

## Joint Health and Safety Committee



Faculty of Applied Science and Engineering  
University of Toronto

### MINUTES

**Date:** Friday February 18<sup>th</sup>, 2011  
**Time:** 1:00 pm  
**Location:** The Toronto Room, BA 8256

<b>Member</b>	<b>Present (P) Absent (A) (* )</b>	<b>Member Category (X)</b>	<b>Certified Member (X)</b>	<b>Department</b>
Joe Baptista	(P)	W (Co-Chair /USWA)	(X)	MIE
Renzo Basset	(A)	M	(X)	CIV
Gloria Bryan	(P)	W (USWA)		APSE
Sal Boccia	(P)	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	(A)	W (USWA)	(X)	IBBME
Bruno Korst	(P)	W (USWA)		ECE
Prof. Jim Mills	(A)	M		MIE
Steve Miszuk	(P)	M	(X)	APSE
Prof. Brad Saville	(P)	M (Co-Chair)	(X)	CHE
Sean Moore	(P)	W		APSE
Guests: Geoff Shirtliff-Hinds, EH&S				
<b>(* ) W-Worker / Non-management      M - Management      E - Ex-officio      ( X ) Certification Pending</b>				

## INTRODUCTION

## DISCUSSION

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

No issues were raised with the previous minutes.

---

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

1.1, 1.3, 3.2, 8.1

#### **Sub-committee on safety training and records management**

- Bruno confirmed the online safety training program is now functional and being used for WHIMS training by ECE and IBBME. Will be keeping track of issues as they arise and hope to complete all the fixes, and perhaps upgrade the visual interface, by the end of the year. Plan to do a larger volume of testing with this year's summer students. All departments are encouraged to participate in trial training and to provide feedback by the end of the academic year to help evaluate future enhancements.
  - 1.2 Gloria working on compiling a list of student clubs/faculty advisers to be used to ensure health and safety issues are addressed. Gloria to obtain general email for each club, if available.
  - 2.1 Campus police audit of Bahen stairwell route to the parking garage and elevator maintenance log for last year are still outstanding. Steve will follow up with Property Manager.
  - 2.2 ECE to review welding machine installation in EA with EH&S.
  - 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.
  - 3.4 MIE has one piece of equipment (large compressor) that needs to comply with TSSA regulations; may be able to make an arrangement with building engineers to comply.
  - 4.3 Contents of large tank in basement of Haultain (Civil) under analysis to determine appropriate disposal method(s).
  - 7.1 Brad and the Chem Eng JHCS are assembling existing protocols for equipment donations for review and possible revision to address any safety concerns not already addressed.
  - 7.2 Steve to follow up with the T-Card Office about adding proximity chips to student cards. Also to look to Art & Science for support.
  - 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) Student Clubs- list of faculty advisors would be helpful for addressing health and safety issues.</li> <li>3) Dissemination of emergency procedures, etc. to new staff, undergrads.</li> </ol> </li> </ul>	<p><i>Bruno Gloria Gloria/Jason</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               <ol style="list-style-type: none"> <li>1) Concerns raised regarding the condition of the Bahen elevators and lack of interior stair access to Parking Garage following a recent entrapment in elevator #7.</li> <li>2) Welding machine installed by researcher in EA without approval to be reviewed with EH&amp;S and, if necessary, with Fire Prevention. It was noted that the committee has the right to inspect without the consent of the professor.</li> </ol> </li> </ul>	<p><i>Steve  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) Storing of safety records in shared electronic file.</li> <li>3) SAE manual completed, with mandatory on-site training requirement; suggestions for improvements are ongoing.</li> <li>4) TSSA regulations require a certified operator for boilers and pressure vessels. Currently, a trained but not certified staff member is available and MIE is looking at compliance options.</li> </ol> </li> <li>▪ New items               <ol style="list-style-type: none"> <li>5) Fire Prevention inspected 2 buildings and will provide inspection reports with deficiency lists for correction.</li> </ol> </li> </ul>	<p><i>Joe/Brad Bruno Joe  Joe  Joe</i></p>
<b>4</b>	<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) Workplace inspections restarting in December with new checklist.</li> <li>2) Awaiting openings for first-aid training.</li> <li>3) Large tank filled with sand and liquid, located in basement of Haultain, requires disposal. Testing of tank contents underway to determine appropriate disposal method(s).</li> </ol> </li> </ul>	<p><i>Renzo Renzo Renzo</i></p>
<b>5</b>	<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) JHSC being reorganized.</li> </ol> </li> <li>▪ New Items               <ol style="list-style-type: none"> <li>2) Professor has asked to purchase table saw and drill press. Jeff to find out more about the intended use of equipment and the training that is required to use it.</li> <li>3) UTIAS requested to provide a list of laser installations by EH&amp;S.</li> </ol> </li> </ul>	<p><i>Jeff  Jeff  Jeff</i></p>
<b>6</b>	<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) Part II of certification training for new members is now completed.</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.</li> <li>3) Security concerns with SF/PT bridge link.</li> </ol> </li> <li>▪ New Items           <ol style="list-style-type: none"> <li>4) Reports of several fume-hood exhaust system failures over the last month have raised safety concerns. Steve to contact F &amp; S for an update.</li> </ol> </li> </ul>	<p><i>Brad</i></p> <p><i>Brad/Steve</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) WHMIS on-line refreshed is now live; yet to test with large numbers of students.</li> <li>2) Working on a Lab Safety manual.</li> </ol> </li> <li>▪ New Items (via e-mail)           <ol style="list-style-type: none"> <li>3) Poor water quality in showers and eyewash stations; having problem getting EHS to conduct tests.</li> <li>4) Another incident with ice falling on glass roof of CCBR- area cordoned off; investigating long term solution.</li> </ol> </li> </ul>	<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 came into effect on June 15, 2010 and the University's strategy is posted on the HR website. The information needs to be disseminated to all.
2. Arts & Science, in collaboration with EH&S, has hired students on a trial basis to perform workplace inspections, which are in progress.
3. Reorganization of the University's JHSC structure is proceeding.
4. EH&S will be initiating audits of departmental research labs, focusing on health & safety procedures, in the New Year. A gap analysis at UTSC is underway.
5. EH&S has developed an online accident/incident report form and employee and student forms are now available on-line through a link on the EH&S website: <http://www.ehs.utoronto.ca/resources/wcbproc/employee.htm>
6. EH&S is revising the loading dock safety procedure to address significant deliveries and docks with multiple users and their responsibilities. It will be distributed shortly.

**FUTURE MEETINGS:**

**Future Meeting Dates ~ 2011:**

- Friday May 20, 2011
- Friday August 12, 2011
- Friday November 18, 2011

**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, 7<sup>th</sup> Floor