

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

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) 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.
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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