

## Joint Health and Safety Committee



Faculty of Applied Science and Engineering  
University of Toronto

### MINUTES

**Date:** Friday Oct. 30, 2009

**Time:** 1000hrs – 12noon

**Location:** The Barratt Room, Galbraith Building, GB 173

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

## INTRODUCTION

## DISCUSSION

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

No issues raised with the previous minutes.

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### **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 by February.
  - 1.2 Gloria to review location of first aid kits following move of Decanal Suite and others. 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 to discuss use of a shared computer drive for accessing and storing workplace inspection reports
  - 1.4 Steve to review propane cylinder storage in GB courtyard with Fire Prevention
  - 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.
  - 2.3 New contact lists for labs to be prepared and posted.
  - 2.4 EH&S training records maintained through HRIS, except for biohazard and radiation training which is maintained at EH&S.
  - 2.5 Feedback can be requested through Fire Prevention Services, if required.
  - 2.6 Steve to review possibility of secured bicycle storage in the Bahen parking garage/receiving area with Property Manager.
  - 3.1 Joe has drafted a recommendation that Brad is reviewing, 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.
  - 3.3 MIE developing safety procedures related to the racing team
  - 3.4 MIE looking at providing local access to training records through shared electronic files.
  - 3.5 To reduce congestion at gas cylinder storage location, MIE is implementing a time limit for cylinder storage and encouraging deliveries and pick ups directly with labs.
  - 5.1 UTIAS upgrading selected fire doors.
  - 5.4 Jeff to review emergency response procedures with Campus Police
  - 7.2 Development of a fire monitor plan in consultation with Fire Prevention in progress
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## 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) Electronic posting of all JHSC meeting minutes to the Faculty website</li> <li>2) Restocking and location of first-aid kits</li> </ol> </li> <li>▪ New Issues               <ol style="list-style-type: none"> <li>3) Shared access to workplace inspection reports</li> <li>4) Propane cylinder storage in GB courtyard</li> </ol> </li> </ul>	<p><i>Gloria</i> <i>Gloria/Brad</i></p> <p><i>Gloria</i> <i>Steve</i></p>
<b>2</b>	<p><b>Electrical and Computer Engineering (ECE) ~ Sean Humm:</b></p> <ul style="list-style-type: none"> <li>▪ Outstanding Issues               <ol style="list-style-type: none"> <li>1) Emergency procedure for gas smells.</li> <li>2) Evacuation procedure for students to be included at Orientation</li> <li>3) Response to an after-hours leak in a water purification system Campus Police in Pratt reviewed and found acceptable</li> <li>4) Concern raised over the lack of training records available through Environmental Health &amp; Safety.</li> </ol> </li> <li>▪ New Items               <ol style="list-style-type: none"> <li>5) Gas smell (not mercaptan) in SF reported in May, but no feedback received on source</li> <li>6) Bikes in buildings an issue, particularly Bahen</li> </ol> </li> </ul>	<p><i>Sean</i> <i>Gloria</i></p> <p><i>Sean</i> <i>Steve</i></p> <p><i>Steve</i></p>
<b>3</b>	<p><b>Mechanical and Industrial Engineering (MIE) ~ Joe Baptista:</b></p> <ul style="list-style-type: none"> <li>▪ Outstanding Issues               <ol style="list-style-type: none"> <li>1) Defibrillators</li> <li>2) Lack of certified management member</li> </ol> </li> <li>▪ New Items               <ol style="list-style-type: none"> <li>3) Racing team procedures</li> <li>4) Storing of safety records in shared electronic file</li> <li>5) Congestion in gas cylinder storage area at MC</li> <li>6) Student with hyper-sensitive peanut allergy and precautions taken</li> </ol> </li> </ul>	<p><i>Joe/Brad</i> <i>Joe</i></p> <p><i>Joe</i> <i>Joe</i> <i>Joe</i></p>
<b>4</b>	<p><b>Civil Engineering ~ Renzo Bassett :</b></p> <ul style="list-style-type: none"> <li>▪ Outstanding Items               <ol style="list-style-type: none"> <li>1) Workplace Inspection training in progress</li> <li>2) First Aid training- staff trained and assigned to stations</li> <li>3) Departmental website in process of being updated</li> </ol> </li> <li>▪ New Items               <ol style="list-style-type: none"> <li>4) Giovanni Buzzeo completed workplace certification training, part I</li> </ol> </li> </ul>	<p><i>Renzo</i></p> <p><i>Renzo</i></p>
<b>5</b>	<p><b>University of Toronto Institute for Aerospace Studies (UTIAS) ~ Jeff Cook</b></p> <ul style="list-style-type: none"> <li>▪ Outstanding items               <ol style="list-style-type: none"> <li>1) UTIAS passed a recent fire audit</li> <li>2) Will be working on a fire response plan with Fire Prevention Services</li> </ol> </li> <li>▪ New Items               <ol style="list-style-type: none"> <li>3) Fire in combustion chamber</li> <li>4) Homeless person living at UTIAS evicted</li> </ol> </li> </ul>	<p><i>Jeff</i> <i>Jeff</i></p> <p><i>Jeff</i></p>

6	<b>Materials Science and Engineering (MSE) ~ Sal Boccia</b> <ul style="list-style-type: none"> <li>▪ Outstanding Issues</li> <li>1) Certification training for committee members</li> <li>▪ New Items</li> </ul>	<i>Sal</i>
7	<b>Chemical Engineering (CHE)- Brad Seville</b> <ul style="list-style-type: none"> <li>▪ Outstanding Issues</li> <li>1) New electrical service for Wallberg completed</li> <li>2) Need for fire monitor plan</li> <li>▪ New Items</li> </ul>	<i>Brad</i>
8	<b>The Institute of Biomaterials and Biomedical Engineering (IBBME) / The Terrence Donnelly Centre for Cellular and Biomolecular Research (CCBR) ~ Bryan Keith:</b> <ul style="list-style-type: none"> <li>▪ Outstanding Issues.</li> <li>1) Issue of ice falling on glass skylights to be monitored and reported to Facilities &amp; Services</li> </ul>	<i>Bryan</i>

**OTHER BUSINESS:**

1. Lost time incident statistics- committee interested in comparing Faculty of Engineering statistics with other Faculties. Brad to review level of detail available through EH&S.
2. Safety training- need to provide and track safety training for individuals. Sean volunteered to chair a sub-committee with representation from all departments to review and make recommendations.
3. H1N1 Flu- protocol posted on U of T web site. No clinics planned for St. George campus
4. GB/SF mouse infestation now under control following housekeeping exercise.

**FUTURE MEETINGS:**

<p><b>Future Meeting Dates ~ 2010:</b></p> <p><i>Proposed Dates (TBD):</i>   Friday February 26, 2010                                          Friday May 28, 2010                                          Friday October 8, 2010                                          Friday December 3, 2010</p>
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**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