1. Approval of Agenda
   The agenda was approved as circulated.

2. Approval of Minutes
   The minutes of 28 May 2013 were approved as circulated.

3. Business Arising
   - J. Hall: FMGT re: Elliott. FMGT will soon schedule work to contour walkway to prevent water pooling on the first floor Wright-Elliott connector.
   - T. Russell: Email to FMGT re: Wright. Terry will advise what the response is from FMGT when contacted. J. Hall advised contacting Leigh Anderson of FMGT for safety items such as this as he can help shepherd them across FMGT departments.

4. New Business
   Disposal of Aqueous Waste
   O. Krupke reviewed the project he is working on with OHSE (distributed). He asked that members help pass along to labs in their areas that use common buffers. E. Wiebe and F. Hof agreed to pass along.

5. Workplace Inspections Review
   - J. Gough reported that in June Biology conducted inspections of the Cunningham common areas and teaching spaces. Research inspections will follow.
   - M. Blake reported that in June Biochemistry and Microbiology inspected common areas and teaching and research areas inspections will follow.
   - S. Gnucci reported that in June Physics and Astronomy inspected their teaching and research areas. They will inspect common areas jointly with Chemistry later this year.
6. Accident/Incident, Near-Miss or Hazard Report Reviews
   Two incident reports were reviewed.
   ▪ An incident (distributed) on May 30th involving a Biology student was reviewed. No specific recommendations were made.
   ▪ An incident (relayed in meeting) on May 29th involving students in a Chemistry research lab was reviewed. Unlike the statement on the incident form, the corrective measure of instituting secondary containment has been adopted. No further recommendations were made.

7. Next Meeting
   The next meeting will be 23 July 2013 at 1:00 PM in Petch 206. The following agenda items were identified for the next meeting.
   ▪ Scheduling meetings as per guidelines provided at recent training.
   ▪ Posting of accident/incident reports.
   ▪ Training requirement as per guidelines provided at recent training.

Meeting was adjourned at 1:40 PM.