

MEETING MINUTES

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

1. Call meeting to order Janette

2. Approval of agenda and minutes All
- May Minutes – approved
- September Agenda – approved

3. Review of action items

- a. Accident report regarding a student who was hurt while using a sanding machine Janet
- The IT designer was aware of the glitch in the online Reporting format which made it difficult to track subsequently an accident report. Janet will follow up.
No action required from Forestry.
- b. There was a table saw fire in CAWP. No injuries. The incident report is being completed.
- Action item: Greg Smith will access the system and file the report.
Completed.
- c. Annual Safety Inspections
- Action Item: Greg Smith will find an appropriate person to complete the inspection of 4th floor shared offices with him. The proponent (Greg) is not available, therefore, this will be discussed in the next meeting
- d. Follow up procedures on inspections of laboratories
Kevin needs data on whether corrective action requests following the departmental inspections have been performed or not. Action Item: Department inspectors will follow-up on the corrective actions required after the inspections.
The procedures of inspections will be as follows:
- When deficiencies are found during the annual safety inspection the inspector will include a due date for corrective.
 - The initial safety inspection report will be submitted to the safety committee by filing a copy with Michelle. This will be done before September 1 of a given year.
 - The individual inspectors will follow up to determine whether the corrective actions were taken, and file an updated report with Michelle by October 15 of a given year.

- Outstanding corrective actions will be discussed at the November Safety Committee meeting of a given year, and appropriate follow-up actions will be taken.

- Annual Safety Inspections – updates/progress

Area	Inspectors	Status of Inspection
Cage room, growth room parking garage	Kevin Lyons	Completed
Basement labs, 1 st floor sample rooms	Rolando Descalzo	Completed
2 nd floor FRM labs	Janette Bulkan and Heather Akai	Completed
2 nd floor shared offices	Peter Marshall	<i>Will do it before next meeting</i>
3 rd floor FCS labs	Rolando Descalzo	Completed
3 rd floor shared offices	Peter Marshall	<i>Will do it before next meeting</i>
4 th floor WS labs and	Diana Hasting and Lawrence Gunther	Completed
4 th floor Basement Labs	Lawrence Gunther and Javier Rubio	Completed
4 th floor shared offices	Greg Smith	
CAWP, HAZMAT, High-Head lab	Lawrence Gunther and Greg Smith	Completed

4. Incident or accident reports/investigation

- Incident ID 116673 - Medical Treatment. Lab work involves working with a microscope using both hands with both elbows on the lab bench. The left is used to steady the petri dish and the right is used to pick from the sample in the dish. Over the period of summer 2014, the student developed an ache in left arm, which extended from elbow down to forearm. The student didn't know what the cause of the ache was and once the student stopped working it disappeared. It reappeared when the student started back at the lab in May 2015.
 - Closed
- Incident ID 116943 - Two staff members were cutting down trees. Unknown to them, there is a Hornet's nest high up in the tree. The hornet came down on both workers. They stopped working. One worker was stung on the shoulder. They pulled the sting out and came into the office to report the incident.
 - Closed

5. New business

- Respirator Fit Testing – Program Change

- Action item: forward email to Faculty list by Michelle.
- b. Update Safety Committee membership in Forestry Safety Committee website
 - Action item: Update the membership on the website by Michelle.
- c. Posting of 'Safety Procedures in Research & Teaching' on Forestry Safety Committee website
 - Action Item: Post it on the website by Michelle
- d. Discuss Materials Safety Data sheet
 - Action Item: no follow up as e-copies are retained by RMS.
- e. Emergence contact of Non-office space
 - Procedures: Risk Management (RMS) maintains the emergency contact information of person responsible for all non-office spaces, and the procedures for emergency responders is to contact RMS if this information is required.

6. Next meeting

Michelle will create doodle poll. 10-11am on any Wednesday will not work for Suzie Lavallee.

7. Adjournment

Time: 10:50am