.

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

No new incidents reported.

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

Graduate and undergraduate safety program training will be run during the last week of March or First week of April.

**Action Item 3 - Suzie will send out an announcement for the course after February 25.**

As spring field season approaches departments should be reminded of the need for safe work procedures

**Action Item 4 - Departmental safety representatives will follow up with their departments.**

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

Suzie

March 12, 1 to 2pm

#### **7. Adjournment**

Suzie