

MEETING MINUTES

SAFETY COMMITTEE MEETING
Tuesday, April 25, 2017
3-4pm in FSC 4101

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

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|---|---------|
| 1. Call meeting to order | Janette |
| 2. Approval of agenda and minutes | All |
| - April Agenda - approved | |
| - March Minutes - approved | |
| 3. Review of action items | All |
| a) New management procedures for HAZMAT Facility before rooms reopen for use | Greg |
| - review pending completion (ventilation and installation of emergency phones) | |
| - awaiting response on the cost of emergency phones from Facilities Manager, Francois Desmarais | |
| - will be followed up at the next meeting | |
| b) Removing tires in FSC underground parkade | Nicole |
| - Paul Lawson (on behalf of the Research Forests) picked up the tires as of March 2 nd | |
| - no further action required | |
| c) FCS department on adopting the pick-up procedure of hazardous materials | Rolando |
| - Rolando initiated contact with Waste Management | |
| - no further action required | |
| d) Replacement locks for FSC labs and offices | Greg |
| - Forestry does not have a list of the offices/labs with failed locks, Secure Access receives individual requests and Secure Access is distinct from Plant Operations. | |
| Need to compile list of rooms for lock replacement in the basement labs and offices | |
| - rationale for Safety Committee's recommendation to have locks of basement labs and offices replaced: numerous incidents of locks failing; occupants in the basement units do not have cell phone signal to call for help in case of lock failures | |

ACTION ITEM:

Greg to submit request to the SMT that replacement of all locks in the basement labs and offices be done as a priority

ACTION ITEM:

Greg to contact Secure Access and request for the list of failed locks in FSC in the past year

e) Naloxone kit accessibility and policy Greg

ACTION ITEM:

Greg to obtain policy from Teela Narsih (RMS representative) and to acquire Naloxone kits for Forestry access

4. Incident/Accident Reports All
- none reported

5. New business All

a) Hot water in eye wash stations Diana
- Due to unforeseen heat exchanger failures and contamination of hot water in some buildings on campus, RMS issued warnings and notices not to consume water out of hot taps out of an abundance of caution
- Hot water used in the eye wash stations deemed safe to use
- no further action required

b) Chemical Inventory – Quartzzy management software Diana
- create customizable and shareable chemical inventory (database)
- facilitates inventory re-ordering, and can be exported onto spreadsheet
- Diana will use this management software for the HAZMAT chemical inventory

ACTION ITEM:

Greg to review Quartzzy Software package from Diana (www.quartzzy.com) and will make recommendations to departments to implement the use of the software.
Greg to share findings with the Safety Committee at next meeting.

c) Annual Inspections assignment All
- all reports to be completed and submitted to Nicole (Dean’s Office) by end of June

Area	Inspectors	Status of Inspection	Outstanding Corrective Actions
Cage room, growth room, parking garage	Greg Smith		

Basement labs, 1 st floor sample rooms	Rolando Descalzo		
2 nd floor FRM labs	Janette Bulkan and Jerry Maedel		
2 nd floor shared offices	Rob Kozak		
3 rd floor FCS labs	Rolando Descalzo		
3 rd floor shared offices	Patrick Culbert		
4 th floor WS labs	Diana Hasting and Lawrence Gunther		
Wood Science Basement Labs	Lawrence Gunther		
4 th floor shared offices	Scott Renneckar		
CAWP labs and offices, and High Head labs	Lawrence Gunther		
HAZMAT room	Rolando Descalzo and Scott Renneckar		

ACTION ITEM:

Diana to share inspection checklists with Nicole to be distributed to Committee members to complete assigned inspections

d) Gas cylinders in HAZMAT room

Diana

- unused gas cylinders need to be sent back to suppliers
- will need to check HAZMAT room for unused gas cylinders before recommissioning the room

ACTION ITEM:

Diana and Rolando will inspect the gas cylinders in the HAZMAT room and will report at the next meeting.

6. Next meeting

Janette

- Tuesday, May 30 from 1-2pm; Nicole to send Outlook invitation to all

7. Adjournment

Janette

- 3:45pm