

Joint Health and Safety Committee



Faculty of Applied Science and Engineering
University of Toronto

MINUTES

Date: Friday December 16th, 2011

Time: 10:00 am

Location: The Barratt Meeting Room, GB 173

Member	Present (P) Absent (A)	Member Category (*)	Certified Member (X)	Department
Joe Baptista	(P)	W (Co-Chair /USWA)	(X)	MIE
Renzo Basset	(P)	M	(X)	CIV
Gloria Bryan	(P)	W (USWA)		APSE
Sal Boccia	(P)	W		MSE
Giovanni Buzzeo	(P)	W (USWA)	(X)	CIV
Jeff Cook	(A)	W (USWA)		UTIAS
Jason Foster	(A)	M		Eng Sci
Sean Hum	(A)	M		ECE
Sandra Walker	(P)	W (USWA)	(X)	IBBME
Bruno Korst	(A)	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
<i>Guest: Geoff Shirliff- Hinds–Occupational Hygienist & Safety Specialist, Environmental Health & Safety</i>				
(*) W-Worker /Non-management M-Management E-Ex-officio (X) Certification Pending				

INTRODUCTION

DISCUSSION

MINUTES OF PREVIOUS MEETING:

BUSINESS ARISING FROM MINUTES:

- 1.1) Student Clubs: The committee revisited last meeting's hot topic of Health & Safety within student clubs. Brad estimated that only 1/3rd of the clubs had any faculty advisor, maybe less. If the group is more of a social club, a faculty advisor may not be necessary. However, Steve mentioned that there were groups that fell in between purely social clubs and production oriented clubs, such as Skule Nite, which uses Skill-saws on a regular basis. Steve stated that the space audit had been completed and would be circulated in January 2012. As clubs come and go, Eng Soc needs a more formal process to legitimize the clubs and to assess their resources. Brad said that aside from adhoc clubs, the JHSC bears responsibility for the health and safety of all faculty sanctioned clubs. Steve said that Eng Soc will play a big role in deciding who needs space and equipment, and who goes where.

Joe mentioned that potential problems arise when clubs are provided funding and space from multiple sources and departments. Sandra Walker asked if there was a group charged with club management, and if there might be a fit somewhere within an existing office. Joe said that what is likely needed is a correlation of efforts.

Discussion moved on to the weekly inspections of 245 College. Gloria described the coordination of groups, including Skule Nite, Eng Soc, Fire Prevention Services and Environment Health & Safety. They discussed security and fire issues as well as the ongoing battle over housekeeping issues with Skule Nite.

The Health and Safety committee reviewed the potential registration form presented by Gloria Bryan. Committee discussed having a clause type notation providing the rights and responsibility to, in a way, cease and desist operations of non-compliant student clubs. Joe agreed that the structure is thorough and efficient and a reasonable request. Sandra Walker asked about policy statements, inquiring if there is a formal procedure Eng Soc uses.

Joe raised the issue that most faculty advisors don't know that they are responsible for Health and Safety and that many would not want to be an advisor if they knew. He suggested including a written statement for Faculty Advisors so they know that they're responsible for the Health and Safety for their groups. Steve suggested more frequent inspections and having a set of guidelines for them. Joe talked about having one person responsible for making it clear to Faculty Advisors that they need to conduct (or arrange) inspections. Brad suggested having a contractual statement that Faculty Advisors would need to sign. Joe talked about the issue of Faculty Advisors delegating the Health & Safety responsibilities to their club leaders. If the team leaders are left in charge, the department is at risk. Ultimately, the Faculty Advisor must be the one responsible. Brad stated that he hoped this kind of responsibility is not adverse to the general character of the U of T as an institution. Sandra Walker talked about a Health &

Safety manual, whether it could be used as a training manual for students and Faculty Advisors. Renzo mentioned that Concrete Toboggan had one. Brad said that cohesion between groups and departments is a good idea because clubs are often multi-disciplinary, and it would be a good idea to create a registry of clubs for central coordination with the input from departments. Brad made a general recommendation for oversight, a way to audit student club activity. Frequency to be determined by clubs and Engineering Society. Joe talked about identifying groups that require specific safety measures.

- 1.3) Wheel Chair Accessibility: In discussion of wheel chair accessibility, the JHSC agreed that there should be signs outside of building pointing to where accessible entrances are located. Joe said that students are advised on how to get into building with wheelchairs. Main building ID signs include directions to accessible entrances, if different from the main entrance. The JHSC wondered what happened to government instituted accessibility projects?
 - 2.1) Bahen Elevators: Steve had supplied a report. This item is deferred to a later time when Sean Hum, who raised the issue, is present.
 - 3.1) Defibrillators: Joe revisited the recommendation by Prof. Mills to ask the Dean to allocate funds for defibrillators. Talked further about training that may be involved with having defibrillators. Sandra Walker wondered if there was a policy elsewhere to reference, Medicine for example. Brad stated that if the issue goes to the Dean it will be defaulted back to the departments, in which case there may be issue of funding. It was suggested, given the small numbers of incidence, that perhaps defibrillators are not really needed. Joe said that it may be worth it if even one person was saved. Joe suggested writing a letter as a request, but not as an official recommendation from the JHSC, and leave it to the individual departments to take further action if warranted.
 - 7.1) Equipment Donations: Brad mentioned that there is existing regulations on “fitness” of new equipment, there is an existing document. It would have to meet the same standards, or be brought up to the same standards of new purchases – and this might be negotiated between the donor and the researchers or Department Chair. It was noted that the current standards are the safest way to deal with it. Joe made the point that the issue is in dealing with equipment coming in from different places with different codes and standards. And some workers like to collect/accept old equipment. Brad suggested a ½ page checklist for codes and standards (simple in form: Yes, No, NA). Joe to draft a checklist for donations to be signed off on by staff.
 - 7.3) Pratt/Walberg Security Access: MSE Chair and students require access to computer lab. A T-card access system to be installed on the SF/ Pratt bridge link to control access to Pratt from SF.
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4	<p>Civil Engineering (CIV) ~ Renzo:</p> <ul style="list-style-type: none"> ▪ Outstanding Issues <ol style="list-style-type: none"> 1) Weekly inspections of eye-wash station are being conducted. 	<i>Renzo</i>
5	<p>University of Toronto Institute for Aerospace Studies (UTIAS) ~ Jeff:</p> <ul style="list-style-type: none"> ▪ Outstanding Issues <ol style="list-style-type: none"> 1) UTIAS requested to provide a list of laser installations by EH&S. List is forth coming. 2) Trying to get defibrillators on site. 	<i>Jeff</i> <i>Jeff</i>
6	<p>Materials Science and Engineering (MSE) ~ Sal:</p> <ul style="list-style-type: none"> ▪ Outstanding Issues <ol style="list-style-type: none"> 1) Have new bin system for disposing glass and plastic lab receptacles, but there is a problem with storing them in the labs. They also tend to become contaminated. MSE has moved them to the outside of the labs. 	
7	<p>Chemical Engineering (CHE) ~ Brad:</p> <ul style="list-style-type: none"> ▪ Outstanding Issues <ol style="list-style-type: none"> 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. 2) Building access control systems for Engineering buildings required to improve safety for students and staff, in particular bridge access between SF and PT. Deciding whether to work with existing security doors or to move them into the Pratt Building. 3) Reviewing fume-hood exhaust system. 4) Information from construction meetings needs to be better communicated, especially relating to utility shutdowns. There had been a few unauthorized entries into basement area where gamma-cell is housed. Stressed that contractors ought to be in better communication with P.I. regarding dangerous materials and/or equipment. 	<i>Brad</i> <i>Brad/Steve</i>
8	<p>The Institute of Biomaterials and Biomedical Engineering (IBBME) / The Terrence Donnelly Centre for Cellular and Biomolecular Research (CCBR) ~ Sandy:</p> <ul style="list-style-type: none"> ▪ Outstanding Issues <ol style="list-style-type: none"> 1) Waiting for inspections of water quality in showers and eyewash stations from EHS 2) Incident with contractors where workspace filled up with fumes from solvents and made a lot of people sick. Had to move people so that they could just work. ▪ New Items <ol style="list-style-type: none"> 1) New member joined committee: Sandra Walker, representing worker member. 	

OTHER BUSINESS (carried forward from previous meeting):

1. Discussed optimal ways of disseminating Health & Safety information, i.e., Twitter, server-lists. Decided that the JHSC itself may be the best way of communication.
2. Reorganization of the University's JHSC structure is proceeding. Engineering JHSC is being used as the model.

FUTURE MEETINGS:

Proposed Future Meeting Dates for 2012:

- Friday February 24, 2012
- Friday May 18, 2012
- Friday August 10, 2012
- Friday November 16, 2012

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