

Engineering Administration

Health and Safety Committee



Faculty of Applied Science and Engineering
University of Toronto

MINUTES

Date: April 18, 2008

Time: 10:00AM

Location: Galbraith Building, 173

Member	Present (P) Absent (A)	Member Category (*)	Certified Member (X)	Work Location
Bryan, Gloria	(P)	E (USWA) Ex-Officio		Operations
Bukiejko, Joanna	(P)	M		HR
Chong, Alan	(P)	M		ECP
Conte, Angie	(P)	W (USWA)		Finance
Couture, Dani	(A)	W (USWA)		Adv /Alumni
Foster, Jason	(P)	M		Engineering Science
Grife, Leslie	(P)	W (USWA)		RO
Moore, Sean	(P)	W (USWA)		Operations
Romas, Sandy	(P)	M		PDC
Webster, Jim	(P)	W (USWA)		Adv /Alumni
(*) W-Worker/Non-management		M-Management		E-Ex-officio

1) APPROVAL OF LAST COMMITTEE MINUTES:

Gloria motioned that the Health and Safety Committee Minutes from February 12, 2008 be approved as distributed, the committee second that motion.

2) INSPECTION TEAM - SCHEDULE:

One of the issues that Alan pointed out was, as he did his inspections, he came across some problems which he questioned the committee whether or not he should be fixing. He mentioned that most of his issues involved hazardous office space and clutter. Leslie mentioned that her issues were sent to Barbara McCann via a recording sheet. The committee agreed that all issues should be sent to the attention of Gloria who will in turn follow up with Catherine Gagne. Sandy suggested that some sort of orientation be given to new office managers on what they should be looking to have in place in their offices. Joanna agreed that she will consider implementing this in their job description under “duties.”

Jim and Joanna developed an “*Inspection Workplace Recording Sheet*” which they will formulate into a template for all committee members to use for their inspections. In addition, Gloria will follow up Catherine to discuss the need to develop a generic memo which will inform all department managers of upcoming inspections and expectations.

3) FUTURE MEETING DATES:

Future meeting dates are scheduled as follows: June 20th, August 15th, October 17th, December 19, 2008 and February 20, 2009. The location of these meetings will be communicated at a later time.

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