

MEMORANDUM

Department of Electrical and Computer
Engineering

5505 - 2332 Main Mall Blvd.
Vancouver, BC – V6T 1Z4

	Martin Ordonez	Ross Sheppard
	Darla La Pierre	David Feixo
	Paul Lusina	Matthew Kutarna
	Roberto Rosales	Richard Colwell (Invited Member)
Cc:	Steve Wilton	
From:	Martin Ordonez (Co-Chair) Darla La Pierre (Co-Chair)	
Re:	Minutes of the Department of Electrical and Computer Engineering Local Safety Team Meeting of April 7, 2020.	

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.

Item number	Action	Who	Due	Status
2018-01-16	<p style="text-align: center;">Graduate Safety Training:</p> <p>Update on online training</p> <ul style="list-style-type: none"> - Check for bullying training completion <p>Post training info on safety website under a new graduate student section (wait for new website to go online)</p> <ul style="list-style-type: none"> - Link to student services website, materials are on APSC sharepoint <p>Use TA's to deliver the training – difficult when TA's aren't interested themselves/aren't enforcing the rules</p> <ul style="list-style-type: none"> - Video material would help <p>Video material:</p> <ul style="list-style-type: none"> - 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). <p>No overhead for students at this time, stressed out</p>	TBD	TBD	Ongoing
2015-02-16	<p style="text-align: center;">New Safety Team Members</p> <p>Steve to assign someone (TBD) – Ross to ask Steve</p> <p>New Dean's Office Member (TBD) – Richard will ask office</p> <p>Microbi in the Life building – Richard to contact SRS to see if there is an LST where there should be a rep</p>	TBD	TBD	Ongoing
2019-04-23	<p>Summer Department Meeting Topic – Security/Safety</p> <p>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)</p> <ul style="list-style-type: none"> - Man Mahand 	M. Kutarna	Summer 2020	Ongoing

2019-09-19	<p align="center">Department Meeting - Volunteers/Supervisor Responsibility</p> <p>Bring this topic to a department meeting in the fall (October) to inform supervisors of their duties/liability.</p> <p>Follow up email from Steve after meeting saying that supervisors have full responsibility</p> <ul style="list-style-type: none"> - Informative rather than punitive - Who can come and talk from SRS? - Send Richard an invite about this, Ross to ask Steve about the vibe <p>Lets wait for this until later</p> <p>Demolition of MCLD will start on time</p>	Richard (BBQ in the summer – early May before people leave, order something good for food – thai food)	TBD	Ongoing
2014-12-09A	<p align="center">Incident Reporting</p> <p>Reminders to be sent out:</p> <ul style="list-style-type: none"> - QMI 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	TBD	
2019-04-23	<p align="center">Field Safety</p> <p>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</p> <p>Update new safety website to include field safety</p>	M. Kutarna R. Sheppard	TBD	Ongoing
2018-11-30	<p align="center">ECE Safety Audit</p> <p>All labs complete except Tor and Dave – correction items still pending. – put on Hold for now</p> <p>Assessment of new labs when we move for MCLD reno</p>	M. Kutarna	TBD	New
2015-12-08	<p align="center">Common Area Building Inspections (Once a month)</p> <p><i>Ongoing action item – results to be forwarded to joint safety committee</i></p>	M. Kutarna	Monthly	Ongoing
2019-06-17	<p align="center">Updates to new grad student welcome packages</p> <p>Updates:</p> <ul style="list-style-type: none"> - List of trainings? - Safety info - Add note to contact supervisor to discuss safety in research lab 	R. Sheppard M. Kutarna	Sept. 2020	Stalled