

# Joint Health and Safety Committee



Faculty of Applied Science and Engineering  
University of Toronto

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## MINUTES

**Date:** Friday Nov 18<sup>th</sup>, 2011  
**Time:** 10:00 am  
**Location:** The Toronto Room, BA 8256

<b>Member</b>	<b>Present (P) Absent (A)</b>	<b>Member Category (* )</b>	<b>Certified Member (X)</b>	<b>Department</b>
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	(A)	W (USWA)	(X)	CIV
Jeff Cook	(P)	W (USWA)		UTIAS
Jason Foster	(A)	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	(A)	M	(X)	APSE
Prof. Brad Saville	(A)	M (Co-Chair)	(X)	CHE
Sean Moore	(P)	W		APSE
Guests: Geoff Shirliff-Hinds, EH&S and Cheryl Stewart, CHE Masters Student				
(*) <b>W-Worker /Non-management</b> <b>M-Management</b> <b>E-Ex-officio</b> ( X ) <b>Certification Pending</b>				

## INTRODUCTION

## DISCUSSION

### **MINUTES OF PREVIOUS MEETING:**

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### **BUSINESS ARISING FROM MINUTES:**

Student space committee has recognized problems with 245 College. Gloria asked Joe if students could perhaps have access to some of the MIE labs. Joe mentioned that MIE had some ideas developing for more student space and labs, but that regardless, they would need to be supervised by a faculty member at all times.

Discussion lead to points in previous minutes on supervisor accountability, that it was difficult to get faculty members to take charge of health & safety issues. It was mentioned that no group should be allowed to work without faculty member supervision, whether on weekends or night, especially in light of recent incidents of unsafe set-ups, equipment running on its own left unsupervised, unsafe wiring /tying into electrical panels, and incidents of illegal welding with lack of proper safety equipment, ventilation and certification.

Prof. Mills recommended a faculty wide inspection of all student group spaces to determine if there were enough resources to manage safety concerns. Joe suggested a different approach by tying the student clubs funding to health & safety, as safety goes beyond even the safety of the student when considering risk of fire, etc, to universities residential neighbours. Prof. Mills raised a concern that too many restrictions and threats of groups being shut down might drive students groups off campus.

There was mention of requiring student groups to fill out H & S forms, which lead to discussion of safety manuals. Joe talked about updating manuals and following best policy. It was suggested that a good starting point would be the Formula One SAE safety manual, using it as template for other groups, and perhaps having the equipment and processes available online to supervisors.

Prof. Mills to draft a letter of recommendation to conduct faculty wide inspections of student group spaces.

- 2.1 Based on police audit of stairwell safety, Sean drafted recommendation to the chair – need to follow-up. Waiting for entrapment data on the Bahen elevators – Steve to review data.
- 2.2 ECE completed review welding machine installation in EA with EH&S. This item is resolved.
- 3.1 Campus police had confirmed that staff do carry defibrillators and they are trained to use them. JCSH discussed problems with after-hours access to defibrillators and the likely poor response time that would result if one were actually needed in an emergency. Prof. Mills suggested to get the Dean involved to allocate funds to put defibrillators in every engineering building, then suggested Engineering handle it's own training needs around proper usage.
- 3.4 Equipment not being operated. Issue resolved.
- 4.3 Tank in Haultain has been removed. The contents were sampled and disposed of as hazardous material.
- 7.1 Briefly discussed protocol for equipment donation, though as Brad Saville was not present, the discussion didn't go too far. Joe suggested that whoever brings it in should pay for it. It was agreed that more talks were needed.

- 7.2 Item to be removed from minutes because it is not a health & safety issue.
- 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**

	<b>Reports from the Members:</b>	<i>Action By</i>
<b>1</b>	<p><b>Engineering Administration Health and Safety Committee (EAHSC) ~ Jason and Gloria:</b></p> <ul style="list-style-type: none"> <li>▪ Outstanding Issues               <ol style="list-style-type: none"> <li>1) Looking for better ways of storing training records.</li> <li>2) Dissemination of emergency procedures, etc. to new staff, undergrads.</li> </ol> </li> <li>▪ New Items               <ol style="list-style-type: none"> <li>1) Talk about joining up with another committee group to overcome attendance issues where the existing three (3) EAHSC members (Jason, Sean and Gloria) will continue to report EAHSC concerns to the JHSC.</li> <li>2) EAHSC will continue to meet at various times throughout the year to:                   <ol style="list-style-type: none"> <li>a) Discuss health and safety issues and,</li> <li>b) Conduct routine inspections of administrative space.</li> </ol> </li> </ol> </li> </ul>	<p><i>Bruno</i> <i>Gloria</i></p> <p><i>Gloria</i></p>
<b>2</b>	<p><b>Electrical and Computer Engineering (ECE) ~ Sean Hum:</b></p> <ul style="list-style-type: none"> <li>▪ Outstanding Issues</li> </ul> <p>New Items:</p> <ol style="list-style-type: none"> <li>1) Recent lockdown incident involving the registrar's office (or the ECE undergrad office) prompted concern about understanding proper lockdown procedures.</li> </ol> <p>Discussed issues of confidentiality and the need to not spread panic or compromise privacy. Joe talked about a third party emergency service called autodial which operates much like a traditional "panic button." Discussion lead to how the public school board handles lockdown situations and their three levels of alert.</p> <p>Idea to consult campus police about lockdown procedures.</p>	<p><i>Sean</i></p>
<b>3</b>	<p><b>Mechanical and Industrial Engineering (MIE) ~ Joe:</b></p> <ul style="list-style-type: none"> <li>▪ Outstanding Issues               <ol style="list-style-type: none"> <li>1) Recommendation to deploy portable defibrillators in all Engineering buildings.</li> <li>2) Replication of MIE training in all other departments, first with all students in ROSI, then with staff.</li> </ol> </li> </ul>	<p><i>Joe/Prof. Mills</i> <i>Bruno/Joe</i></p>

4	<p><b>Civil Engineering (CIV) ~ Renzo:</b></p> <ul style="list-style-type: none"> <li>▪ Outstanding Issues <ol style="list-style-type: none"> <li>1) Tank in Haultain has been removed. The contents were sampled and disposed of as hazardous material.</li> <li>2) Weekly inspections of eye-wash station are being conducted.</li> <li>3) Issues with people smoking in the GB courtyard has been resolved. Bruno had put up no smoking signs.</li> </ol> </li> </ul>	<p><i>Renzo</i></p> <p><i>Renzo</i></p> <p><i>Bruno</i></p>
5	<p><b>University of Toronto Institute for Aerospace Studies (UTIAS) ~ Jeff:</b></p> <ul style="list-style-type: none"> <li>▪ Outstanding Issues <ol style="list-style-type: none"> <li>1) UTIAS requested to provide a list of laser installations by EH&amp;S. List is forth coming.</li> </ol> </li> <li>▪ New Items <ol style="list-style-type: none"> <li>1) Trying to get defibrillators on site.</li> </ol> </li> </ul>	<p><i>Jeff</i></p> <p><i>Jeff</i></p>
6	<p><b>Materials Science and Engineering (MSE) ~ Sal:</b></p> <ul style="list-style-type: none"> <li>▪ Outstanding Issues <ol style="list-style-type: none"> <li>1) Workplace inspections proceeding.</li> <li>2) Updating safety manual.</li> <li>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.</li> </ol> </li> </ul>	
7	<p><b>Chemical Engineering (CHE)- Brad:</b></p> <ul style="list-style-type: none"> <li>▪ Outstanding Issues <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>3) Reviewing fume-hood exhaust system.</li> </ol> </li> <li>▪ New Items <ol style="list-style-type: none"> <li>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.</li> </ol> </li> </ul>	<p><i>Brad</i></p> <p><i>Brad/Steve</i></p>
8	<p><b>The Institute of Biomaterials and Biomedical Engineering (IBBME) / The Terrence Donnelly Centre for Cellular and Biomolecular Research (CCBR) ~ Bryan:</b></p> <ul style="list-style-type: none"> <li>▪ Outstanding Issues <ol style="list-style-type: none"> <li>1) Waiting for inspections of water quality in showers and eyewash stations from EHS</li> <li>2) Working on a Lab Safety manual(???)</li> </ol> </li> <li>▪ New Items <ol style="list-style-type: none"> <li>1) Incident with contractors where workspace filled up with fumes from solvents and made a lot of people sick. Had to move people so that they could just work.</li> </ol> </li> </ul>	

**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:**

**Proposed Future Meeting Dates for 2012:**

- Friday February 24, 2012
- Friday May 18, 2012
- Friday August 10, 2012
- Friday November 16, 2012

**SIGNATURES:**

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Brad Saville, Management Co-Chair

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Joe Baptista, Worker Co-Chair

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