## MINUTES

**Date:** October 21, 2010  
**Time:** 11:00AM  
**Location:** Bahen Building, BA8256

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

(*) 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, 7th Floor