

MEETING MINUTES

Attendees: Angie Dale, Diana Hastings, Kevin Lyons, Jerry Maedel, Scott Rennekar
Regrets: Janette Bulkan, Rolando Descalzo, Suzie Lavallee, Peter Marshall
Co-chair: Lawrence Gunther
Note taker: Nicole Lee

1. Call meeting to order Lawrence
2. Approval of agenda and minutes All
 - June agenda - approved
 - May minutes - approved
3. Review of action items All
 - a. Annual Safety Inspections – All reports due June 15, 2016

Area	Inspectors	Status of Inspection	Outstanding Corrective Actions
Cage room, growth room parking garage	Kevin Lyons	Completed	- Cage room clean up - Gas can removal parking stall 12 - Growth room clean up
Basement labs, 1 st floor sample rooms	Rolando Descalzo		
2 nd floor FRM labs	Janette Bulkan and Jerry Maedel	Completed	
2 nd floor shared offices	Kevin Lyons		
3 rd floor FCS labs	Rolando Descalzo		
3 rd floor shared offices	Kevin Lyons		
4 th floor WS labs	Diana Hasting and Scott Rennekar	Completed	Latches for bookcases
Wood Science Basement Labs	Lawrence Gunther and Javier Rubio	Completed	

4 th floor shared offices	Scott Rennekar	Completed	Latches for bookcases
CAWP, HAZMAT, High-Head lab	Lawrence Gunther and Javier Rubio	Completed	

- b. New Safety Committee reps for the Department of Forest and Conservation Sciences and Dean's Office Kevin
- Pending response from department head
 - New graduate student rep needed to replace Angie

4. Incident or Accident Reports/Investigation All

- a. Gas cylinder storage (HAZMAT) room lock issue Diana

- students locked in HAZMAT room after lock mechanism broke; cannot exit room
- student used their cellphone to call Diana for help, but her copy of the key didn't work
- Trouble Call placed; locksmith responded and drilled the door open to let out students
- student submitted Incident Report; Facilities Manager notified and aware of incident
- Facilities Manager will have all locks replaced, but departments will be responsible for costs
- Suggestions by the Committee: implement a buddy system and Safe Work procedure for accessing HAZMAT room; install emergency phone in room; extend access time for alarm

ACTION ITEMS:

- 1a) Facilities Manager will follow up with Secure Access regarding lock mechanism replacement
- 1b) Kevin will bring incident to RMS regarding lock mechanism and communications
- 1c) Diana will prepare and post Safe Work procedure for accessing HAZMAT room (to be posted on door and send out to the faculty)

5. New business All

- a. Outdated emergency contact signage posted by emergency phones in labs Jerry

ACTION ITEMS:

- 2a) Jerry will follow up with FRM department Administrator
- 2b) Diana will provide copies of current emergency contacts to departments to be posted in labs

6. Next meeting Lawrence

- Doodle poll for September, TBD

7. Adjournment Lawrence

- 2:00pm