

# Engineering Administration

## Health and Safety Committee



Faculty of Applied Science and Engineering  
University of Toronto

### MINUTES

**Date:** February 12, 2008  
**Time:** 10:00AM  
**Location:** Bahen Centre, Room 8166

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	(P)	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

#### Guests:

Catherine Gagne, Ex-officio, Faculty Joint Health and Safety Committee  
Geoff Shirliff-Hinds, Occupational Hygienist and Safety Specialist

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## **1) INTRODUCTION OF COMMITTEE MEMBERS:**

Catherine Gagne chaired the meeting in order to formally establish the committee with new co-chairs, secretary and ex-officio appointments. Introductions from members followed. Gloria Bryan is the ex-officio member for the committee.

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## **2) ENVIRONMENTAL HEALTH AND SAFETY (EHS) GUEST:**

Guest speaker, Geoff Shirliff-Hinds, Occupational Hygienist and Safety Specialist, mentioned inspections should take place every month and the entire workplace should be inspected by the end of the year. He referred the committee to follow the “University of Toronto Workplace Inspection Checklist for Offices, for areas which need to be inspected. Hazardous dangers, i.e.: clutter, loose wires, worn carpeting, etc... are some examples that should be brought to the supervisor’s attention. The Health and Safety Committee team for that work area act as the protective voice for workers and workers should be asked if there are any issues they want to have addressed to the committee. Issues should be presented to management in writing by the end of the month and should be taken care of within a reasonable time frame.

Sandy Romas voiced her concern about first aid kits in offices. Alan Chong asked what the policy is referring to the space heaters in some offices. Geoff will follow-up on these two issues and will get back to Gloria on the proper policies. He also recommended visiting the EHS website <http://www.ehs.utoronto.ca/> for details on the policies.

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## **3) ELECTIONS FOR THE COMMITTEE CO-CHAIRS:**

Jim Webster volunteered to be the USW member Co-Chair and Jason Foster volunteered to be the non-USW member Co-Chair. Catherine informed both Co-Chairs that they will also need to attend the Faculty Joint Health and Safety Committee meetings.

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## **4) INSPECTION TEAM - RESPONSIBILITIES:**

1. Conducting workplace inspections of administrative offices and computer spaces
2. Each group will follow a set inspection schedule where space will be inspected monthly
3. Inspection space will be divided equally among teams into four (4) blocks
4. Each space must be inspected once annually – inspections can take place at a time convenient for member(s) during or outside of normal office hours.

Catherine mentioned that a detailed team list and inspection deadlines will be posted on our Engineering Administration Health and Safety Committee website (*NB: site currently being updated*):  
<http://www.ehs.utoronto.ca/committees/HSCComm/engadmin.htm>

The following teams were formed as follows:

*\*Detailed chart will be forwarded to each team for confirmation and response regarding schedule of inspections\**

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## **5) FUTURE MEETING DATES:**

The committee will meet six (6) times a year. It was agreed by most committee members that Fridays between (10-12am), mid month would work for most as being available.

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## **SIGNATURE:**

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(Catherine Gagne, 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