

LST Meeting Agenda

Department of Electrical and Computer
Engineering

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

	x	Martin Ordonez	x	Joe Salfi
	x	Darla La Pierre	x	David Feixo
	x	Paul Lusina	x	Matthew Kutarna
	x	Roberto Rosales	x	Richard Colwell (Invited Member)
		Ailish Statham	x	Celeste Garcia Perez
Cc:	Steve Wilton			
From:	Martin Ordonez (Co-Chair) Ross Sheppard (Co-Chair)			
Re:	Minutes of the Department of Electrical and Computer Engineering Local Safety Team Meeting of April 9, 2021			

New Business:

Some of the MECH staff are under quarantine – could affect some of our stores staff in ECE

Summer 2021 is a good time to perform lab inspections – M. Kutarna

JOHSC reminders:

- Fire Evacuations don't require physical distancing in the event of an emergency
- Electrical panel access - 1 metre clearance required around electrical access panels - if in doubt don't touch the panel and contact facilities manager

Item number	Action	Who	Due	Status
2021-04-09	<p align="center">Grad Student access to water</p> <p>Shared access to water in fall 2021 likely won't be possible due to covid, but students do need access to water while MCLD is being renovated – KAIS 2010 grad lounge is the long term solution</p> <p>Temporary solution could be water jugs or ULine water dispenser</p> <ul style="list-style-type: none"> - Write to Steve with water dispenser recommendation and to ask architects in MCLD to report on places where water dispensers can be set up 	R. Sheppard	Ongoing	Ongoing
2018-01-16	<p align="center">Graduate Safety Training:</p> <p>Check for bullying training completion</p> <p><i>Post training info on safety website under a new graduate student section (wait for new website to go online)</i></p> <ul style="list-style-type: none"> - <i>Link to student services website, materials are on APSC sharepoint</i> <p><i>Video material:</i></p> <ul style="list-style-type: none"> - <i>Lab safety video needs to be updated when we return to MCLD (patch the current videos during MCLD reno).</i> 	<p>Darla/Ross</p> <p><i>R. Sheppard</i></p> <p><i>M. Kutarna</i></p>	<p>TBD</p> <p><i>New website</i></p> <p><i>MCLD Reno</i></p>	<p>Ongoing</p> <p><i>Stalled</i></p> <p><i>Stalled</i></p>
2014-12-09A	<p align="center">Incident Reporting</p> <p>Capstone Soldering near miss – CAIRS report submitted, corrective actions considered (safety quiz with active opt out, an extra reminder email with safety resources)</p>	Ross/Martin	Ongoing	Ongoing
2015-12-08	<p align="center">Common Area Building Inspections (Once a month)</p> <p>Ongoing action item – results to be forwarded to JOHSC</p>	M. Kutarna	Monthly	Ongoing
2019-04-23	<p align="center">Summer Department Meeting Topic – Security/Safety</p> <p><i>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)</i></p> <ul style="list-style-type: none"> - <i>Man Mahand</i> - <i>Pass on emails to us from</i> 	<i>M. Kutarna</i>	<i>Stalled</i>	<i>Stalled</i>

2019-09-19	<p align="center">Department Meeting - Volunteers/Supervisor Responsibility</p> <p><i>Bring this topic to a department meeting to inform supervisors of their duties/liability – summer BBQ topic</i></p> <p><i>Follow up email from Steve after meeting saying that supervisors have full responsibility</i></p> <ul style="list-style-type: none"> - <i>Informative rather than punitive</i> - <i>Who can come and talk from SRS?</i> - <i>Send Richard an invite about this, Ross to ask Steve about the vibe</i> 	R. Colwell	Stalled	Stalled
2019-04-23	<p align="center">Field Safety</p> <p><i>Field Safety template email is ready for Steve to send out. Mention that we are following APSC rules, not our own ECE</i></p> <p><i>Update new safety website to include field safety</i></p>	M. Kutarna	Stalled	Stalled
2018-11-30	<p align="center">ECE Safety Audit</p> <p><i>All labs complete except Tor and Dave – correction items still pending.</i></p> <p><i>Assessment of new labs when we move for MCLD reno</i></p>	M. Kutarna	Stalled	Stalled
2019-06-17	<p align="center">Updates to new grad student welcome packages</p> <p><i>Updates:</i></p> <ul style="list-style-type: none"> - <i>List of trainings?</i> - <i>Safety info</i> - <i>Add note to contact supervisor to discuss safety in research lab</i> - <i>Refer to mandatory list of SRS trainings, link to that.</i> - <i>Self-enroll course on canvas, questions</i> 	R. Sheppard M. Kutarna	Sept. 2020	Stalled