

MEETING MINUTES

Attendees: Janette Bulkan, Rolando Descalzo, Lawrence Gunther, Diana Hastings, Robert Kozak, Jerry Maedel, and Scott Renneckar
Regrets: Reilly Ische, Teela Narsih (RMS rep)
Co-chair: Kevin Lyons
Note taker: Nicole Lee

- 1. Call meeting to order** Lawrence

- 2. Approval of agenda and minutes** All
 - October minutes - approved
 - November agenda - approved

- 3. Review of action items** All
 - a) Cage room clean up (re: Annual Safety Inspections) Kevin
 - Jill Yu (Dean’s Office) will look after remainder of clean up

 - b) Bookcase latches for 4th floor labs and shared offices (re: Annual Safety Inspections) Scott
 - Solution has been proposed, to be finalized

 - c) Installing a phone in the HAZMAT room Kevin
 - In progress

 - d) Follow up with RMS (Steve Zhang) regarding fume hood alarm system Rolando/Diana
 - Work Request for the alarm system submitted and pending completion

 - e) Canoe installation notice to be sent out to faculty, staff, and students Nicole
 - completed

 - f) Posting emergency notices on Atrium screens Kevin
 - Discussion in progress by IT department

g) Inventory lists for HAZMAT room

Kevin/Diana

- New managing system required for handling hazardous material in room
- respirators required to be worn when accessing the room (due to poor ventilation)
- 4 components to solution required: disposal, cleaning, ventilation, phone installation
- Departments will need to remove equipment and material to be kept before chemists come in to clean up the room
- proposed to have chemists in by mid-December

ACTION ITEM:

- 1) Kevin will coordinate with Diana and Rolando on removing FCS lab equipment and hazardous material to free up space in the HAZMAT room

4. Incident or Accident Reports/Investigation

a) Organic solvent spill at Wood Science lab

Scott

- incident report to be filed

b) Removing equipment off the floor in the underground parkade, as per Vancouver Fire Department

- to be completed by Jill Yu (Dean's Office)

5. New business

a) RMS memo – Equipment Pinch Points and Guarding Alert

Kevin

- Applicable to Wood Science labs
- Equipment pinch points are properly guarded
- Training provided for operator
- Safety signs posted

b) Fume hoods not properly shut down for Level 2 shut down (FSC 3230, 3232, 3330 and 3431)

Kevin

ACTION ITEM:

- 1) Kevin to send letter to FCS department labs on modifying their system with lab notices and communications

c) Replacement for sink drains in labs

Diana

- Installation happening November 19 and 26
- Notice to be sent out to FCS labs to empty all sinks prior to replacement work

6. Next meeting

Lawrence

- Doodle poll for the week of December 12

7. Adjournment

Lawrence

- 2:45pm