

Joint Health and Safety Committee



Faculty of Applied Science and Engineering
University of Toronto

MINUTES

Date: Friday May 20th, 2011
Time: 10:00 am
Location: The Toronto Room, BA 8256

Member	Present (P) Absent (A)	Member Category (*)	Certified Member (X)	Department
Joe Baptista	(P)	W (Co-Chair /USWA)	(X)	MIE
Renzo Basset	(P)	M	(X)	CIV
Gloria Bryan	(P)	W (USWA)		APSE
Sal Boccia	(A)	W		MSE
Giovanni Buzzeo	(P)	W (USWA)	(X)	CIV
Jeff Cook	(P)	W (USWA)		UTIAS
Jason Foster	(P)	M		Eng Sci
Sean Hum	(A)	M		ECE
Bryan Keith	(A)	W (USWA)	(X)	IBBME
Bruno Korst	(A)	W (USWA)		ECE
Prof. Jim Mills	(A)	M		MIE
Steve Miszuk	(P)	M	(X)	APSE
Prof. Brad Saville	(P)	M (Co-Chair)	(X)	CHE
Sean Moore	(P)	W		APSE
Guests: Geoff Shirliff-Hinds, EH&S and Cheryl Stewart, CHE Masters Student				
(*) W-Worker /Non-management M-Management E-Ex-officio (<input checked="" type="checkbox"/>) Certification Pending				

INTRODUCTION

DISCUSSION

MINUTES OF PREVIOUS MEETING:

No issues were raised with the previous minutes.

BUSINESS ARISING FROM MINUTES:

Recent incident at Yale university sparked a discussion about the responsibilities of faculty advisors and supervisors as it relates to the activities of U of T Engineering's many student clubs. Gloria Bryan generated a work-in-progress list of student clubs to serve as the basis for communication of safety concerns for all engineering student groups.

Renzo had mentioned issues with supervisor accountability. As many supervisor positions change hands often, the critical information about their responsibilities for student safety is not adequately communicated, and new supervisors are coming in blind. As well, a number of professors feel adverse to being fully or solely accountable and so are disengaging from student clubs altogether.

Discussed what health & safety guidelines do faculty advisors and supervisors need to know in order to guarantee due diligence is carried out. Jeff to research and provide the current EHS umbrella guidelines for the entire university to be used as a template for an Engineering-specific set of guidelines. Joe, Renzo and Gloria to assist with the draft of these guidelines to be ready for the next JHSC meeting in August.

- 2.1 After reviewing the recommendations of the police audit of stairwell safety, which included signage and security cameras, Steve said it would not be a viable solution, given that there was already an alternative pedestrian solution. It would make more sense to focus on improvement of the existing elevator system. It was decided that having a couple strategically placed cite maps and signs would be beneficial for when the elevators were down, especially for visitors.
- 2.2 ECE to review welding machine installation in EA with EH&S.
- 3.1 Committee is no longer sure if whether Campus Police will be equipped with portable defibrillators to improve emergency response. Joe to continue to follow-up to see if campus police carry defibrillators, but thought he may have been pursuing the wrong people.
- 3.4 MIE has one piece of equipment (large compressor) that needs to comply with TSSA regulations; may be able to make an arrangement with building engineers to comply.
- 4.3 Contents of large tank in basement of Haultain (Civil) under analysis to determine appropriate disposal method(s).
- 7.1 Brad and the Chem Eng JHCS are assembling existing protocols for equipment donations for review and possible revision to address any safety concerns not already addressed.
- 7.2 Steve to follow up with the T-Card Office about adding proximity chips to student cards. Also to look to Art & Science for support.
- 7.3 24/7 access to GB/SF is posing security concerns for PT/WB which is linked to GB/SF by an unlocked bridge. Brad to survey PT/WB occupying departments to determine if locking the bridge access from GB/SF is a practical solution. So far, Brad was able to confirm that ChemE is in favour of locking down after-hours access to the bridge.

7.4 Steve to follow up with F&S regarding recent fumehood exhaust system failures in WB.

NEW BUSINESS: Discussion

	Reports from the Members:	<i>Action By</i>
1	<p>Engineering Administration Health and Safety Committee (EAHSC) ~ Jason and Gloria:</p> <ul style="list-style-type: none"> ▪ Outstanding Issues <ol style="list-style-type: none"> 1) Looking for better ways of storing training records. 2) Dissemination of emergency procedures, etc. to new staff, undergrads . ▪ New Items <ol style="list-style-type: none"> 1) Preliminary list of student clubs completed. To be revised. 	<p><i>Bruno Gloria</i></p> <p><i>Gloria/Jason</i></p>
2	<p>Electrical and Computer Engineering (ECE) ~ Sean Hum:</p> <ul style="list-style-type: none"> ▪ Outstanding Issues <ol style="list-style-type: none"> 1) Concerns raised regarding the condition of the Bahen elevators and lack of interior stair access to Parking Garage following a recent entrapment in elevator #7. 2) Sean reported that Fire Prevention completed audit of welding machine installed by researcher in EA. Fire Prevention had made recommendations directly to the P.I.. 	<p><i>Steve</i></p> <p><i>Sean</i></p>
3	<p>Mechanical and Industrial Engineering (MIE) ~ Joe:</p> <ul style="list-style-type: none"> ▪ Outstanding Issues <ol style="list-style-type: none"> 1) Recommendation to deploy portable defibrillators in all Engineering buildings. 2) Storing of safety records in shared electronic file. 3) SAE manual completed, with mandatory on-site training requirement; suggestions for improvements are ongoing. 4) TSSA regulations require a certified operator for boilers and pressure vessels. Currently, a trained but not certified staff member is available and MIE is looking at compliance options. 	<p><i>Joe/Brad Bruno Joe</i></p> <p><i>Joe</i></p>
4	<p>Civil Engineering (CIV) ~ Renzo:</p> <ul style="list-style-type: none"> ▪ Outstanding Issues <ol style="list-style-type: none"> 1) Almost completed workplace inspections. 2) First-aid training ongoing. 3) Large tank filled with sand and liquid, located in basement of Haultain, requires disposal. Testing of tank contents underway to determine appropriate disposal method(s). ▪ New Items <ol style="list-style-type: none"> 1) Recently learned about requirement to complete weekly inspections of eye-wash station – should be done as a logging procedure. 2) Issues with people smoking in the GB courtyard. Discussed putting up no smoking signs. Renzo to follow-up with Susan at EHS about guidelines and bi-laws involving inhaling confirmed carcinogens at the workplace. 	<p><i>Renzo Renzo Renzo</i></p> <p><i>Renzo</i></p> <p><i>Renzo</i></p>

5	<p>University of Toronto Institute for Aerospace Studies (UTIAS) ~ Jeff:</p> <ul style="list-style-type: none"> ▪ Outstanding Issues <ol style="list-style-type: none"> 1) Professor has purchased table saw, but has not used it yet. Jeff to find out more about the intended use of equipment and the training that is required to use it. ▪ New Items <ol style="list-style-type: none"> 2) UTIAS requested to provide a list of laser installations by EH&S. List is forth coming. 3) Inspectors for on-going construction projects are to attend the next H&S committee meeting. 4) The New UUT unit has been installed and there are no more air in-take issues. 	<p><i>Jeff</i></p> <p><i>Jeff</i></p>
6	<p>Materials Science and Engineering (MSE) ~ Sal:</p> <ul style="list-style-type: none"> ▪ Outstanding Issues <ol style="list-style-type: none"> 1) Workplace inspections proceeding. 2) Updating safety manual. 3) Have new bin system for disposing glass and plastic lab receptacles, but there is a problem with storing them in the labs. They also tend to become contaminated. MSE has moved them to the outside of the labs. 	
7	<p>Chemical Engineering (CHE)- Brad:</p> <ul style="list-style-type: none"> ▪ Outstanding Issues <ol style="list-style-type: none"> 1) Damaged asbestos insulation was discovered on a recent equipment donation from Xerox. Protocol may need to be developed for equipment donations that includes a checklist for inspection and/or verification by the donor. 2) Building access control systems for Engineering buildings required to improve safety for students and staff, in particular bridge access between SF and PT. Deciding whether to work with existing security doors or to move them into the Pratt Building. 3) Reviewing fume-hood exhaust system. ▪ New Items <ol style="list-style-type: none"> 4) Information from construction meetings needs to be better communicated, especially relating to utility shutdowns. There had been a few unauthorized entries into basement area where gamma-cell is housed. Stressed that contractors ought to be in better communication with P.I. regarding dangerous materials and/or equipment. 	<p><i>Brad</i></p> <p><i>Brad/Steve</i></p>
8	<p>The Institute of Biomaterials and Biomedical Engineering (IBBME) / The Terrence Donnelly Centre for Cellular and Biomolecular Research (CCBR) ~ Bryan:</p> <ul style="list-style-type: none"> ▪ Outstanding Issues <ol style="list-style-type: none"> 1) WHMIS on-line refreshed is now live; yet to test with large numbers of students. 2) Working on a Lab Safety manual. 3) Poor water quality in showers and eyewash stations; having problem getting EHS to conduct tests. 	

OTHER BUSINESS (carried forward from previous meeting):

1. Discussed optimal ways of disseminating Health & Safety information, i.e., twitter, server-lists. Decided that the JHSC itself may be the best way of communication.
2. Reorganization of the University's JHSC structure is proceeding. Engineering JHSC is being used as the model.

FUTURE MEETINGS:

Future Meeting Dates ~ 2011:

- Friday May 20, 2011
- Friday August 12, 2011
- Friday November 18, 2011

SIGNATURES:

Brad Saville, Management Co-Chair

Joe Baptista, Worker Co-Chair

cc: Engineering Health and Safety Website
Office of Environmental Health and Safety, 215 Huron Street, 7th Floor