



**Present:** A. Tura (Employer Co-Chair), J. Verhelst (Employee Co-Chair), R. Fichtner, P. Lagaditis, E. Robinson, M. Shakourisalim, L. Stefanova, R. Ulk, E. Nobbs (Recorder)

**Regrets:** A. Garrett, D. Jackson, R. Katz, C. Lawrence (on Leave), D. Mai, C. Papadopoulos, A. Rowe

**1. Approval of Agenda**

Approved.

**2. Approval of Minutes**

Approved.

**3. Business Arising**

**3.1 Ventilation Analysis**

An email was sent to Paraskevi Lagaditis regarding the ventilation analysis. An analysis will be completed for all zones systematically. During the winter break, the ducts were cleaned.

**3.2 Laser Safety Update**

Paraskevi Lagaditis sent an email to professors regarding the laser safety update. Students will be able to access the laser safety manual through the laser safety training course. PIs are expected to have a copy available in their lab.

**3.3 Common Area Inspection**

The committee discussed the process of common area inspections. Committee members are to take notes during the inspections while looking at offices, labs, and hallways.

The committee discussed delegation of FMIS requests. For issues in labs or offices, the PI may submit the request. For common areas, an individual may submit a request or ask their department office or the Dean's Office to do so. Unclear cases may be brought to the February Safety Committee meeting for discussion.

**ACTION:** Building issues to be reported as FMIS requests. Inspections and attached FMIS request to be sent to the Office of the Dean (Emma Nobbs). Deficiencies to be discussed at February Safety Committee meeting. Armando Tura and Rocky Ulk to split ELW Common Area Inspections.

**3.4 Potential weather hazards**

The committee agreed that it is a good idea for an announcement to go out regarding ice and snow on the ground.

**ACTION:** Office of the Dean (Emma Nobbs) to send out an announcement regarding weather hazards due to cold temperatures.

**3.5 Membership**

The committee agreed that there should be membership which covers the New Makers Space.



**ACTION:** Armando Tura to email Scott Roberts regarding membership for him (Scott Roberts) and Summer Johnson. Armando Tura and Jacob Verhelst to review committee membership.

## 4. OHSE Updates

### 4.1 Safety Training for Students

Students to have access to safety training through OHSE website.  
<https://www.uvic.ca/ohse/training/index.php>.

**ACTION:** Pls to advertise training to students.

## 5. Accident/Incident, Near-Miss or Hazard Report Review

### 5.1 Biohazard

A travel cooler was found in a Petch building stairwell which consisted of multiple unlabeled Nalgene bottles filled with yellow liquid, one with a fish inside. Paraskevi Lagaditis presumes the liquid is formaldehyde.

**ACTION:** If an unknown substance is found, individuals are to place item(s) in a box or Ziplock, label, and report as “unknown” to Campus Security.

### 5.2 Tripping Hazard

There is an elevated pole underneath the makerspace stairwell which has been noted as a potential tripping hazard.

**ACTION:** Something to be put underneath the stairwell until shelving or storage is placed.

## 6. Other Business

### 6.1 Printing

The committee agreed that to minimize paper waste, the Office of the Dean will no longer print copies of the Agenda and Meeting Minutes for each member.

**ACTION:** Office of the Dean (Emma Nobbs) to print a copy of the Agenda and Meeting Minutes for the Chair and Co-Chair and one spare copy to each meeting. Members to bring whichever form of media they prefer to view the Minutes and Agenda.

### 6.2 PPE Equipment

A discussion arose between Rocky Ulk and Paraskevi Lagaditis regarding the PPE equipment for the ELW B130 lab. The 3D printer was discussed, noting the difference between plastic and metal. Any risk of combustible dust must have a risk assessment due to change in legislation.

**ACTION:** Rocky Ulk to verify PPE equipment in the ELW B130 lab and report to Paraskevi Lagaditis.

Meeting adjourned at 11:07 a.m.