

MEETING MINUTES

Attendees: Angie Dale, Rolando Descalzo, Lawrence Gunther, Diana Hastings, Suzie Lavallee, Kevin Lyons, Jerry Maedel, Peter Marshall
Regrets: Janette Bulkan, Scott Renneckar
Chair: Kevin Lyons
Note Taker: Nicole Lee

- 1. Call meeting to order** Kevin

- 2. Approval of agenda and minutes** All
 - November minutes – Approved; update on attendee list
 - January agenda - Approved

- 3. Review of action items**
 - a. Annual Safety Inspections – updates/progress

Area	Inspectors	Status of Inspection	Outstanding Corrective Actions
Cage room, growth room parking garage	Kevin Lyons	<i>Follow up</i>	Problems in Cage room and parking garage incomplete
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	Completed	
3 rd floor FCS labs	Rolando Descalzo	<i>Follow up</i>	4 outstanding Actions items undone:
3 rd floor shared offices	Peter Marshall	Completed	Unable to access FSC 3608 with building master key
4 th floor WS labs	Diana Hasting & Lawrence Gunther	<i>Follow up</i>	Outstanding Items:
4 th Basement Labs	Lawrence Gunther and Javier Rubio	Completed	
4 th floor shared offices	Greg Smith	<i>Follow up</i>	
CAWP, HAZMAT, High-Head lab	Lawrence Gunther and Javier Rubio	Completed	

ACTION ITEM 1: For FSC 3608, Peter will follow up to ensure building master key will open the door

ACTION ITEM 2: Diana and Rolando will update the master Safety Inspection Report with summary of Outstanding Corrective Actions

- b. Follow up procedures on inspections of laboratories
 - i. Outstanding Corrective Actions for 3rd floor FCS labs Rolando
 - Updated reports with outstanding items will be reported to SMT by Kevin
 - ii. Software proposal - GIS solution for tracking space assignment in FSC, including CAWP; identifying the PIs responsible for each room/lab and facilities. Jerry
 - *(handout provided)*
 - Jerry presented GIS software for building space inventory
 - Users have access to editable and fixed fields
 - Jerry will check with department heads to confirm on time commitment for continued development
 - If time commitment is okay, Jerry will complete FSC and CAWP
- c. Incident ID 117308: Faculty came into contact with Chemicals in FSC 4330 lab Kevin
 - Diana will instruct PI on the correct specifications for gloves to be purchased
 - PI will be instructed to complete the online Incident Report including the Corrective Action of buying appropriate gloves
 - No further action required

4. Incident or Accident Reports/Investigation

- None reported

5. New business

- a. Ambulance Response Time – November 30 2015 Kevin

Committee expresses concern and disappointment on the procedures and on-site care for the patient. Committee would like more information on;

 - the procedures and decision making in the triage process and the delayed ambulance time,
 - the call placed for the ambulance and the responsibility for the 1st responder to follow up with the ambulance service,
 - what equipment the 1st responder is required to bring to the site (apparently there were no blankets, spine, board or stretcher to put the patient in so she did not have to lie on the frozen concrete.
 - what are the procedures for Plant Ops to proactively treat the walk ways to prevent ice, and what are the procedures for Plants Ops to respond to ice complaints?

ACTION ITEM 3: Janette to file the incident as an Incident/Accident Report (**completed as of Jan 29, 2016**)

ACTION ITEM 4: Kevin will bring the incident to the attention of RMS

- b. Electing new co-chairs for the Committee Peter
 - Lawrence and Peter will be new co-chairs for 2016; Peter will step down as of July 1, 2016

6. Next meeting

- Doodle poll for the next meeting – 1pm or 2pm preferred

7. Adjournment

- 3:10pm