

MEETING MINUTES

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

1. Call meeting to order

Rolando

2. Approval of agenda and minutes

All

- February minutes – approved
- March agenda – approved

3. Review of action items

- Overhead door gear box incident – report to RMS and signage Vincent/Francois
 - Vincent has put up a warning/precaution signage near the overhead door. Janet Hankins, the RMS representative, will find out if there is a routine campus-wide maintenance procedure for all the overhead doors and will coordinate with Vincent.
 - Action item: After discussion within the RMS, Janet will send out a draft document regarding the overhead door maintenance to Peter Marshall to forward/discuss with the Dean for implementation.
- Reviewing the annual safety procedures at February Meeting Kevin
 - The proponent (Kevin) is not available, therefore, this will be discussed in the next meeting.
- Automated External Defibrillator (AED) certification of attendants Peter/Kevin/Janet
 - There are enough trained first aid volunteers for operating the AED. We are just waiting for the RMS to install the unit near the Dean's office.
 - Action item: Peter will select one people from student service to back up for Michelle. Janet will update Paul Wong at RMS that Forestry has 3 first aid attendants and is ready to have the AED installed.
- Forest Sciences Level 2 fume hood shutdown April 25-26 2015 Rolando
 - There was no concerns received from the building occupants regarding the shutdown. The planned shut-down will go as scheduled.

4. Incident or accident reports/investigation

- a. Accident report regarding a student that was hurt while using a sander machine. Vincent

-This incident was reported using the online system. Future recommendation included the use of gloves while sanding or using a jig to handle material being sanded instead of bare fingers. There is however some problems identified on the online reporting system as discussed under the following action item.

- Action item: The copy filled accident report was not sent to Kevin. There were also some specific information that should be included to the forms being filled-up, such as: specific building where the incident occurred, course activities, and instructor's name). Janet Hankins, will bring this concern to the RMS computer person to incorporate the needed specific details to the on line filled incident report forms.

-Vincent and Lawrence will modify the above-mentioned accident report on-line to add the specific details mentioned that were found lacking.

5. New business

Lawrence will replace Vincent as Safety Committee representative for Wood Science. Vincent will stay in Safety Committee until Diana comes back.

Safety Workshop for Undergraduate and graduate research students will be conducted by Dr. Lori Daniels and Suzie Lavalley on April 7th from 1-4pm in room 1220. Notice will be sent by Workshop coordinators to various Forestry Departments prior to the event to promote attendance.

6. Next meeting

Rolando

- To be scheduled at late part of April. Exact date will be determined after doodle poll conducted by Michelle.

7. Adjournment

Time: 2:45pm