

MEETING MINUTES

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

1. Call meeting to order Rolando

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

3. Review of action items

a. Annual Safety Inspections
 - Action Item: Greg Smith will find an appropriate person to complete the inspection of 4th floor shared offices with him. Rolando will ask Kevin to send an email to remind Greg Smith.

b. Follow up procedures on inspections of laboratories
 - Action Item: Rolando and Diana will send the updated reports with outstanding items to Michelle and let Kevin decide the next step. Rolando will send out the report about FSC 0350 to Lawrence to follow up with the stuff left in the room.

- Annual Safety Inspections – updates/progress

Area	Inspectors	Status of Inspection	Outstanding Corrective Actions
Cage room, growth room parking garage	Kevin Lyons	Follow up	Problems in Cage room and parking garage incomplete
Basement labs, 1 st floor sample rooms	Rolando Descalzo	Follow up	
2 nd floor FRM labs	Janette Bulkan and Heather Akai	Completed	
2 nd floor shared offices	Peter Marshall	Completed	
3 rd floor FCS labs	Rolando Descalzo	Completed	
3 rd floor shared offices	Peter Marshall	Completed	Unable to

			access 3608
4 th floor WS labs	Diana Hasting & Lawrence Gunther	Follow up	
4 th Basement Labs	Lawrence Gunther and Javier Rubio	Completed	
4 th floor shared offices	Greg Smith		
CAWP, HAZMAT, High-Head lab	Lawrence Gunther and Javier Rubio	Completed	

- c. Respirator Fit Testing – Program Change
 - Action item: forward email to Faculty list by Michelle on Sept. 24. Done.
- d. Update Safety Committee membership in Forestry Safety Committee website
 - Action item: Update the membership on the website by Michelle Sept. 24. Done
- e. Posting of ‘Safety Procedures in Research & Teaching’ on Forestry Safety Committee website
 - Action Item: Post it on the website by Michelle on Oct.24. Done.

4. Incident or accident reports/investigation

No incident reported.

5. New business

- a. Forestry Safety Committee won the one of three Award of Achievement in Safety in 2015.

6. Next meeting

Doodle poll. Wednesday morning.

7. Adjournment

Time: 10:50am