

## MEETING MINUTES

**Attendees:** Heather Akai, Janette Bulkan, Diana Hastings, Peter Marshall, Taraneh Sowlati, Suzie Lavallee, and Angie Dale

**Note taker:** Nicole Lee

**Regrets:** Rolando Descalzo, Vincent Leung, and Kevin Lyons

**1. Call meeting to order** Suzie

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

- March meeting minutes – Approved
- April meeting agenda - Approved

**3. Review of action items**

a. List of designated department first aid attendants Peter

**ACTION ITEM 1:** Peter will contact Dean's Office and Administrators to obtain list of attendants

b. Graduate and undergraduate safety program for Spring (April 2014) Suzie  
- Safety workshop was held for FCS undergrad field assistants, grad and undergrad students, research assistants and post-docs  
- 12 participants attended  
- Workshop summary notes were sent to John Richardson (Department Head, Forest and Conservation Sciences) and Cindy Prescott (Associate Dean, Graduate Studies)

c. Jib crane in FSC 1913 – repair status Diana  
- certification in progress  
- will be discussed at next meeting

d. University-wide WorkSafeBC training checklist for employees Kevin  
- Kevin will be working with RMS and will report back when there is significant development

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

a. Staff was ill while working in office Heather  
- worker felt ill and was taken to the ER for care  
- incident reported; Administrator will forward copy of report to the Dean's Office for filing

- b. Staff tripped and fell at work station Heather
  - worker tripped over shoes at her workstation and was taken to the ER for wound care
  - WorkSafe BC incident report was filed
  
- c. Potential field assistant injury last summer unreported
  - Second-hand information suggest that serious injury was not reported to the Safety Committee
  - verification of details required

**ACTION ITEM:** Suzie to follow up with Carrie Seto on the reporting of work-related injuries for field work assistants/researchers

## 5. New business

- a. Annual Safety Inspections Suzie
  - to completed by August 29<sup>th</sup>
  - same assignment as last year
  - completed inspection report to be sent to Nicole for filing at the Dean's Office

Area	Inspectors	Status of Inspection
Cage room, growth room parking garage	Kevin Lyons	
Basement labs, 1 <sup>st</sup> floor sample rooms	Rolando Descalzo	
2 <sup>nd</sup> floor FRM labs	Janette Bulkan and Heather Akai	
2 <sup>nd</sup> floor shared offices	Peter Marshall	
3 <sup>rd</sup> floor FCS labs	Rolando Descalzo and Suzie Lavallee	
3 <sup>rd</sup> floor shared offices	Peter Marshall	
4 <sup>th</sup> floor WS labs	Diana Hastings and Vincent Leung	
4 <sup>th</sup> floor shared offices	Diana Hastings and Taraneh Sowlati	
CAWP, HAZMAT, High-Head lab	Vincent Leung and George Lee	

- b. Summer lab safety reminder Suzie

**ACTION ITEM:** Diana will send out email reminders to all labs and will post lab safety information

## 6. Next meeting

Suzie

- Doodle poll for the week of May 12

## 7. Adjournment

Suzie