Engineering Administration
Health and Safety Committee

Faculty of Applied Science and Engineering
University of Toronto

MINUTES

Date: September 16, 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</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>
</tbody>
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(*) 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) Committee in the process of reallocating workplace inspection duties because of change in membership.

B) Joanna Bukiejko started another seconded position and will not return until December; will resume duties as member in 2011.

C) New member Adam Fox to replace Leslie Grief, who resigned as member and will be on maternity leave starting in November.

D) Committee to review template, developed by Joanna and Leslie before they left, for members to use for their inspections.

E) Talked about creating generic memo to inform departments of upcoming inspections in their areas.

3) OTHER BUSINESS:

Outstanding:

A) Discuss staff familiarity with incident reports, related to minor injury involving advancement department.

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