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

<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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<tbody>
<tr>
<td>Joe Baptista</td>
<td>(P)</td>
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<td>W (Co-Chair /USWA)</td>
<td>(X)</td>
<td>MIE, MC 123</td>
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<tr>
<td>Renzo Basset</td>
<td>(P)</td>
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<td>M</td>
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<td>CIV, GB 31B</td>
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<tr>
<td>Gloria Bryan</td>
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<td>W (USWA)</td>
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<td>APSE</td>
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<tr>
<td>Sal Boccia</td>
<td>(A)</td>
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<td>Giovanni Buzzeo</td>
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<td>W (USWA)</td>
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<td>CIV</td>
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<td>Jeff Cook</td>
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<td>W (USWA)</td>
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<td>UTIAS</td>
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<td>Jim Davis</td>
<td>(A)</td>
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<td>M</td>
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<td>AER, SF 4003 B</td>
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<td>Jason Foster</td>
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<td>Engineering Science</td>
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<tr>
<td>Bryan Keith</td>
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<td>W (USWA)</td>
<td>(X)</td>
<td>IBBME, MB 322</td>
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<tr>
<td>Bruno Korst</td>
<td>(A)</td>
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<td>W (USWA)</td>
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<td>ECE, PT 374</td>
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<tr>
<td>Prof. Jim Mills</td>
<td>(Sb)</td>
<td></td>
<td>M</td>
<td></td>
<td>MIE, MB 113</td>
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<tr>
<td>Steve Miszuk</td>
<td>(P)</td>
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<td>(X)</td>
<td>APSE</td>
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<tr>
<td>Sean Moore</td>
<td>(P)</td>
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<td>W (USWA)</td>
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<td>APSE</td>
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<tr>
<td>Prof. Brad Saville</td>
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<td>M (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  (X) Certification Pending
INTRODUCTION

MINUTES OF PREVIOUS MEETING:
No issues raised with the previous minutes.

DISCUSSION

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
NEW BUSINESS: Discussion

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<th>Reports from the Members:</th>
<th>Action By</th>
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| 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  
   | - New Issues  
   | 3) Shared access to workplace inspection reports  
   | 4) Propane cylinder storage in GB courtyard                                                                                                                                                                                 | Gloria/Brad       |
|   |                                                                                                                                                    | Gloria            |
|   |                                                                                                                                                                                                                    | Steve             |
| 2 | **Electrical and Computer Engineering (ECE) ~ Sean Humm:**  
   | - Outstanding Issues  
   | 1) Emergency procedure for gas smells.  
   | 2) Evacuation procedure for students to be included at Orientation  
   | 3) Response to an after-hours leak in a water purification system Campus Police in Pratt reviewed and found acceptable  
   | 4) Concern raised over the lack of training records available through Environmental Health & Safety.  
   | - New Items  
   | 5) Gas smell (not mercaptan) in SF reported in May, but no feedback received on source  
   | 6) Bikes in buildings an issue, particularly Bahen                                                                                                                                                                       | Sean              |
|   |                                                                                                                                                                                                                    | Gloria            |
|   |                                                                                                                                                                                                                    | Sean              |
|   |                                                                                                                                                                                                                    | Steve             |
| 3 | **Mechanical and Industrial Engineering (MIE) ~ Joe Baptista:**  
   | - Outstanding Issues  
   | 1) Defibrillators  
   | 2) Lack of certified management member  
   | - New Items  
   | 3) Racing team procedures  
   | 4) Storing of safety records in shared electronic file  
   | 5) Congestion in gas cylinder storage area at MC  
   | 6) Student with hyper-sensitive peanut allergy and precautions taken                                                                                                                                                   | Joe/Brad          |
|   |                                                                                                                                                                                                                    | Joe               |
|   |                                                                                                                                                                                                                    | Joe               |
| 4 | **Civil Engineering ~ Renzo Bassett:**  
   | - Outstanding Items  
   | 1) Workplace Inspection training in progress  
   | 2) First Aid training- staff trained and assigned to stations  
   | 3) Departmental website in process of being updated  
   | - New Items  
   | 4) Giovanni Buzzeo completed workplace certification training, part I                                                                                                                                                   | Renzo             |
|   |                                                                                                                                                                                                                    | Renzo             |
| 5 | **University of Toronto Institute for Aerospace Studies (UTIAS) ~ Jeff Cook**  
   | - Outstanding items  
   | 1) UTIAS passed a recent fire audit  
   | 2) Will be working on a fire response plan with Fire Prevention Services  
   | - New Items  
   | 3) Fire in combustion chamber  
   | 4) Homeless person living at UTIAS evicted                                                                                                                                                                               | Jeff              |
|   |                                                                                                                                                                                                                    | Jeff              |
6. **Materials Science and Engineering (MSE) – Sal Boccia**
   - Outstanding Issues
     1) Certification training for committee members
   - New Items

7. **Chemical Engineering (CHE)– Brad Seville**
   - Outstanding Issues
     1) New electrical service for Wallberg completed
     2) Need for fire monitor plan
   - New Items

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 skylights to be monitored and reported to Facilities & Services

**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:**

**Future Meeting Dates ~ 2010:**

*Proposed Dates (TBD):*
- Friday February 26, 2010
- Friday May 28, 2010
- Friday October 8, 2010
- Friday December 3, 2010

**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