

## MEETING MINUTES

SAFETY COMMITTEE MEETING  
Tuesday, July 25, 2017  
1-2pm in FSC 2101

**Attendees:** Rolando Descalzo, Diana Hastings, Reilly Ische, Rob Kozak, Teela Narsih, Scott Rennekar

**Regrets:** Janette Bulkan, Patrick Culbert, and Lawrence Gunther

**Co-chair:** Greg Smith

**Note taker:** Nicole Lee

**1. Call meeting to order** *Greg*

**2. Approval of agenda and minutes** *All*

- July Agenda - approved
- June Minutes - approved

**3. Review of action items** *All*

a) Obtain list of FSC failed locks from department administrators *Rolando and Jerry*  
 - lists have been sent to Greg, and now forwarded to Facilities Manager, Francois Desmarais  
 - awaiting for quote from Building Ops to change locks

b) Contact PIs on the implementation of the Quartzzy software inventory *Greg*

c) Annual inspection reports *All*  
 - all reports to be completed and submitted to Nicole (Dean's Office)

Area	Inspectors	Status of Inspection	Outstanding Corrective Actions
Cage room, growth room, parking garage	Greg Smith	Completed	Debris left behind; empty gas cans in garage
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	Rob Kozak	<i>In progress</i>	

3 <sup>rd</sup> floor FCS labs	Rolando Descalzo	<b>Completed</b>	
3 <sup>rd</sup> floor shared offices	Patrick Culbert	<b>Completed</b>	sticky locks, SR submitted
4 <sup>th</sup> floor WS labs	Diana Hasting and Lawrence Gunther	<b>Completed</b>	
Wood Science Basement Labs	Lawrence Gunther	<b>Completed</b>	
4 <sup>th</sup> floor shared offices	Scott Rennecker	<i>In progress</i>	
CAWP labs and offices, and High Head labs	Lawrence Gunther	<b>Completed</b>	
HAZMAT room	Greg Smith and Scott Rennecker	<i>In progress</i>	On-going

d) Contact Liquid Air to remove cylinder from HAZMAT room *Rolando*  
- cylinders belong to John Kaddla, no longer with the faculty  
- cylinders have been removed, associated costs charged to Department of Wood Science  
- no further action required

e) Modify and secure holders for the smaller cylinders (Saddler group) in HAZMAT room *Lawrence*  
- in progress

f) Joint Occupational Health and Safety Committees (JOHSC) *Greg*  
- July 11 meeting with Paul Wong and Paul Nakagawa (RMS supervisors) Jill Yu, Robert Kwei,  
- (*handout from Greg*)  
- Committee would like clarification on how students and staff are covered by the faculty while working on the field  
- Safety procedures and training required

- Purpose of joint committee: to oversee various safety issues; some local committees will be merged as a joint committee; some will stay as own local committees, depending on the faculty

#### ACTION ITEMS

1a) Teela to provide timeline on when the Forestry Safety Committee will officially become part of the JOHSC

1b) Teela to provide Terms of Reference for the JOHSC to Greg for preliminary review

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

*All  
Jerry*

a) FSC 2404 chemical spill (deactivated wet lab)  
- chemical spill occurred; damages to the lab have been repaired  
- pending incident report

ACTION ITEM 2:

Jerry to follow up with the FRM Department Administrator on action taken for the chemical spill reporting

**5. New business**

a) Metro Vancouver fire safety: open fires, fire drills, and smoking areas

*Greg*

ACTION ITEM 3:

Nicole to distribute the memo to Safety Committee (memo from Greg, originally from RMS), and members to distribute to various department

**6. Next meeting**

- September 26, 1-2pm

*Greg*

**7. Adjournment**

- 1:40pm

*Greg*