



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

1. Call meeting to order Kevin

2. Approval of agenda and minutes All
 - October minutes – all approved
 - November agenda – all approved

3. Review of action items

a. Annual Safety Inspections – updates/progress Kevin

Current as of November 19, 2014

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

ACTION ITEM 1: Diana and Taraneh to complete the inspection for the 4th floor shared offices

- b. Overhead door gear box incident – follow up on repair progress Vincent
- ongoing issue, Vincent will follow up for proper repair and solution

ACTION ITEM 2: Vincent to follow up with Plants Ops and/or the manufacturer for proper instructions to operate the overhead door

4. Incident or accident reports/investigation Kevin

- a. Chemical spill on student while working in FSC 3402 Kevin
- Incident report has been submitted and filed

ACTION ITEM 3: Kevin will contact RMS to investigate on the protocols for managing ethanol use and safe work procedures for the lab

- b. Worker injured while transporting computer parts via service elevator Kevin
- Incident report has been submitted and filed
- No further action required

5. New business Kevin

- a. Electing new co-chairs for the Committee
- Peter will select the two new co-chairs
- b. Secretary replacement for 2015

6. Next meeting Kevin

- Doodle poll for the first week of December
- If no quorum for December, next meeting will be on the 3rd week of January

7. Adjournment Kevin