## Committee Minute Form

<table>
<thead>
<tr>
<th>Date of Origin</th>
<th>Concern or Problem</th>
<th>Recommendation or Action To Be Taken</th>
<th>Action By (who &amp; when)</th>
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<tbody>
<tr>
<td>27Sep12</td>
<td>Meeting commenced at 1:42 pm</td>
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<td>1. Welcome and Introductions – L Lavallee</td>
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<td>2. Adoption of Agenda for Sept 27/12 Additional agenda item under New Business: Nominations for new Co-chair (Mgmt)</td>
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<td>3. Adoption of Minutes for June 14/12 M/S C Kerchak, J Beddoes. All in favor. Carried.</td>
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<td>4. Business Arising: J Van Delden</td>
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<td>a) Fire Safety Program Procedures Committee members received a copy of the Draft Fire Safety Procedure. The University has been without a Fire Safety Procedure for 2.5 years and J Van Delden was hoping for an endorsement from this group today.</td>
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In my opinion, the above is an accurate record of this meeting.

(X ) Employer Co-Chair: Linda Lavallee

( ) Worker Co-Chair: Tom Booth

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<td>27Sep12 Cont'd</td>
<td>Discussion focused on Section 2.3 which covers the need to review and adjust building-specific fire safety plans in “non-standard” conditions, e.g. during construction, renovation or demolition. Very often it is during these times that alarms go off, so this was seen as essential. Prime Contractors must have a plan in place and be prepared to initiate fire safety procedures. Considerations would include exit plans when some exits are blocked and the storage of flammables.</td>
<td>J Van Delden asked if the committee would be comfortable endorsing this Procedure recognizing that Section 2.3 would be slightly modified to include today’s discussion points. Quorum, however, was not met so a vote could not take place. Instead, J Van Delden will update the Procedures as per today’s discussion and members will receive a final DRAFT tomorrow.</td>
<td>All OSHAC members Oct 5 deadline</td>
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27Sep12

5. New Business:

a) Selection of Co-Chair (Mgmt)

Linda Lavallee asked if there were any nominations for the Co-chair (Mgmt) position. She has held this position for quite some time and would be willing to give someone else this opportunity.

6. EHSO Report

Ed Pschulski, the new Facilities Safety Consultant, was introduced at the meeting. His duties include the CPS review, confined space, contractor safety and general safety issues. E Pschulski is keeping busy meeting people all over campus and asking questions. His goal is the remove our preconceived notions that safety is a roadblock to getting things done.

The hiring of the Facilities Safety Consultant is the last piece of reorganization for the Environmental Health and Safety Office. EHSO is moving from a staff of generalists to one of specialists.

J Van Delden highlighted a few items on his list of priorities that have been completed. They include:

- BioSafety Procedures – a lot of work has been put into revamping the Biosafety Program and the new Procedure was accepted on Sept 9/12.
- Fire Safety Procedure – optimistic this is close to being adopted.

Currently EHSO is involved in discussions to define its role in emergency response. The word “emergency” is a broad term and means different things to different people. EHSO is working at various levels to come to an understanding of what it means to them. The end result may mean future changes.

EHSO has acted on a concern that some classrooms in Tier are over-crowded and occupancy rates are higher than what the fire code allows. The Life Safety Consultant followed-up with a survey and calculations and concluded this to be true. The positive news is that over-crowding is not a campus-wide issue. EHSO realizes that it is difficult, if not impossible, to make classroom changes at this time of year and is working with the Registrar toward compliance.

EHSO is working with the Registrar toward compliance. A report will be going to Senior Administration sometime in November.

Some areas on campus should have occupancy loads posted.

In my opinion, the above is an accurate record of this meeting.

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( ) Worker Co-Chair: Tom Booth

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<td>27Sep12 (cont’d)</td>
<td>J Van Delden congratulated UMSU for their successful concert on Sept 14. The raised running track in Max Bell had caused considerable concern should an evacuation be necessary. But with cooperation and a lot of hard work, proper ramps were constructed to meet exit capacity guidelines. In future, EHSO would appreciate being included at an earlier stage in the planning process.</td>
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<td>7Sep12</td>
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### 7. Members Round Table

- **C. Kerchak:** Reported that the combined Bannatyne and Fort Garry Physical Plant LASH committee is up and running.

- **J. Beddoes:** Updated the committee on the state of its LASH committee. Legal Counsel is working on a document that will put into writing protection for the Professional Engineers on the committee should something be missed in a routine LASH inspection. J Beddoes felt that this really was a non-issue because the LASH inspections will have a very well-defined scope and the members will not be making professional judgments on the areas in general.

- Reported on a chemical spill that occurred this past week in one of their labs. No one was injured; however, the outcome could have been much more serious. An ongoing investigation will address and correct procedural issues and provide Engineering with a valuable learning tool. The Faculty is preparing for an accreditation visit at the beginning of November and hopes to have addressed all outstanding issues from the previous visit.

- **M. Riese:** Expressed thanks to Phys PI for fixing the handicapped ramp entering St. Paul’s College and securing the shed to its foundation. Much appreciated.

- **R. Berscheid:** Announced that the Physical PI’s Life Safety Engineering Technician is in place. His name is Jingwei Xie.

- **L. Lavallee:** September is always a busy time for Security Services. SS is working closely with IST and Phys PI to get ready for the full campus shut-down of all phone lines (includes red phones, code blues, landlines, elevator phones panic alarms, etc) on Saturday, Oct 13 from 6 am – 1:30 pm. Exact time of power outage may change.

### UPDATE

The phone/communication lines outage will not take place on Oct 13th. IST is considering the UM Christmas shutdown period as a possible time to perform the outage. Communication for the University community will go out when a date is confirmed.

### 8. Next Meeting:
November 8, 2012 (Please make sure that Nov 8 is marked on your calendars. On the meeting schedule it was listed at Nov 12.)

### 9. Adjourned:
2:30 pm
M/S M Riese/R Berscheid