

Joint Health and Safety Committee



Faculty of Applied Science and Engineering
University of Toronto

MINUTES

Date: Friday November 23, 2007

Time: 1000hrs

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

Member	Present (P) Absent (A)	Member Category (*)	Certified Member (X)	Work Location
Joe Baptista	(P)	W (USWA)		MIE, MC 123
Renzo Basset	(P)	M	(X)	CIV, GB 31B
Gloria Bryan	(P)	W (USWA)		APSE, GB 139
Jim Davis	(A)	M		AER, SF 4003 B
Maria Fryman	(P)	W (USWA)		MSE, WB 140
Catherine Gagne	(P)	E		APSE, GB 149
Bryan Keith	(A)	W (USWA)		IBBME, MB 322
Prof. Jim Mills	(A)	M		MIE, MB 113
Prof. Nazir Kherani	(A)	M		ECE, GB
Prof. Brad Saville	(P)	M (Co-Chair)	(X)	CHE, WB 362
Lisa Simpson-Camilleri	(A)	M		APSE, GB 116
Chris Sparks	(P)	M	(X)	DCS, SF 3303
Viliam Sivaninec	(P)	W (USWA)	(X)	ECE, GB 347 B
(*) W-Worker/Non-management		M-Management	E-Ex-officio	

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DISCUSSION

GUEST: Steve Arnold, Senior Fire Prevention Officer, University of Toronto.

Steve provided the Joint Health and Safety Committee (JHSC) with expert advice on health and safety and fire prevention.

Role of Faculty and Departments:

Posters: In order for UofT's Fire Prevention Services (FPS) to attain the goal of reaching a broad audience, posters will be mounted strategically in various exit locations.

Professors: FPS will target all professors and request that they provide lectures on emergency F&S procedures.

Managers: Once the alarm sounds, supervisors must ensure all their staff has left the building. This can be enforced by informing staff and faculty they are expected to adhere to UofT's F&S policy as their full cooperation is required. For those who do not comply, they will be reported to their supervisor.

Course: Environmental Health and Safety offers a fire and safety course:

<http://www.ehs.utoronto.ca/Training/training.htm>

Website: For more detail, please refer to the Fire and Safety website:

<http://www.fs.utoronto.ca/safety/utfp.htm>

Routine Fire Drills: Drills must include all participants to be effective (*testing* done early in am and *drills* scheduled between 0900hrs-12noon). Procedure Summary as follows:

1. Everyone must evacuate when fire alarm sounds
2. Leave building via nearest exit (not most familiar exit) as this reduces 'bottle-necking' thus increasing access at entry and exit locations for individuals, firemen and their equipment.
3. Return to building when alarm sound stops (for long evacuations 3hrs+, individual will be posted outside doors and/ or doors may be taped off)
4. Mobility Impaired: refer to above F&S website.

MINUTES OF PREVIOUS MEETING:

The minutes of the meeting of December 18, 2006 were accepted.

BUSINESS ARISING FROM MINUTES:

MIE and Office of Space Management (OSM) re: the implementation of "safe food practices" for BBQs as well as the awareness of fire safety issues.

NEW BUSINESS: Discussion

Item	Reports from the Members:	Action By
1	<p>Election of Worker-Co Chair: Alan McClenaghan completed his term. Eligible members must be USWA. Maria Fryman has accepted the role of Worker (USWA) Co-Chair.</p>	
2	<p>Engineering Administration: No issues to report. Has not met since the last meeting. Catherine stated that the committee was not working so she suggested the Dean's office step in to set the meetings in motion. Gloria will co-chair.</p>	Catherine & Gloria
3	<p>Electrical and Computer Engineering (ECE): Has been meeting regularly. Viliam reported that in GB341, GB441 and GB445 there were occurrences of a poor air quality when the labs were filled to capacity; it seems that the insufficient delivery of fresh air is the reason for complaints of poor air quality. The manager, Bruno Khorst, arranged the measurements of air flow in the individual lab rooms (people from Health and Safety office); results were not favorable, much lower values were obtained than required by standards. In GB441, former storage room, there are no air diffusers at all, no measurements were taken. Brad's concerns pertain to the outcome of increasing work load to the existing system as this would likely reduce airflow in all other rooms resulting in adverse effects to the occupants using room for extended periods (i.e. lab occupants who remain in room for four hours at a time). The air quality is scheduled to be retested. Relocating the lab could be a solution to the poor air quality problem.</p>	
4	<p>Mechanical and Industrial Engineering (MIE): Has met regularly. All inspections will be up to date by end of December. Items for discussion:</p> <p>I. <i>Fumehood Inspections:</i> Bahen Centre is not listed on a "Notice of fumehood inspection" memo dated Jul 11, 2007. Contact Margaret Fung (978-5943) to arrange for fumehood inspections in Bahen Centre or other missed inspections.</p> <p>II. <i>Defibrillators:</i> Defibrillators:/ Although Mississauga and Scarborough UofT campus' police and some departments at St. George have their own defibrillator (i.e. Hart House and the Athletic Centre), St. George campus police feel that it is unnecessary for them to have one as the distance between UofT and the many reputable downtown hospitals are close in proximity.</p> <p><i>Note:</i> It is up to each department to decide. Any departments requesting a defibrillator may purchase their own but must ensure there is someone qualified/ trained to set up and operate equipment.</p> <p>III. <i>"Safe food practices"</i> for BBQs: MIE has implemented this practice which include the use of food thermometers, gloves, additional refrigerated storage, as well as awareness of fire safety issues in keeping with information posted on the Health Canada website. The committee consulted Office of Space Management (OSM) regarding: 1) Guidelines for safe food handling - OSM asked Risk Management to advise them if they should include a safe food handling guide in their BBQ booking application and are waiting for a reply; and 2) provided an update of BBQ locations (Galbraith Courtyard, front lawns of MIE and Sanford Fleming Buildings). Joe to share safe food handling guide web site with the committee - please refer to the following web links on safe food handling as provided by Joe:</p> <p>1. http://www.hc-sc.gc.ca/fn-an/securit/handl-manipul/beef-boeuf/tips_bbq_hamburger_conseils_e.html</p> <p>2. http://www.fsis.usda.gov/Fact_Sheets/Barbecue_Food_Safety/index.asp</p>	Joe

5	<p>Civil Engineering: Last met September 12.</p> <p>I. <i>Skule™ Cannon:</i> Following the firing of the cannon by the Brute Force Committee, <i>unknown</i> white dust particles fell from ceiling tiles in the Galbraith Building causing a concern. This issue is under investigation.</p> <p>II. <i>Natural Gas Odours, 4th floor, Environmental labs:</i> Strong localized odors of natural gas were noticed intermittently in the Environmental labs. They were traced to an ECE lab in the SF building (SF4208S). The exhaust from the ECE lab was being sucked in by the air intake for the environmental labs. Facilities and Services are in process of assessing the exhaust stacks in order to determine how fumes entered the intake. Fire Prevention Services are also investigating this issue.</p> <p>Brad suggested a solution to this problem might be to install 20 foot stacks for this height would exceed that of all air handling units within the complex. Most of the stacks on campus are below 20 feet.</p>	
6	<p>University of Toronto Institute for Aerospace Studies (UTIAS): JHS member unable to attend today's meeting.</p>	
7	<p>Materials Science and Engineering (MSE): Has little information to report for they have not yet finalized committee membership due to major transition within their department.</p> <p>Maria is requesting policies and procedures documentation relating to MSE's roles and responsibilities. Renzo directed Maria to University of Toronto's Joint Health and Safety Committees website: http://www.ehs.utoronto.ca/committees/HSCComm.html</p>	
8	<p>Chemical Engineering (CHE): Met regularly. Nothing outstanding to report. Brad mentioned that training programs conducted are available to faculty and teaching assistants via video sources. CHE is attempting to move forward by providing training programs in electronic format but environmental safety not very receptive. For those interested, contact the following individuals for information packages:</p> <ul style="list-style-type: none"> • Brad Saville, Co-Chair: saville@ecf.utoronto.ca • Doug Reeve, Chair, CHE: doug.reeve@utoronto.ca • Leticia Gutierrez, Secretary, OHS Committee :gutierr@chemeng.utoronto.ca 	
9	<p>Bahen Centre for Info Technology (BA): Has not yet met. Chris received a call from Environmental Health and Safety (EHS) regarding Fields Institute for Research in Mathematical Sciences, located at 222 College Street. He will discuss the outcome of his meeting with Fields Institute at our next JHSC meeting. Chris and Catherine will also discuss BA membership replacement(s).</p>	Chris, Catherine & Gloria
10	<p>The Institute of Biomaterials and Biomedical Engineering (IBBME) / The Terrence Donnelly Centre for Cellular and Biomolecular Research (CCBR): The representative absent from meeting therefore will provide an update at our next scheduled meeting.</p>	
11	<p>Information from Environmental Health and Safety (EHS): Catherine informed the group of Peter Nicoll's resignation from the University. Laura MacDonald is the new Interim Director of EHS. A memo was circulated focusing on the Committee's need to comply with the EHS Act and improve various areas. Several areas requiring more attention:</p> <p>I. <i>Regular meetings</i> - Committee must meet four (4) times per year</p> <p>II. <i>EHS Committee's collective roles:</i> 1) provide support and resources; 2) assist other EHS committees; and 3) must ensure all has received annual training (NB: type of training and duration of sessions can vary -30 minute session or video session). Attendance must be monitored.</p>	Brad Catherine & Gloria

	<i>Health and Safety Website:</i> The Faculty will create a website to include the posting of minutes, committee composition, meeting schedule, links to departmental websites, other resource links such as EHS and Fire Prevention.	Catherine & Gloria
12	Other Information: No other information has been received since the last meeting.	

OTHER BUSINESS:

13	There was no other business.	
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NEXT MEETING:

Friday February 29. 2008 at 1000hrs
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Future Meeting Dates:

Friday May 30, 2008
Friday August 22, 2008
Friday November 28, 2008

SIGNATURES:

(Catharine Gagne, Ex-officio, Acting Co-Chair)

(Professor Brad Saville, Management Co-Chair)

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