

# Engineering Administration

## Health and Safety Committee



Faculty of Applied Science and Engineering  
University of Toronto

### MINUTES

**Date:** October 21, 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 currently behind on inspections due to the loss of several members throughout the year: Joanna Bujiejko: away on secondment to OSIE, Leslie Grief: away on maternity leave and Sean Moore: away on secondment to Strategic Communications.
  - B) Admin committee acquired new member, Adam Fox, from the Registrar's Office. The addition of Adam contributes to the worker member category.
  - C) Committee has reassigned inspection duties to current members and has created a new schedule for them to be complete for the end of the year.
- 

## 3) OTHER BUSINESS:

### Outstanding:

- A) Gloria reminded the committee of the need to improve signage in GB/ SF and BCIT.
- B) Safety concerns with skateboarders crossing St. George Street have been resolved with the construction of a bricked barrier around the metal structure they had liked to ride upon.
- C) Looking for better ways of storing training records.
- D) Issues with follow-ups and call backs with 8-3000 regarding emergencies.

### New:

- E) Student Clubs- list of faculty advisors would be helpful for addressing health and safety issues.
- F) Sean discussed having Harpreet to set-up a blackboard portal for the electronic storage and sharing of completed inspection reports. Will provide further information after meeting with Harpreet.
- G) Incident report filled out for a student who punched a window of a door in the Sanford Flemming basement and cut his fist on the broken glass.
- H) Incident report filled out for an accident where Helen Ntoukas, receptionist for the Dean, had lost her footing and fell into a shelving unit, hitting and injuring her chin and jaw in the process.

---

**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, 7<sup>th</sup> Floor