

Engineering Administration

Health and Safety Committee



Faculty of Applied Science and Engineering
University of Toronto

MINUTES

Date: November 25, 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	(P)	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) Admin committee is catching up with yearly inspections and is back on target to have all inspections completed for the end of the year.
- B) After completing numerous workplace inspection, committee found that administrative staff in general lacked knowledge of emergency procedures: what to do in the event of an evacuation for reasons of fire, gas leak, or gunmen, as far as response protocol, evacuation routes and meeting places. Not sure if this is responsibility of Health and Safety committee, Fire prevention or individual department managers. Will discuss with the Joint Health.
- C) Across the board, departments of admin staff lack currently trained first aid responders, or first aiders.

Question raised regarding responsibility for fire extinguishers, availability and inspection. Fire Prevention Services to be contacted for both.

Dissemination of emergency procedures, etc. to new staff, undergrads

- D) 245 College Street – problem with lack of visible first aid kits and signs to the kits; smoke detectors not working, or missing; fire hazards in a couple cases of box lean up against baseboard heating; floors and aisle obstructed with various tripping hazards; in workshop area, not sure about adequate lighting and breaker box being used at light switch which is not properly labeled, ventilation issues with the concrete dust, tripping hazards with scrap lumber in the vestibule between workshop and storage space.
- E) GB 173 – issues: no list of first aiders, though everyone has training, including students workers; security issues, often working alone and at night and weekends; there is no security measure or protocols in place, use the buddy system whenever there is a security alert; Problem with carting equipment for programs because they are surrounded by stairs; problem with bugs in the past (ants and silverfish)

3) OTHER BUSINESS:

Outstanding:

- A) Gloria reminded the committee of the need to improve signage in GB/ SF and BCIT
- B) Sean yet to have meeting with Harpreet to set-up a blackboard portal for the electronic storage and sharing of completed inspection reports

New:

- C) Student Clubs- list of faculty advisors would be helpful for addressing health and safety issues

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