

# ENV Health & Safety Committee Agenda & Minutes

**Date:** Wednesday, November 28<sup>th</sup> 2018

**Time:** 2:00pm – 3:00pm

**Next Meeting:** April, 2019

Attending		
Dan Beaver	Merrin Macrae	Bev Raimbault
Neil Carnegie	Martin Holicka	

## **Agenda Details**

1. Review previous ENV H&S Committee Terms of Reference and clarify/ specify member duties and responsibilities.
2. Discuss the appointment of a minute taker. Vote on whether appointment should be rotational, annual, or permanent.
3. Review the results of the committee inspections completed this fall.
4. Discuss safety concerns surrounding hanging outlets in EV3 design studio.
5. Discuss safety concerns surrounding storage room in EV2 2042.
6. Discuss the potential for funding from Deans Office for more sign holders for faculty space.
7. Making a proposal for an AED.

## **Minutes**

### **1. Review previous ENV H&S Committee Terms of Reference and clarify/ specify member duties and responsibilities.**

- a) It was agreed that Dan Beaver and Neil Carnegie would continue to complete inspections without assistance from other committee members unless there was a situation where one of them is off for an extended period of time.
  - b) Committee members agreed to join in on 1 or 2 inspections per round where possible to familiarize themselves with the inspections process.
  - c) There was a request to update the terms of reference to include the responsibility of the committee members and explain what is to happen if either chair is off for an extended period of time or not able to complete inspections.
2. Discuss the appointment of a minute taker. Vote on whether appointment should be rotational, annual, or permanent.
    - a) Neil Carnegie has agreed to take on the minute taking duties until further notice.

**3. Review the results of the committee inspections completed this fall.**

- a) The committee briefly reviewed the findings of the inspections, focusing on the improvements since the last round of inspections.
- b) There was discussion around the creation of new checklists for inspections removing items that do not apply to Faculty of Environment labs or premises.

**4. Discuss safety concerns surrounding hanging outlets in EV3 design studio.**

- a) The committee discussed the placement of the outlets in the planning studio and the incident that was brought to our attention with a student hitting their head.
- b) A committee member is to contact Planning to find out if the current layout will be permanent and arrange for any relocations of outlets as required through Plant Operations as required.

**5. Discuss safety concerns surrounding storage room in EV2 2042.**

- a) In discussing the safety concerns in storage room 2042 it led to a larger discussion about storage space in general. Dan Beaver and Neil Carnegie are to set up a meeting to discuss storage space and the purchasing of shelving with the Dean's Office.

**6. Discuss the potential for funding from Deans Office for more sign holders for faculty space.**

- a) This item was not discussed.

**8. Making a proposal for an AED.**

- a) A proposal for installing an AED in one of the environment building was discussed.
  
- b) Martin Holicka was tasked with looking in to the nearest locations of AEDs on campus and to find out the approximate time it would take to retrieve one and get it back to EV1-3.
  
- c) Concern was raised about safety and whether injuries may be caused by people using the device improperly. Members of the committee advised that the device will NOT shock someone with a normal heart rhythm.

