MINUTES

Date: Friday May 29, 2009
Time: 1000hrs – 12noon
Location: The Barratt Room, Galbraith Building, GB 173

<table>
<thead>
<tr>
<th>Member</th>
<th>Present (P)</th>
<th>Absent (A)</th>
<th>Member Category (**)</th>
<th>Certified Member (X)</th>
<th>Work Location</th>
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</thead>
<tbody>
<tr>
<td>Joe Baptista</td>
<td>(P)</td>
<td>W</td>
<td>(Co-Chair /USWA)</td>
<td>( *)</td>
<td>MIE, MC 123</td>
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<tr>
<td>Renzo Basset</td>
<td>(P)</td>
<td>M</td>
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<td>(X)</td>
<td>CIVIL, GB 31B</td>
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<tr>
<td>Gloria Bryan</td>
<td>(P)</td>
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<td>(USWA)</td>
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<td>APSE</td>
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<td>Sal Boccia</td>
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<td>MSE</td>
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<td>Giovanni Buzzeo</td>
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<td>(USWA)</td>
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<td>CIVIL</td>
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<td>Jeff Cook</td>
<td>(P)</td>
<td>W</td>
<td>(USWA)</td>
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<td>UTIAS</td>
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<tr>
<td>Jim Davis</td>
<td>(P)</td>
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<td>AER, SF 4003 B</td>
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<tr>
<td>Jason Foster</td>
<td>(A)</td>
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<td>Engineering Science</td>
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<tr>
<td>Bryan Keith</td>
<td>(P)</td>
<td>W</td>
<td>(USWA)</td>
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<td>IBBME, MB 322</td>
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<tr>
<td>Bruno Korst</td>
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<td>(USWA)</td>
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<td>ECE, PT 374</td>
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<tr>
<td>Prof. Jim Mills</td>
<td>(P)</td>
<td>M</td>
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<td>MIE, MB 113</td>
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<tr>
<td>Steve Miszuk</td>
<td>(P)</td>
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<td>(X)</td>
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<tr>
<td>Sean Moore</td>
<td>(P)</td>
<td>W</td>
<td>(USWA)</td>
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<td>APSE</td>
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<tr>
<td>Prof. Brad Saville</td>
<td>(P)</td>
<td>M</td>
<td>(Co-Chair)</td>
<td>(X)</td>
<td>CHE, WB 362</td>
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<td>Guest: Geoff Shirtliff-Hinds–Occupational Hygienist &amp; Safety Specialist, Environmental Health &amp; Safety</td>
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(**) W-Worker /Non-management  M-Management  E-Ex-officio  ( *) Certification Pending
INTRODUCTION

New committee members welcomed.

DISCUSSION

MINUTES OF PREVIOUS MEETING:

Sean Hum noted that reference to chemical spill in ECE was missing from the Minutes of the meeting of November 28, 2008.

BUSINESS ARISING FROM MINUTES:

1.1 Gloria reviewed the Faculty H&S website and will follow up on the request for improved links to departmental H&S websites.

1.2 Gloria provided contents information for a designated first aid box. General agreement that cost of restocking first aid boxes will remain a departmental responsibility. Bruno suggested that a poster depicting first aid procedures be installed at designated first aid stations and Brad agreed to follow up on the idea.

1.3 Gloria arranged for the rekeying and the addition of thumb turns to the GB courtyard doors to prevent unauthorized access and to improve egress, respectively.

2.1 After much discussion on emergency and evacuation procedures related to chemical spills and gas smells, ECE has decided that a departmental protocol would be appropriate and Sean will prepare a draft.

2.2 Gloria to follow up with Fire Prevention Services regarding participating in Orientation with respect to evacuation procedures for students.

3.1 Joe and Brad to draft a recommendation on behalf of the committee for campus-wide provision of defibrillators. Recommendation to be directed to Health & Well Being, copied to the Dean and Environmental Healthy & Safety.

6.1 Sal reported that 4 MSE JHSC members have completed certification training.

7.1 Steve informed the committee that the new building electrical service to the Wallberg building was scheduled for completion in June, 2009.

8.1 Discussion regarding what action would be appropriate during icy conditions that could result in breaking glass falling from the roof of CCBR concluded that cordonning off the area would be best. This would be a Facilities & Services responsibility.
### Reports from the Members:

#### 1. Engineering Administration Health and Safety Committee (EAHSC) ~ Jason and Gloria:
- **Outstanding Issues**
  1. Electronic posting of all JHSC meeting minutes to the Faculty website.
  2. Restocking and location of first-aid kits.
  3. Discussion issue of unauthorized entry into the GB courtyard.

#### 2. Electrical and Computer Engineering (ECE) ~ Sean Humm:
- **Outstanding Issues**
  2. Evacuation procedure for students to be included at Orientation.
- **New Items**
  3. Sean reported that the response to an after-hours leak in a water purification system was not well handled by Campus Police. It was suggested that Sean request an Incident report from them to review what steps were taken.
  4. Concern raised over the lack of training records available through Environmental Health & Safety. Steve to investigate.

#### 3. Mechanical and Industrial Engineering (MIE) ~ Joe Baptista:
- **Outstanding Issues**
  1. Defibrillators
- **New Items**
  2. Lack of certified management member’s

#### 4. Civil Engineering ~ Renzo Bassett - absent:
- **New Items**
  1. Workplace Inspection training in progress
  2. First Aid training being scheduled
  3. First Aid stations (4) established
  4. Departmental website in process of being updated

#### 5. University of Toronto Institute for Aerospace Studies (UTIAS) ~ Jeff Cook
- **New Items**
  1. UTIAS passed a recent fire audit
  2. Will be working on a fire response plan with Fire Prevention Services

#### 6. Materials Science and Engineering (MSE) ~ Sal Boccia
- **Outstanding Issues**
  1. Certification training for committee members
- **New Items**
  2. Sal requested clarification on whether post-doctoral students could serve on the JHSC and was informed that it was appropriate
7 Chemical Engineering (CHE)- Brad Seville
   - Outstanding Issues
     1) New electrical service for Wallberg
   - New Items
     1) Brad expressed concerns regarding false fire alarms and the need for fire monitors and more safety related training for students. Fire Prevention would support the idea, but a policy needs to be drafted and training provided

8 The Institute of Biomaterials and Biomedical Engineering (IBBME) / The Terrence Donnelly Centre for Cellular and Biomolecular Research (CCBR) ~ Bryan Keith:
   - Outstanding Issues.
     1) Issue of ice falling on glass panels – safety hazard as ice can break glass and fall on pedestrians below.

OTHER BUSINESS:
1. Lost time incident statistics- committee interested in comparing Faculty of Engineering statistics with other Faculties. Steve to review with EH&S.
2. Safety training- need to track safety training for individuals. EH&S not always able to provide accurate training records. Steve to follow up with EH&S.
3. Web-based safety training- discussion of options for provision of on-line training, particularly for students. Sharing of resources and experiences of individual departments desirable to develop a standardized approach.
4. H1N1 Flu- protocol posted on U of T web site.
5. GB/SF mouse infestation- usually the result of improper storage of food products. Sightings should be reported to 8-3000, although F&S is only responsible for common areas and departments may be charged for service within their space.

FUTURE MEETINGS:

Meeting Dates ~ 2009:
October: October 30, 2009
November: November 20, 2009

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