

## MEETING MINUTES

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

**1. Call meeting to order** Rolando

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

### 3. Review of action items

- a. Annual Safety Inspections – complete the 4<sup>th</sup> floor shared offices
  - Vincent sent in the inspection report and confirmed the inspection is done.
- b. Overhead door gear box incident – follow up on previous incident report
  - This is an on-going action item for Vincent/Francois and will be visited again on our next meeting for an update.

### 4. Incident or accident reports/investigation

- a. Update the incident report and make recommendation on using a carrying bucket for chemical containers for lab
  - Kevin reported that he had a discussion with the concerned lab regarding the need for the necessary details when filling-up the online accident report. He also indicated that the lab have developed a clear guideline on how to prevent chemical spills by not filling-up solvent containers to the brim.
  - Angie Dale also presented the various options for carrying pails that could be used by the labs when transferring liquid chemicals stored in glass bottles from various labs.
- b. Reviewing the annual safety procedures at January Meeting
  - Action item: Kevin will send out the safety program manual to the faculty heads for review and will give feedback on the next meeting.

### 5. New business

- a. Follow up the workplace safety orientation training course Peter

- Action item: General orientation training for new staff in Dean's office: Peter will talk to Eli to know if a new employee at the Dean's office has undergone any specific orientation regarding safety, etc.) and he will follow up on this on our next meeting
- b. Automated External Defibrillator (AED) location and certification of attendants  
Peter/Kevin/Janet
  - Janet Hankins, RMS representative, announced that an AED will be installed at FSC Building. Placement of the AED near the Dean's office area was the committee's choice for the location. However, signage needs to be ironed out.
  - Action item: Kevin and Peter will determine the best signage options and appointing people to train on how to use the equipment and will give update on our next meeting
  - Suggested volunteers for training on how to use AED: Rolando, Diana, Vincent, Michelle

## **6. Next meeting**

Rolando

- Last week of Feb. Michelle will conduct a Doodle poll to get a common time availability for all members.
- Department Representatives need to attend the meeting

## **7. Adjournment**

**Time:**