

Joint Health and Safety Committee



Faculty of Applied Science and Engineering
University of Toronto

MINUTES

Date: Friday, October 22nd, 2010

Time: 10:00 am

Location: The Toronto Room, Bahen Centre, BA 8256

Member	Present (P) Absent (A)	Member Category (*)	Certified Member (X)	Department
Joe Baptista	(A)	W (Co-Chair /USWA)	()	MIE
Renzo Basset	(P)	M	(X)	CIV
Gloria Bryan	(P)	W (USWA)		APSE
Sal Boccia	(P)	W	()	MSE
Giovanni Buzzeo	(P)	W (USWA)	(X)	CIV
Jeff Cook	(A)	W (USWA)		UTIAS
Jason Foster	(P)	M		Eng Sci
Sean Hum	(P)	M		ECE
Bryan Keith	(P)	W (USWA)	(X)	IBBME
Bruno Korst	(P)	W (USWA)		ECE
Prof. Jim Mills	(P)	M		MIE
Steve Miszuk	(P)	M	(X)	APSE
Prof. Brad Saville	(P)	M (Co-Chair)	(X)	CHE
(*) W-Worker /Non-management M-Management E-Ex-officio () Certification Pending				

INTRODUCTION

DISCUSSION

MINUTES OF PREVIOUS MEETING:

No issues were raised with the previous minutes.

BUSINESS ARISING FROM MINUTES:

1.2, 3.2, 8.3

Sub-committee on safety training and records management

- Bruno provided an update on the status of the on-line safety training and records management program developed over the summer
 - Trial testing and debugging process underway, with full implementation expected prior to January.
 - Login at “safetytraining.engineering.utoronto.ca”
 - Some departments may need to upgrade their web browser versions to access all the training information
- 1.3 Lack of feedback from 8-3000 call centre on reported emergencies. Steve has contacted Campus Police, who are responsible for the service, but they have indicated that they do not have the resources available to meet this request.
- 1.5 Gloria to compile a list of student clubs with Faculty advisors to assist with enforcing safety procedures.
- 2.2 ESP bike storage proposal not practical in terms of cost and location (green space). Parking Services has a waiting list for Bahen Parking Garage spots and cannot entertain assigning any spots for dedicated bike parking. Committee members to review potential sites for bike parking lock-ups around all Engineering buildings.
- 2.3 Steve to request elevator maintenance log for the past 12 months for the Bahen Centre from Property Management and review stair access to the Parking Garage.
- 3.1 Myra Lefkowitz has indicated that Campus Police will be equipped with portable defibrillators to improve emergency response. The committee found this response acceptable, provided there was random, periodic testing of the response times by a third party. Joe and Brad to review organizations that could assist with the testing and draft the response.
- 4.2 Steve to organize a meeting with Civil and F&S-Utilities to review rooftop arrangement of fumehood exhausts and air intake locations. (Scheduled for Nov. 17th)
- 7.1 Brad to review the need for a protocol for equipment donations to ensure that potential hazards are identified and addressed.
- 7.2 Following the meeting it was learned that the T-Card Office has received approval to add proximity chips to T-Cards, which would allow the cards to become valid credentials under the University’s Security and Access Control Policy. Steve to verify as this would greatly assist with the implementation of access control systems.
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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) Electronic posting of all JHSC meeting minutes to the Faculty website 2) Looking for better ways of storing training records 3) Issues with follow-ups and call backs with 8-3000 regarding emergencies 4) LHSC meetings and workplace inspections have been scheduled ▪ New Items <ol style="list-style-type: none"> 5) Student Clubs- list of faculty advisors would be helpful for addressing health and safety issues 	<p><i>Gloria Bruno Steve Gloria</i></p> <p><i>Gloria</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) Emergency procedure for gas smells approved and circulated within ECE 2) Bikes in buildings an issue, particularly Bahen ▪ New Items <ol style="list-style-type: none"> 3) Concerns raised regarding the condition of the Bahen elevators and Parking Garage access by stairs following a recent entrapment in elevator #7 	<p><i>Sean Steve</i></p> <p><i>Steve</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) Letter recommending campus-wide provision of defibrillators sent. Response to counter proposal required. 2) Storing of safety records in shared electronic file 3) SAE manual in preparation, with mandatory on-site training requirement 4) H&S website upgrade in progress 	<p><i>Joe/Brad</i></p> <p><i>Bruno Joe Jim</i></p>
4	<p>Civil Engineering ~ Renzo:</p> <ul style="list-style-type: none"> ▪ Outstanding Issues <ol style="list-style-type: none"> 1) Workplace inspections falling behind, staff member assigned to co-ordinate 2) Gas smell incident of May 5th requires further investigation with F&S and EH&S 3) GB Structural Lab pump noise impacting 1st floor classrooms. Attenuators to be installed ▪ New Items <ol style="list-style-type: none"> 4) First-Aiders to be retrained 	<p><i>Renzo Steve 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 ▪ New Items <ol style="list-style-type: none"> 1) JHSC being reorganized 2) Warning signs installed by RF antennae 	<p><i>Jeff 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) Certification training for new members is ongoing 	<p><i>Sal</i></p>

7	<p>Chemical Engineering (CHE)- Brad:</p> <ul style="list-style-type: none"> ▪ Outstanding Issues ▪ New Items <ul 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. 	<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 <ul style="list-style-type: none"> 1) Developing targeted Workplace Inspection forms for different types of spaces 2) Working on a Lab Safety manual 3) Planning to use WHIMIS blackboard training module for refresher training ▪ New Items <ul style="list-style-type: none"> 1) Graduate student representative to be added to JHSC 	<p><i>Bryan</i></p> <p><i>Bryan</i></p> <p><i>Bryan</i></p> <p><i>Bryan</i></p>

OTHER BUSINESS (carried forward from previous meeting):

1. Changes to the OHSA to protect workers from workplace violence and workplace harassment will come into effect on June 15, 2010. The University's strategy is posted on the HR website.
2. Arts & Science, in collaboration with EH&S, will be hiring students on a trial basis to perform workplace inspections. Labour Relations discussions with the appropriate Unions are underway.
3. Reorganization of the University's JHSC structure is proceeding and is now with Labour Relations for review.
4. EH&S will be initiating audits of departmental research labs, focusing on health & safety procedures, in the near future. A gap analysis at UTSC is underway.
5. EH&S has developed online accident/incident report form and Brad has volunteered to test the system. Employee and student forms are now available on-line through a link on the EH&S website.
6. EH&S is developing a loading dock safety procedure to address significant deliveries and dock with multiple users and their responsibilities. Currently under revision.

FUTURE MEETINGS:

<p>Future Proposed Meeting Dates ~ 2011:</p> <ul style="list-style-type: none"> ▪ TBA

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