

Joint Health and Safety Committee



Faculty of Applied Science and Engineering
University of Toronto

MINUTES

Date: Friday November 28, 2008

Time: 1000hrs – 12noon

Location: The Barratt Room, Galbraith Building, GB 173

| Member | Present (P) Absent (A) (*) | Member Category (X) | Certified Member | Work Location |
|---|--|------------------------------------|-----------------------------|----------------------|
| Joe Baptista | (P) | W (Co-Chair /USWA) | (λ) | MIE, MC 123 |
| Renzo Basset | (A) | M | (X) | CIV, GB 31B |
| Gloria Bryan | (P) | W (USWA) | | APSE |
| Jim Davis | (A) | M | | AER, SF 4003 B |
| Jason Foster | (A) | M | | Engineering Science |
| Sal Boccia | (P) | W | | MSE |
| Sean Hum | (A) | M | | ECE, BA 5122 |
| Bryan Keith | (A) | W (USWA) | (λ) | IBBME, MB 322 |
| Prof. Jim Mills | (A) | M | | MIE, MB 113 |
| Steve Miszuk | (P) | M | (X) | APSE |
| Prof. Brad Saville | (P) | M (Co-Chair) | (X) | CHE, WB 362 |
| Sean Moore | (P) | W (USWA) | | APSE |
| <i>Guest: Geoff Shirliff- Hinds–Occupational Hygienist & Safety Specialist, Environmental Health & Safety</i> | | | | |
| (*) W-Worker /Non-management M-Management E-Ex-officio (λ) Certification Pending | | | | |

INTRODUCTION

The Joint Health and Safety Committee welcomes Sal Boccia, newly appointed co-chair for the MSE Health and Safety committee.

DISCUSSION

MINUTES OF PREVIOUS MEETING:

The Minutes of the meeting of August 28, 2008 were not accepted. IBBME's entry has been updated as it was inaccurate.

A new set of policies and procedures for Bio-waste will be available in January 2009. These guidelines will be more specific to St. George Campus. Geoff Shirliff-Hinds, EHS is assisting with this.

BUSINESS ARISING FROM MINUTES:

Please refer to 'New Business, Section 2, Electrical and Computer Engineering (ECE)

NEW BUSINESS: Discussion

| | Reports from the Members: | Action By |
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| 1 | Engineering Administration Health and Safety Committee (EAHSC) ~ Gloria: <ul style="list-style-type: none">▪ The Administrative Committee discussed:<ol style="list-style-type: none">1) Requirement to maintain an up to date H&S notice board in a visible location (GB 1st floor preferred), including copy of the ACT and JHSC meeting minutes2) Electronic posting of all JHSC meeting minutes to the Faculty website3) Restocking and location of first-aid kits | Gloria: <i>Request administrative access to the APSC website (post Minutes and other relevant documents electronically)</i> |
| 2 | Electrical and Computer Engineering (ECE) ~ Sean Humm: <ul style="list-style-type: none">▪ Building evacuation and re-entry procedures have generated considerable discussion and the committee requests an opportunity to discuss protocols with Fire Prevention Services.▪ The ECE committee is concerned about the condition of the Bahen elevators, the frequency of and response time to entrapments. Property Management has indicated that the current level of maintenance required is normal, therefore, statistics on entrapments would assist in determining if the concerns warrant further action <i>(See attached re: ECE – Mercaptan Incident: JHSC Meeting September 23, 2008)</i> | Gloria: <i>Invite Steve Arnold Fire Prevention Services to our next JHSC meeting (discuss evacuation procedures, etc.).</i> Steve: <i>Bahen elevator maintenance statistics to be requested</i> |

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| 3 | <p>Mechanical and Industrial Engineering (MIE) ~ Joe Baptista:</p> <ul style="list-style-type: none"> ▪ MIE had four (4) meetings thus far and have completed all required inspections. ▪ Joe Baptista brought up the problems surrounding supervising the MIE Undergraduate After-Hours Design Lab. <p>The department is considering the idea of mounting security cameras to assist in enforcing safety regulations of the design lab. The committee questioned the practicality and overall effectiveness of cameras since from a safety standpoint cameras were an “after the fact” measure that would not constitute due diligence, would not absolve the university of liability, and may even have the negative effect of creating a sense of false security. Geoff expressed concern at the thought of students arriving in varying states of alertness and sobriety and then working unsupervised with power tools.</p> <p>Hiring additional TA’s was an option, but there was no guarantee TA’s would be knowledgeable enough with the tools, versed in safety precautions, or alert and attentive enough themselves to supervise a design lab.</p> <p>Another suggestion was to limit the hours of use so students would adjust their schedules more effectively to fit in lab time during supervised hours. It was debated whether this approach would work as students tend to work whenever they have time, be it at the university or at their homes with their own tools. Bryan noted, from the perspective of a recent graduate, that Design time is an important part of the undergraduate experience and that without it the degree itself would be diminished.</p> <ul style="list-style-type: none"> ▪ Joe Baptista reported that issues with mercury spills within MIE had been resolved. The mercury had been cleaned up. Geoff assisted with the assessment, and all labs had passed testing. | <p>Joe: discuss this issue with MIE committee and strongly suggest scheduled lab availability (i.e. Specific number of students scheduled sign up during various time slots).</p> |
| 4 | <p>Civil Engineering ~ Renzo Bassett - absent:</p> <ul style="list-style-type: none"> ▪ Civil is still searching for a Worker Co-Chair - the amount of training hours seem to be problematic. | <p>EH&S to follow up with USWA</p> |
| 5 | <p>University of Toronto Institute for Aerospace Studies (UTIAS) ~ Jim Davis</p> <ul style="list-style-type: none"> ▪ Committee meeting regularly | |
| 6 | <p>Materials Science and Engineering (MSE) ~ Sal Boccia</p> <ul style="list-style-type: none"> ▪ MSE had their first JHSC meeting November 4th, 2008. <ol style="list-style-type: none"> 1) Membership consists of six (6) persons where three (3) are awaiting H&S training. 2) H&S manual has been updated and distributed to MSE faculty, staff and students. 3) Workplace inspection schedule to be developed with a portion of the department inspected each month, as required by the Act | <p>Sal: To develop workplace inspection schedule</p> |
| 7 | <p>Chemical Engineering (CHE) ~ Brad Saville:</p> <ul style="list-style-type: none"> ▪ Committee met November 27, 2008 ▪ New substation transformers will be installed by May, 2009. | |
| 8 | <p>The Institute of Biomaterials and Biomedical Engineering (IBBME) / The Terrence Donnelly Centre for Cellular and Biomolecular Research (CCBR) ~ Bryan Keith:</p> <ul style="list-style-type: none"> ▪ Bryan stated committee met several weeks ago and that there were no pressing issues. ▪ IBBME and CCBR discussing formation of two separate JHSCs. ▪ Reported an issue regarding fire extinguishers: wrong extinguisher mounted in lab. ▪ Inspections are proceeding. Replenishment of first aid kits is underway. They have been addressing existing issues and fixing them. ▪ Two (2) individuals will be hired to assist in the Bio-Safety Officer. | <p>Fire extinguishers should be inspected (raise issue with Steve Arnold FPS)</p> |

OTHER BUSINESS:

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| 9 | Committee Membership: <ul style="list-style-type: none">▪ There was a call for a new Joint Worker Co-chair to replace Maria Fryman. Joe Baptista accepted.▪ Issue was raised regarding imbalanced ratio of workers to managers making up the Joint Committee. More worker representatives needed.▪ Sean Moore, APSC Operations Clerk: New Worker member, USWA. |
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NEXT MEETING:

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| Future Meeting Dates ~ 2009: | |
| February 27, 2009 | August: August 28, 2009 |
| May 29, 2009 | November: November 20, 2009 |

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