

MEETING MINUTES

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

1. Call meeting to order Vincent

2. Approval of agenda and minutes All

- February minutes - approved
- March agenda - approved with additions to Incident/Accident Report

3. Review of action items

- a. Review of Safety Procedures in Research and Teaching Handbook Diana
 - Diana and Rolando are currently working on this item and will report back at the September meeting
- b. List of designated department first aid attendants Peter
 - will be discussed at the April meeting
- c. Investigation on incident of fainting faculty member Suzie
 - incident and accident reports were completed and filed
 - reports will be filed with Department Administrator and a copy will be forwarded to the Dean's Office for filing
- d. Graduate and undergraduate safety program for Spring (March/April) Suzie
 - Lori Daniels and Suzie Lavallee will be hosting the workshop
 - Proposed date: April 8, 2014
 - Invitations will be sent during the week of March 17
 - Workshop is available to all undergraduate field assistants or researchers, graduate students, and post-docs

4. Incident or accident reports/investigation

- a. Wheels on FRM Astro van Kevin
 - unusual noise and vibration detected while driving on the highway
 - Faculty member/workers pulled over to inspect the van and discovered that there were loose nuts behind the wheel's hubcap; all nuts were then retightened
 - thorough safety inspection is recommended

- b. Student cut finger during Wood Science class Vincent
- during tool demonstration
 - student accidentally cut finger with a chisel; student was recommended to go to the hospital for medical care but refused so Diana provided first aid care and had student return the next day for follow-up care;
 - when asked, student said he had a tetanus shot
 - Department Administrator will provide incident/accident report to Dean's Office for filing

5. New business

- a. Jib crane in FSC 1913 Vincent/Diana
- Crane was built inadequately; adequate paper work missing
 - Use of crane has been suspended; crane has been disassembled
 - Crane company will re-assemble correctly and provide certification before it can be used again

ACTION ITEM 1: Pending approval from PI to rebuild the crane

- b. WorkSafeBC paper work Kevin
(First Aid numbers, local First Aid attendants, No. 10 Fire Hall)

ACTION ITEM 2: Kevin will discuss with Paul Nakagawa (RMS) on the University-wide WorkSafeBC training checklist for employees

6. Next meeting

Vincent

- Wednesday, April 16, 1-2pm

7. Adjournment

Vincent