



Minutes

Local Safety Committee

Name of Committee	Health Sciences Local Safety Committee	Meeting Date	December 16, 2014				
Worksite Mailing Address & Postal Code	Rm 5D30, Health Sciences Building 107 Wiggins Road Saskatoon, SK.						
Members	Dept	Yes	No	Members	Occupation	Yes	No
Curtis Larson, Chair	CHSDO & Chair	X		Gregg Parchomchuk	CoM Pediatrics/SHR	X	
Jennifer Beck	CoM ObGyn & Path		X	Helen Pocha	CHSDO/CLRC		X
Mark Boyd	CHSDO/Research Labs	X		Christine Ruys	CoPN/Admin Office Rep	X	
Cindy Elchuk	CH&E		X	Angela Seto	CHSDO/Research Labs	X	
Debbie Frattinger	Safety Resources	X		Brad Steeves	CHSDO/OHC Rep		X
George Katselis	CCHSA		X	James Talbot	CoM BMSC/Student Labs	X	
Vicki Keeler	CHSDO/Research Labs	X		Andrea Knittig	CHSDO/Admin-Office	X	
Kevin Kobialka	CoM Family Medicine/WWPHC	X		Kerri Walker	CHSDO/LASU	X	
Joanne Sitarski	CHSDO/HSSC	X		Dean Yurkowski	Safety Resources	X	
Heather Neufeld	CHSDO/Research Labs	X		Darrell Shipley	FMD	X	
Item No.	Problem or Concern Give full explanation and details Divide old/new concerns	Action Taken or Proposed			Person responsible for action	Target Date	
1.	Meeting called to order	Curtis called the meeting to order. Curtis welcomed Andrea Knittig, Administrative support for CHSDO, and LSC member.					
2.	Approval of Agenda	Approved by consensus					
3.	Errors/Omissions & Approval for previous Minutes	Joanne Sitarski wasn't on previous minutes of September 16, 2014, other than that minutes of September 16, 2014 are approved.					
4.	Business Arising from minutes of last meeting						
	Lab inspections after D-wing completion	- Debbie to send inspection templates for Curt to use for HSc building			Debbie/Dean	Ongoing	

		inspections and assign LSC members to a sampling of areas to inspect in the facility		
	Signage for E-wing, D-wing and Arts crosswalks	<ul style="list-style-type: none"> - E-wing signage is a work in process. Debbie indicated that “You are here” signage will include fire exit, AED kit, and fire extinguisher locations. - The crosswalk at the corner of Wiggins Road and Campus Drive is completed. - The crosswalk from D-Wing stair #14 to Arts is to be done spring/summer 2015, - Curtis called the City of Saskatoon in regard to there being no accessible curb cut in the island at the corner of Wiggins Rd & College Dr. It is on the city’s list of work to complete - Between Health Sciences & Arts, the crosswalk doesn’t have pedestrian crosswalk sign. Would a temporary sign be able to be installed until the permanent crosswalk work is completed? - The E-Wing signage supplier was given a deficiency list in November 2014 and was supposed to be here before Christmas to complete the signage installation 	Curtis/ Debbie Curtis	Ongoing
		-		
	Ongoing building renovations update	<ul style="list-style-type: none"> - Brad reported expected asbestos abatement to be done approximately by end of Feb 2015 and hope to be able to occupy B-Wing labs and classrooms in the fall of 2016. - Currently no access between B, D & A-wing on second floor but hope to have the east end connection reopened early in the new year. - Back hallways (west end) will not be open at all during construction. - Keeping access to different wings during construction whether one floor above or below. <p>Renovation of A wing will start after completion of B-Wing in 2016. Planning for A-Wing is still in process and we are looking at the budget.</p> <ul style="list-style-type: none"> - A-wing will be administrative spaces only; offices, meeting rooms, gross anatomy support, two dry teaching spaces for Nutrition, 	Brad	Ongoing

		<ul style="list-style-type: none"> computer lab, etc. - There will be a connection between B-wing 4th floor and A-wing 4th floor. - Physical Therapy in 3rd floor E wing is to be completed by end of 2015 or early 2016. 		
	SHR not cleaning physicians washroom	<ul style="list-style-type: none"> - No new information received or concerns raised - Issue closed 		Completed
	Emergence response plan	<ul style="list-style-type: none"> - Fire drills in both D and E wing went well, fire plan was sent out. - Maps of evacuation routes still have to be posted in lecture theatres/classrooms and labs. 	Curtis	Ongoing
5.	New Business	<ul style="list-style-type: none"> - No new business 		
6.	Incidents/Investigations/Concerns	<ul style="list-style-type: none"> - Brian reported that there were seven incidences reported to Health and Safety. - 2 needle pokes during surgery, 2 patient blood exposure to resident skin, 2 slip/ trip/ fall, and one auto clave incident. 	Brian	Completed
		<ul style="list-style-type: none"> - Vicki reported a grad student complained of not feeling well and having headaches due to a smell from construction in B-wing second floor. - A laptop was stolen on December 2, 2014 in A224 and A225. The incident was reported to Protective Services. - After hours D-wing main entrance is dark with blind spots, there are only lights by main door but not in general area. Brad indicated that a light standard is not in place due to the construction. - Vicki also reported no light in NE entrance, but the environment is more open with less hiding spaces. 	FMD Light installed Dec 18/14	Completed
		<ul style="list-style-type: none"> - Heather reported there is a welding smell on second floor, and a haze in air. No one is using the lunchroom due to air concerns. - Curt responded he receives daily air reports for the asbestos, so if there are concerns about asbestos he can supply these reports if requested. The welding will not be a long term issue. 	Curtis	Completed

		<ul style="list-style-type: none"> - Heather asked about ventilation. - Curt indicated the fans are off for asbestos abatement at night but fans return on at 6 a.m.-9 p.m. 		
		<ul style="list-style-type: none"> - Joanne asked who to contact to salt slippery sections around HSc . - Curt indicated to contact Fixit, and Fixit will pass it on to grounds and the zone manager. - Joanne asked if there is public access to containers of sand or salt. - Darrell stated that there are some sand boxes that grounds put out at some buildings (not HSc to date) but our BST's do the salting for the entrances, and the sidewalks are taken care of by grounds. 		Completed
		<ul style="list-style-type: none"> - Kerri reported the tank trolleys are piling up in the D-Wing loading dock, wondering if there is anywhere else to store them. How many are needed? - Curt will contact Erling, as stores manages the loading dock. 	Curtis	ongoing
		<ul style="list-style-type: none"> - JT reported an ongoing concern with fire procedure, people are sitting in offices while the alarm is going off, also custodian staff wandering around not looking for the exit, - Curt asked for the room numbers to be obtained and we will contact the occupants. - JT asked about the University's policy for safety equipment testing. Eye wash stations and showers. - Debbie indicated a mini test should be done weekly, and the university Safety Resources will do the full test annually. Debbie will email documents indicating procedures - Mini weekly testing to be delegated amongst appropriate staff. - JT indicated he hasn't been given any notification of this, and would like notification. - Debbie will sent JT the notice that was sent to department heads and deans to remind them to assign these responsibilities - Lab managers to be testing wash-up room safety equipment. 	Curtis/ Debbie	Completed
7.	Other Business	<ul style="list-style-type: none"> - Curt introduced Tim Black who has joined our meeting today to speak on ergonomics in the workplace. 	Tim Black/ Andrea	Completed

		<ul style="list-style-type: none"> - Tim supports ergonomics throughout the University he has done this for the last eight and half years Tim stated this has been a fairly reactive program, meaning people have injuries or concerns and Tim assess this. He would like to make this a more proactive focus. He would like to have more assessments in laboratory ergonomics. - Over the last couple years manuals have been developed; office ergonomics; materials handling ergonomics, lab ergonomics, etc. Two of these manuals are available on the Safety Resources website. - Tim would like to develop a communication strategy on how to create awareness on ergonomics in the workplace and prevent injuries before they happen, college by college. Andrea will attach the documents with these meeting minutes. - Joanne asked if there could be a brief presentation on lab ergonomics. - Tim stated yes this is possible and people interested in arranging a presentation can contact him directly. 		
	Announcements	<ul style="list-style-type: none"> - Debbie announced the Williams building had a practice lockdown drill and Kinesiology is planning to have one as well. The drill in Williams went well however, some deficiencies were identified. 		
	Meeting Schedule for 2014 <u>Next Meeting Date & Location</u> March 17, 2015 – 11:30 a.m. to 1:00 p.m. GD04 HLTH	<ul style="list-style-type: none"> - March 17, 2015– GD04 HLTH - June 16, 2015– GD04 HLTH - September 15, 2015– GD04 HLTH 		
	Materials needed for next meeting	<ul style="list-style-type: none"> - Incident reports - Issues and concerns - Any updates on training you have taken 		
8.	Meeting adjourned @ 12:30 p.m.		All LSC Members	
<p>In my opinion, the above is an accurate record of this meeting</p> <p>Chairperson: Curtis Larson</p>				

*** Every attempt must be made to resolve issues at the LSC level before referring to OHC.**