

MEETING MINUTES

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

- 1. Call meeting to order** Peter

- 2. Approval of agenda and minutes** All
 - March minutes - approved
 - April agenda - approved

- 3. Review of action items**
 - a. Security notice for faculty-wide distribution (regarding recent thefts) Kevin
 - Notice has been prepared by Kevin and sent out by the Dean's Office

 - b. Follow up response from RMS regarding *Ambulance Response Time* incident Kevin
 - Awaiting response from RMS

 - c. SMT recommendations and policies regarding pets in workplace Kevin/Peter
 - Policy has been developed by the SMT, effective May 1st, 2016
 - Policy and Agreement form is available through the Department Administrators
 - Individuals wishing to bring in their pets will need to apply through their Department Administrators

ACTION ITEM 1: Peter will discuss with the SMT on posting the policy (on the Forestry website)

d. Annual Safety Inspections Assignment

Peter

Area	Inspectors	Status of Inspection	Outstanding Corrective Actions
Cage room, growth room parking garage	Kevin Lyons		
Basement labs, 1 st floor sample rooms	Rolando Descalzo		
2 nd floor FRM labs	Janette Bulkan and Jerry Maedel		
2 nd floor shared offices	Peter Marshall		
3 rd floor FCS labs	Rolando Descalzo		
3 rd floor shared offices	Peter Marshall and Suzie Lavallee		
4 th floor WS labs	Diana Hasting and Scott Rennekar		
Wood Science Basement Labs	Lawrence Gunther and Javier Rubio		
4 th floor shared offices	Scott Rennekar		
CAWP, HAZMAT, High-Head lab	Lawrence Gunther and Javier Rubio		

ACTION ITEM 2: Inspections to be completed before June; Kevin will need a list of issues for reporting to RMS in October

4. Incident or Accident Reports/Investigation

All

- *None reported*

5. New business

All

- a. New Safety Committee faculty and graduate student reps needed for the Department of Forest and Conservation Sciences (FCS) Suzie/Angie

ACTION ITEM 3: Kevin will discuss with the FCS Department Administrator on selecting new members

6. Next meeting

Peter

- Doodle poll for the 3rd week of May

7. Adjournment

Peter

- 1:45pm