

**MEETING MINUTES**

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

**1. Call meeting to order** Janette

**2. Approval of agenda and minutes** All  
 - October minutes – approved  
 - November agenda – approved

**3. Review of action items**

- a. Annual Safety Inspections
  - Action Item: Greg Smith will start the inspection of the 4<sup>th</sup> floor shared offices next week.
- b. Follow up procedures on inspections of laboratories
  - Action Item: updated reports with outstanding items for Kevin to report to SMT. Rolando has 4 outstanding items and those should be entered in the table.
  - Action Item: Jerry will come up with a proposal of what software might be needed to put in place a GIS solution for tracking space assignment in FSC, including CAWP, and identifying the PIs responsible for each room/lab and facilities.

- 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 <sup>st</sup> floor sample rooms	Rolando Descalzo	Completed	
2 <sup>nd</sup> floor FRM labs	Janette Bulkan and Heather Akai	Completed	
2 <sup>nd</sup> floor shared offices	Peter Marshall	Completed	
3 <sup>rd</sup> floor FCS labs	Rolando Descalzo	Follow up	4 outstanding Actions items undone:

3 <sup>rd</sup> floor shared offices	Peter Marshall	Completed	Unable to access 3608
4 <sup>th</sup> floor WS labs	Diana Hasting & Lawrence Gunther	Follow up	Outstanding Items:
4 <sup>th</sup> Basement Labs	Lawrence Gunther and Javier Rubio	Completed	
4 <sup>th</sup> floor shared offices	Greg Smith	Follow up	
CAWP, HAZMAT, High-Head lab	Lawrence Gunther and Javier Rubio	Completed	

#### **4. Incident or accident reports/investigation**

- a. Incident ID 117299: Staff slipped and landed on right hip half way down the steps leading down into Sage restaurant. Done.
- b. Incident ID 117308: Staff came into contact with Chemicals in FSC 4330 lab.

Corrective Action: Different gloves have been ordered. Kevin will need to know what has been updated and will check with Diana whether incident has been resolved.

#### **5. New business**

- Peter will be asked to select two new Co-chairs
- Replacement of secretary will need to be discussed.

#### **6. Next meeting**

Doodle poll for January meeting

#### **7. Adjournment**

**Time:** 10:30