

**MEETING MINUTES**

**Attendees:** Janette Bulkan, Patrick Culbert, Lawrence Gunther, Diana Hastings, Reilly Ische, Rob Kozak, Jerry Maedel, Scott Rennekar, and Greg Smith  
**Regrets:** Teela Narsih  
**Co-chair:** Rolando Descalzo  
**Note taker:** Nicole Lee

- 1. Call meeting to order** Rolando
- 2. Approval of agenda and minutes** All  
- March agenda, approved  
- January minutes, updated and approved
- 3. Review of action items** All
- a) Follow up with RMS (Steve Zhang) regarding fume hood alarm system Teela  
- can fume hood work safely without functioning alarm system?  
- Rolando spoke with Steve from RMS - alarm system was tested, issue has been resolved  
- no further action required
- b) New management procedures for HAZMAT storage before room reopens for use Greg
- c) Removing tires in FSC underground parkade Greg  
- six winter tires left in the underground parkade, not yet claimed
- ACTION ITEM 1: Nicole to check with Jill Yu if Research Forest will claim the tires
- 4. Incident/Accident Reports** All  
- none reported

## 5. New business

All

### a) HAZMAT room access

Diana

- Committee suggests to continue using the existing policy on HAZMAT room usage but changes will be necessary after departmental reviews

Updates from Diana:

- HAZMAT room will have new doors installed and re-keyed to allow for tracking; one suggestion is that key has to be signed out at the department office
- request put in to install panic button in the HAZMAT room
- engineers awaiting the list of chemicals for assessment

ACTION ITEM 2: Rolando to discuss with FCS department adopting the pick-up procedure of hazardous materials from Forest and Conservation Sciences Dept

### b) Locking mechanisms in FSC offices and labs

- a significant number of incidents of locks failing, staff/students trapped in office/labs
- suggestion to re-key FSC; also justified as there are a large number of master key holders, and no list of who those key holders are
  - o The issue of cost for this project was discussed and the Safety Committee suggested putting together a list of rooms for lock replacement in order of priority

ACTION ITEM 3:

Greg to discuss with SMT regarding new locks for FSC labs and offices

### c) Naloxone Kit access and policy

ACTION ITEM 4: Greg to look into the policy and accessibility of Naloxone kits as a preliminary step in the plan to have the kit available to the Faculty of Forestry

## 6. Next meeting

Rolando

- Doodle poll for week of April 24

## 7. Adjournment

Rolando

- 3:40pm