

## MEETING MINUTES

**Attendees:** Heather Akai, Angie Dale, Rolando Descalzo, Suzie Lavallee  
Kevin Lyons, Taraneh Sowlati and Vincent Leung

**Co-chair:** Kevin Lyons

**Note taker:** Michelle Zeng

**Regrets:** Janette Bulkan, Diana Hastings, Peter Marshall,

1. Call meeting to order Kevin
2. Approval of agenda and minutes All
  - November minutes - all approved
  - December agenda – all approved
3. Review of action items
  - a. Annual Safety Inspections – updates/progress Kevin

*Current as of 4 December 2014*

Area	Inspectors	Status of Inspection
Cage room, growth room parking garage	Kevin Lyons	Completed
Basement labs, 1 <sup>st</sup> floor sample rooms	Rolando Descalzo	Completed
2 <sup>nd</sup> floor FRM labs	Janette Bulkan and Heather Akai	Completed
2 <sup>nd</sup> floor shared offices	Peter Marshall	Completed
3 <sup>rd</sup> floor FCS labs	Rolando Descalzo	Completed
3 <sup>rd</sup> floor shared offices	Peter Marshall	Completed
4 <sup>th</sup> floor WS labs	Diana Hastings and Vincent Leung	Completed
4 <sup>th</sup> 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 4<sup>th</sup> floor shared offices

- b. Overhead door gear box incident – follow up on repair progress Vincent  
- Ongoing issue,

**ACTION ITEM 2:** Vincent will follow up with the previous incident report and decision will be made based on the further information. Send it to Building Operation Manager Francois. Let them respond on it.

**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:** Update the incident report and make recommendation on using a carrying bucket for chemical containers for lab.

**ACTION ITEM 4:** Reviewing the annual safety procedures at January Meeting.

**5. New business** Kevin

**ACTION ITEM 5:** Follow up the workplace safety orientation training course.

**6. Next meeting** Kevin  
- Doodle poll for the first week of January

**7. Adjournment** Kevin