

## MEETING MINUTES

SAFETY COMMITTEE MEETING  
Tuesday, September 26, 2017  
2-3pm in FSC 4101

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**Attendees:** Michael Barra, Diana Hastings, Ben Loosley (RMS), Jerry Maedel, Paul Nakagawa (RMS), and Scott Rennekar  
**Regrets:** Patrick Culbert, Rolando Descalzo, and Reilly Ische  
**Chair:** Janette Bulkan  
**Note taker:** Nicole Lee

**1. Call meeting to order and introduce new members** *Janette*

- Welcome to Michael Barra, replacement for Lawrence Gunther; and Ben Loosley (RMS), replacement for Teela Narsih

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

- September Agenda - approved
- July 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
  - received lists from FRM, WS, FCS for failed locks (*from Lily Chua and Diana Hastings*)
  - received quote from Plant Ops (*see email attached*)
  - basement rooms as priority, as they are high risk

ACTION ITEM 1:

Greg to provide update on the lists of high-risk rooms that require replacement of locks

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

- software is being used by Wood Science department

ACTION ITEM 2:

Greg to provide update on the implementation of Quartz software

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

Update from Diana

Re: HAZMAT room was decommissioned because of questionable ventilation; Faculty paid for company to clean out room, and Building Ops hired consultants to investigate if ventilation is adequate

- consultants did not complete the investigation as required for flammables and combustibles are not to be stored in HAZMAT room, as per Plant Ops and consultants
- awaiting confirmation on whether ventilation is adequate before recommissioning HAZMAT

ACTION ITEM 3:

Paul Nakagawa and Ben Loosley (RMS) will investigate and follow up on whether ventilation is adequate in HAZMAT room

ACTION ITEM 4:

Scott and Rob to complete inspections of assigned rooms

- d) Modify and secure holders for the smaller cylinders (Saddler group) in HAZMAT room      *Michael*  
- Michael to follow up and confirm

ACTION ITEM 5:

Michael will report on status at the next meeting

- e) Joint Occupational Health and Safety Committees (JOHSC)      *Greg/Paul*

i) Paul to provide timeline on when the Forestry Safety Committee will officially become part of the JOHSC

- Forestry will need to meet composition requirement to become full JOHSC, with proper Union/Associations representation, as per Workers Compensation Act:  
- 2 Faculty, 2 M&Ps (without management responsibilities), 1 CUPE 2950, 1 CUPE 116, 1 CUPE 2278, 1 Non-Unit Tech (NUT) worker, 2-4 Employer Representatives (Management)

Quorum: 4 people at table, management cannot outnumber workers; lesser or equal number of management to number of workers

*(See handout from Paul "Forestry staff FTE count" for JOHSC Worker Rep figures)*

Timeline for JOHSC

- arrange for first Forestry JOHSC meeting by end of October 2017, Ben Loosley (RMS representative) will help facilitate the initial meetings

ACTION ITEM 6:

Greg and Janette to ensure Forestry has proper representation of the various groups to meet JOHSC requirement, and will plan to have first JOHSC meeting by end of October 2017

Pending instructions on launching Forestry JOHSC website

ii) Paul to provide Terms of Reference for the JOHSC to Greg for preliminary review  
- Paul will send out TOR to Committee once JOHSC is up and running

- f) FSC 2404 chemical spill (deactivated wet lab)      *Jerry*

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

ACTION ITEM 7:

Jerry to follow up with FRM Department Administrator on the status of the incident report

- g) Metro Vancouver fire safety: open fires, fire drills, and smoking areas *Greg/Nicole*  
- Nicole to distribute the memo to Safety Committee (memo from Greg, originally from RMS),  
and members to distribute to various department  
- Completed, no further action required

**4. Incident/Accident Reports**

*All*

- a) Campus-wide power outage/failure  
- in case of power outages, fumehoods have no backup power source, causing issues as there  
are on-going experiments running in labs, and causing other equipment failures

**5. New business**

- a) Mandatory Training for all Workers *Diana*  
- orientation and training need to be linked in to new workers  
- central Human Resources aborted initiative to link with JOHSC; current HR system will be  
replaced with a new system in the next 6-12months  
- RMS website as resources for training material

ACTION ITEM 9:

Greg to inform Department Administrators of the new mandatory training in health and  
safety for new workers

- b) New members to replace Lawrence Gunther and Jerry Maedel *Janette*  
- Michael Barra to replace Lawrence Gunther  
- pending replacement for Jerry

ACTION ITEM 10:

Greg to contact Department Administrators to find replacement for Jerry Maedel

**6. Next meeting**

*Greg*

- Wednesday, October 25, 3-4pm

**7. Adjournment**

*Janette*

- 3:10pm