

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 January 17, 2020.	

New Business:

LabTest for capstone – could send to profs as well to encourage grad student attendance –
Update from P. Lusina?

Incident Report – laceration from tongs, first aid kits insufficient

Item number	Action	Who	Due	Status
2020-01-17	<p>Health and Safety Documentation for Accreditation</p> <p>We will need to review/present our safety material</p> <p>Access policies will need to be thought out – FOBS in life building</p> <p>Canvas site for accreditation document – we have all the content from last accreditation.</p> <ul style="list-style-type: none"> - Paul to ask Carol about if we need physical copies. - Provide Paul with the previous binders we used 	TBD	TBD	New
2020-01-17	<p>Fire Doors (north end of Kaiser)</p> <p>Marcus will double check the doors to see if they should be classified as “fire doors”</p>	TBD	TBD	New
2020-01-17	<p>Water Fountain Signage</p> <p>Place signs above water fountains to run tap for 30 seconds before drinking</p>	TBD	TBD	New
2015-02-16	<p>New Safety Team Members</p> <p>Steve to assign someone (TBD)</p> <p>New Dean’s Office Member (TBD)</p>	TBD	TBD	Ongoing
2019-09-19	<p>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? 	Richard (BBQ in the summer)	TBD	New

2018-01-16	<p 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?</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). 	TBD	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 	R. Sheppard M. Ordonez	TBD	
2019-04-23	<p align="center">Field Safety</p> <p>Field Safety template</p> <ul style="list-style-type: none"> - Update website to include field safety - Steve to review template, LST to draft an email 	M. Kutarna R. Sheppard	TBD	Ongoing
2019-06-17	<p align="center">Update safety material (Signage, Bandage Boxes)</p> <p>Change name from First Aid Kit to Bandage Box in our safety materials and in the labs – is this complete?</p>	TBD	TBD	New
2018-11-30	<p align="center">ECE Safety Audit</p> <p>All labs complete except Tor and Dave – correction items still pending.</p> <p>Findings: lacked record keeping, canvas can be used to create a consistent template for each lab.</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

2019-04-23	<p>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</i></p>	TBD	TBD	Stalled
2019-06-17	<p>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