

Engineering Administration

Health and Safety Committee



Faculty of Applied Science and Engineering
University of Toronto

MINUTES

Date: December 16, 2010

Time: 11:00AM

Location: Bahen Building, BA8256

Member	Present (P) Absent (A)	Member Category (*)	Certified Member (X)	Work Location
Bryan, Gloria	(P)	E (USWA) Ex-Officio		Operations
Chong, Alan	(P)	M		ECP
Conte, Angie	(P)	W (USWA)		Finance
Foster, Jason	(P)	M		Engineering Science
Fox, Adam	(P)	W (USWA)		RO
Moore, S	(A)	W (USWA)		Operations
(*) W-Worker/Non-management		M-Management		E-Ex-officio

1) MINUTES OF THE PREVIOUS MEETING:

Minutes of the previous meeting were approved by the committee.

2) INSPECTIONS:

- A) AHSC to harmonize the production schedule with the meeting schedule.
 - B) Revised inspection lists and report sheets emailed to committee members.
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3) OTHER BUSINESS:

Outstanding:

- A) Revisited creating memos to warn offices of an upcoming inspection in their area.
- B) Student Clubs- list of faculty advisors would be helpful for addressing health and safety issues
- C) Reviewed better ways of storing training records.
- D) Signage and accessibility problems persist, for example, there is poor external GB signage and only one ramp located in laneway.

New:

- E) Talked about using the university-wide, campus police notification system for information on emergencies, registering cell phones for the emergency broadcast messages, and discussed using tools like the new Civil Engineering monitor for emergency broadcasting in the event of fire, gas leaks and shooting-type incidents.
- F) Emphasized need for clarification and dissemination of emergency procedures to admin staff and faculty.
- G) Considered working with APSC 112 student projects for health and safety concerns.
- H) Discussed methods for tracking and following up people who are taken to the hospital via taxi or ambulance.
- I) Raised issue of fire extinguishers and how to contact fire prevention to ensure both old and new locations/units are regularly inspected.

SIGNATURE:

(Gloria Bryan, Ex-officio, Faculty Joint Health and Safety Committee)

cc: Engineering Administration Health and Safety Website
Office of Environmental Health and Safety, 215 Huron Street, 7th Floor