

## MEETING MINUTES

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

**1. Call meeting to order** Peter

**2. Approval of agenda and minutes** All  
 - April Minutes – all approved  
 - May Agenda – all approved; with addition to New Business

**3. Review of action items**

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| a. List of designated department first aid attendants<br>- Peter will contact departmental Administrative Assistants for lists<br>- will be discussed at the next meeting | Peter |
| b. Jib crane in FSC 1913 – repair status<br>- still in progress; will report when there is significant development  | Diana |
| c. Summer lab safety reminders<br>- completed; reminders have been sent to labs and offices   | Diana |
| d. Reporting of work-related injuries for field work assistants/researchers<br>- will be discussed at the next meeting  | Suzie |

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

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| a. Residual chemical odour lingering in service elevator and basement area<br>- incident occurred on Monday May 7, late afternoon<br>- 4 <sup>th</sup> floor research lab was transporting chemicals to HAZMAT Facility for disposal, via the service elevator (Elevator no.3); proper protocol followed<br>- chemical odour (resembling rotten eggs) migrated into Atrium area (via wind tunnel between FSC and CAWP)<br>- occupants on the ground floor noticed the odour and thought it was a gas leak; then notified the Fire Department; fire alarm was pulled to evacuate the building<br>- Suggestion to labs: leave chemicals in the fume hood for longer periods to dissipate odour before transporting | Diana |
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- b. Air quality issues in FSC 2650 Diana
- Occupants felt ill (headache, nausea, sneezing) while working in the office
  - Plant Ops was contacted to investigate and assess the office (humidity, temperature, and moisture tests)
  - no air circulating in the room; possible VAV damper clog/closure
  - Service Request submitted by Diana, will report on progress at the next meeting
  - Incident report has been completed, department Administrator will forward a copy to the Dean's Office for filing

**ACTION ITEMS:**

- i) Diana to report on the progress of the Service Request
- ii) Peter to send out a notice to FSC occupants on proper food storage and handling of food wastes to help prevent rodent activities in the building

**5. New business**

- a. New Building Emergency Response Director (BERD) Peter
- former Building Emergency Response Director David Tait has recently retired
  - new BERD will be Chiara Longhi, Director of Student Services
  - suggestion to have BERD to attend Safety Committee meetings

**6. Next meeting**

- Peter
- Suzie and Vincent will decide if a meeting in June will be necessary, otherwise the next meeting will be in September
  - Doodle poll for September to be sent out in early August

**7. Adjournment**

Peter