

**MEETING MINUTES**

**Attendees:** Rolando Descalzo, Diana Hastings, Reilly Ische, Rob Kozak, Kevin Lyons, Jerry Maedel and Scott Rennekar  
**Regrets:** Janette Bulkan  
**Co-chair:** Lawrence Gunther  
**Note taker:** Nicole Lee

**1. Call meeting to order and introduce new member** Lawrence  
 - Welcome to Dr. Rob Kozak, who will be replacing Dr. Peter Marshall, as the new Dean's Office representative; and Reilly Ische will be replacing Angie Dale as the new graduate representative.

**2. Approval of agenda and minutes** All  
 - June minutes – all approved  
 - September agenda – all approved

**3. Review of action items**  
 a. Annual Safety Inspections – All reports due June 15, 2016 All

Area	Inspectors	Status of Inspection	Outstanding Corrective Actions
Cage room, growth room parking garage	Kevin Lyons	Completed	- Cage room clean up (Kevin report to SMT)
Basement labs, 1 <sup>st</sup> floor sample rooms	Rolando Descalzo	Completed	
2 <sup>nd</sup> floor FRM labs	Janette Bulkan and Jerry Maedel	Completed	
2 <sup>nd</sup> floor shared offices	Kevin Lyons	Completed	
3 <sup>rd</sup> floor FCS labs	Rolando Descalzo	Completed	
3 <sup>rd</sup> floor shared offices	Kevin Lyons	Completed	

4 <sup>th</sup> floor WS labs	Diana Hasting and Scott Rennekar	Completed	Latches for bookcases (Scott will follow up)
Wood Science Basement Labs	Lawrence Gunther and Javier Rubio	Completed	
4 <sup>th</sup> floor shared offices	Scott Rennekar	Completed	Latches for bookcases (Scott will follow up)
CAWP, HAZMAT, High-Head lab	Lawrence Gunther and Javier Rubio	Completed	

### ACTION ITEMS

1a) Kevin to discuss cage room clean up with SMT

1b) Scott to follow up on bookcase latches for 4<sup>th</sup> floor labs and shared offices

- a. New Safety Committee reps for the Department of Forest and Conservation Sciences Kevin
- Rolando will stay on as FCS staff rep
  - A new FCS faculty rep is needed to replace Suzie Lavallee
- b. Gas cylinder storage (HAZMAT) room lock issue
- i) Facilities Manager to follow up with Secure Access regarding lock mechanism replacement
  - ii) Kevin to bring incident to RMS regarding lock mechanism and communications
    - completed
  - iii) Diana to prepare and post Safe Work procedure for accessing HAZMAT room (to be posted on door and sent out to the faculty) – *completed*
    - FCS department to follow Safe Work procedure

### ACTION ITEM

2) Kevin to discuss with SMT on installing a phone in the HAZMAT room

3) FS to adopt the WS safe work procedures for the HAZMAT room

- c. Outdated emergency contact signage posted by emergency phones in labs Jerry
- i) Jerry to follow up with FRM department Administrator
    - Completed, no further action required

### **4. Incident or Accident Reports/Investigation**

- none reported

All

## 5. New business

- a. Mold in FSC 3340 Cold Room Rolando
  - issue has been resolved; no further action required
  
- b. Fume Hood test report Diana
  - Committee discussed fume hood use; need to ensure fume hood are free of clutter and blockage for proper airflow. If fans are malfunctioning, will need to close off fume hood and put in work request for Plant Ops to repair and recalibrate
  - Current alarm system is failing; however not required
  - If flow rate of fume hood found inadequate, fume hood will be locked out

### ACTION ITEM

3) Rolando to follow up with Steve Zhang (RMS) regarding fume hood alarm system

- c. New RMS reporting requirement for inspections Kevin
  - RMS provided sample formats for meeting minutes, check lists for general inspection, and lab inspection

### ACTION ITEM

4) Diana, Scott, Lawrence, and Rolando to review lab inspection check lists provided by RMS

## 6. Next meeting

- Doodle poll for the week of October 17; between 1-3pm

Lawrence

## 7. Adjournment

- 1:40pm

Lawrence