

**MEETING MINUTES**

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

**1. Call meeting to order** Peter

**2. Approval of agenda and minutes** All  
 - January minutes – approved  
 - February 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	Completed	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	Completed	4 outstanding Actions items undone:
3 <sup>rd</sup> floor shared offices	Peter Marshall	Completed	Unable to access FSC 3608 with building master key
4 <sup>th</sup> floor WS labs	Diana Hasting & Lawrence Gunther	Completed	Outstanding Items (provided)
4 <sup>th</sup> Basement Labs	Lawrence Gunther and Javier Rubio	Completed	
4 <sup>th</sup> floor shared offices	Greg Smith	<i>Follow up</i>	
CAWP, HAZMAT, High-Head lab	Lawrence Gunther and Javier Rubio	Completed	

- b. Issue with accessing FSC 3608 with building master key Peter  
- Staff notice the sub-master key works but not the building master key; lock issue

ACTION ITEM 1: Rolando will contact FCS department to have FSC 3608 door lock replaced

- c. Summary of *Outstanding Corrective Actions* updates for the master Safety Inspection Report Rolando  
- Items were provided to Kevin, to be discussed at the SMT meeting on February 29  
- no further action required
- d. Contacting RMS regarding *Ambulance Response Time* incident Kevin  
- Kevin provided email handout on communication with RMS regarding to incident  
- Committee is seeking further information on incident protocol from first responders

ACTION ITEM 2: Kevin will continue to follow up with RMS regarding the incident

- 4. Incident or Accident Reports/Investigation** Peter  
- *None reported*

#### 5. New business

- a. Pets inside the FSC Kevin  
<http://riskmanagement.ubc.ca/health-safety/pets>  
- currently no official UBC policy for pets in the workplace  
- RMS recommends against pets in the workplace due to individuals reporting allergies and fear around pets  
- complaints have been received regarding pets in the workplace and classrooms, as well as concerns over workplace safety and hygiene  
- ACTION ITEM 3: Kevin will discuss issue with SMT and seek recommendations and policies on pets in the workplace

#### 6. Next meeting

- Doodle poll for the week of March 21; 1-2pm or 2-3pm

#### 7. Adjournment

- 1:45pm