New Business:

Any new business to report regarding remote labs/working from home?
- Send email to Steve to send an email to everyone to let them know that they shouldn’t be in the building

Accreditation – everything will be online now, but accreditation is likely being pushed back

Capstone project lockers – they have been told not to go there, not to return equipment to their clients until things are back to normal

Overall security of our buildings right now is important – JOHSC is talking about this, Richard will let us know if any updates
- Only a few activities at UBC have been allowed, all other research activities should not be happening – department would get in trouble, should be made very clear. Unless written permission from dean and VPRI, u are not to conduct facilities at UBC going forward. Add to Steve’s messaging.
<table>
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<tr>
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| 2018-01-16  | **Graduate Safety Training:**  
Update on online training  
- Check for bullying training completion  
Post training info on safety website under a new graduate student section (wait for new website to go online)  
- Link to student services website, materials are on APSC sharepoint  
Use TA’s to deliver the training – difficult when TA’s aren’t interested themselves/aren’t enforcing the rules  
- Video material would help  
Video material:  
- RMS has changed to SRS, titles need to be updated  
- Lab safety video needs to be updated when we return to MCLD (patch the current videos during MCLD reno).  
No overhead for students at this time, stressed out | TBD   | TBD   | Ongoing |
| 2015-02-16  | **New Safety Team Members**  
Steve to assign someone (TBD) – Ross to ask Steve  
New Dean’s Office Member (TBD) – Richard will ask office  
Microbi in the Life building – Richard to contact SRS to see if there is an LST where there should be a rep | TBD   | TBD   | Ongoing |
| 2019-04-23  | **Summer Department Meeting Topic – Security/Safety**  
Can we bring in a security/safety person to one of our summer BBQs when more people are around? (Assuming this will be stalled until we are back to office)  
- Man Mahand | M. Kutarna | Summer 2020 | Ongoing |
### Department Meeting - Volunteers/Supervisor Responsibility

Bring this topic to a department meeting in the fall (October) to inform supervisors of their duties/liability.

Follow up email from Steve after meeting saying that supervisors have full responsibility
- Informative rather than punitive
- Who can come and talk from SRS?
- Send Richard an invite about this, Ross to ask Steve about the vibe

Let's wait for this until later

Demolition of MCLD will start on time

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### Incident Reporting

Reminders to be sent out:
- OMI Caustic Spill
- Tongs laceration
- Penthouse Roof incident report (wasn't a UBC worker so no follow up) – Matthew to draft something from Steve to send out to the PI, and one to the faculty as well?

R. Sheppard
M. Ordonez

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### Field Safety

Field Safety template email is ready for Steve to send out – stall for now – mention that we are following APSC rules only, not our own ECE

Update new safety website to include field safety

M. Kutarna
R. Sheppard

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### ECE Safety Audit

All labs complete except Tor and Dave – correction items still pending. – put on Hold for now

Assessment of new labs when we move for MCLD reno

M. Kutarna

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### Common Area Building Inspections (Once a month)

Ongoing action item – results to be forwarded to joint safety committee

M. Kutarna
Monthly

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### Updates to new grad student welcome packages

Updates:
- List of trainings?
- Safety info
- Add note to contact supervisor to discuss safety in research lab

R. Sheppard
M. Kutarna

Sept. 2020
Stalled