

MEETING MINUTES

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

1. Call meeting to order

Janette

2. Approval of agenda and minutes

All

- January minutes – all approved
- February agenda – all approved

3. Review of action items

- a. Overhead door gear box incident – follow up on previous incident report Vincent/Francois
- Action item: The door does not meet Worksafe BC requirements. No written feedback from building operations. Janet will refer this issue to RMS. In the meantime, the following signage will be made and posted for the door: 'Open door all the way' and 'Do not stand beneath this door'.

4. Incident or accident reports/investigation

- a. Reviewing the annual safety procedures at February Meeting Kevin
The three departments and the Dean's office are aware of the expectations in Section 11 of the Safety Program manual and should be able to produce the required reports.

Action item: Kevin will request from RMS that department administrators' be given access. Following that, Department administrators should register with RMS to receive department incidents.

- b. Accident report from FSC , glue gun burnt finger Suize
- Action item: Suzie to request that the student fill in the online form. No follow up.
- c. Accident report from Wood Science, formaldehyde got into an eye Vincent
- Action item: suggest that lab researchers wear protective goggles. No follow up.
- d. Accident report from student, leg cut by the chair in tree house Kevin
- Action item: Chairs have been fixed. No follow up.

5. New business

- a. Follow up the workplace safety orientation training course Peter
 - The general orientation training for new staff in Dean's office is being revised. Jill Yu is the administrator for the Dean's office and she is responsible for overseeing the orientation and training of new staff in the Dean's office.

- b. Automated External Defibrillator (AED) location and certification of attendants
Peter/Kevin/Janet
 - Action item: three people will take the training. Michelle for OFA level 1, including AED, Vincent and one other person selected from Student Services by Peter Marshall for the refresher course -- 90 minute model-specific AED training. Janet will send out the training information.

- c. Forest Sciences Level 2 fume hood shutdown April 25-26 2015
 - Action item: notified by Francois that a level 2 (cap and remove all liquids) fume hood shutdown will be done on the weekend of April 25th and 26th 2015. The fume hoods will be shut down on Friday afternoon April 24th, around 3pm, and would be unlocked in the morning on Monday April 27th. Let Francois know by Wednesday March 18th if there will be any issues with ongoing research.

6. Next meeting

Janette

- Second half of March. Michelle will create and send out a Doodle poll as soon as possible.

7. Adjournment

Time: 2.45 PM