

MEETING MINUTES

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

- 1. Call meeting to order** Janette

- 2. Approval of agenda and minutes** All
 - March minutes – approved
 - April agenda – approved

- 3. Review of action items**
 - a. Overhead door gear box incident – report to RMS and signage Peter
 - Peter discussed this issue with the Dean and a letter requesting maintenance of the overhead door was signed by the Dean and sent to RMS. No further follow up necessary.

 - b. Reviewing the annual safety procedures at February Meeting Kevin
 - RMS needs the department administrators to sign up to get access to accident reports. Kevin will follow up.

 - c. Automated External Defibrillator (AED) certification of attendants Peter/Kevin
 - AED has been installed. Chiara Longhi from Student Services has registered for the First Aid training in the June session. No further follow up needed.

 - d. Accident report regarding a student who was hurt while using a sanding machine
Vincent/Janet
 - Lawrence Gunther sent an email to RMS on this issue but no feedback has been received. Janet Hankins to check with RMS.

- 4. Incident or accident reports/investigation**

None reported.

- 5. New business**
 - a. The installation of an x-ray unit in B350 of the Forestry Science Center. Kevin

- X-ray Unit is being installed. Committee will follow up if concerns are expressed by faculty or students about the unit.
- b. Annual review will be discussed in the May meeting. Kevin Lyons will prepare the review schedule.
- c. Faculty reviews are in process, led by Janet Hankins of RMS. Janet will send reports to each Investigator and a summary report to the Faculty Safety Committee. The reports will be available around July 2015.

6. Next meeting

Janette

- To be scheduled during the week beginning May 19. Exact date will be determined after doodle poll conducted by Michelle.

7. Adjournment

Time: 10:22