

MEETING MINUTES

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

1. Call meeting to order Rolando;

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

3. Review of action items

- a. Reviewing the annual safety procedures at February Meeting Kevin
 - The departmental administrators and dean’s office have been informed of the changes to incident reporting and given the link to setup their own access to the system for their departments. No follow up needed.
- b. 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 will check with RMS.

4. Incident or accident reports/investigation

- a. There was a table saw fire in CAWP. No injuries. The incident report is being completed.
 - Action item: Greg Smith will access to the system and file the report.

5. New business

- a. Annual Safety Inspections
 - To completed by June 30, 2015
 - Same assignment as last year
 - Completed inspection report to be sent to Michelle for filing at the Dean’s Office

Area	Inspectors	Status of Inspection
Cage room, growth room parking garage	Kevin Lyons	
Basement labs, 1 st floor sample rooms	Rolando Descalzo	

2 nd floor FRM labs	Janette Bulkan and Heather Akai	
2 nd floor shared offices	Peter Marshall	
3 rd floor FCS labs	Rolando Descalzo and Suzie Lavallee	
3 rd floor shared offices	Peter Marshall	
4 th floor WS labs and Basement Labs	WS wet lab person and Lawrence Gunther	
4 th floor shared offices	??????? and Greg Smith	
CAWP, HAZMAT, High-Head lab	Lawrence Gunther and Greg Smith	

- Action Item: Greg Smith will find an appropriate person to complete the inspection of 4th floor shared offices with him. Lawrence Gunther will complete the inspection 4th floor WS labs and Basement labs by consulting with Vincent Leung.

- b. Two serious accidents involving the use of chemicals in research labs have occurred recently. It is strongly advised that laboratories immediately review their practices with regards to those procedures that were central to these incidents. The recommendations have been put forward by the UBC Chemical Safety Committee.

- Action item: Michelle will forward these recommendations to all faculty members and staff.

6. Next meeting

Rolando

- Last week of September 2015. Michelle will create the doodle poll of it.

7. Adjournment

Time: 2:15pm