

## Joint Health and Safety Committee



Faculty of Applied Science and Engineering  
University of Toronto

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### MINUTES

**Date:** Monday, March 29<sup>th</sup>, 2010

**Time:** 2:00 pm

**Location:** The Toronto Room, Bahen Centre, BA 8256

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

## INTRODUCTION

## DISCUSSION

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

No issues raised with the previous minutes.

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

1.2, 3.2, 8.3

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

- Bruno has agreed to chair this sub-committee and will meet with individual department representatives in early April
- Dean's Office is working on a summer secondment agreement with ECE for Bruno's services to allow him to dedicate significant time to this project.
- Integration with EH&S desirable, with EH&S providing generic content and departments providing more specific content.
- MIE is moving forward with a departmental safety training and records management project that will be reviewed by the sub-committee.

1.3 Lack of feedback from 8-3000 discussed at February meeting of Faculty Space Co-ordinators' Group meeting attended by Property Management Group representatives. 8-3000 call centre now reports to Campus Police. Steve to follow up.

1.4 Steve discussed the issue of skateboarders and the 'H' sculpture with Property Management and Grounds, and both were concerned with creating trip hazards for pedestrians by installing low barriers. Other alternatives to be explored with the Art Curator.

2.2 Steve has an ESP project team evaluating possible solutions to the bike storage problem and will receive a report by mid-April that will be shared with the JHSC. Jeff indicated that he would send a photo of the bike station at his condominium.

3.1 Gloria to request a status update on AED recommendation from Myra Lefkowitz.

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## 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) Electronic posting of all JHSC meeting minutes to the Faculty website</li> <li>2) Looking for better ways of storing training records</li> <li>3) Issues with follow-ups and call backs with 8-3000 regarding emergencies</li> <li>4) Discussed problems with skateboarders riding up the metal 'H' sculpture in front of GB</li> </ol> </li> <li>▪ New Items               <ol style="list-style-type: none"> <li>5) Behind schedule on meetings and inspections due to staff location changes</li> </ol> </li> </ul>	<p><i>Gloria Bruno/Brad Steve Steve</i></p> <p><i>Gloria</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) Sean and Steve Arnold produced draft emergency procedures for gas smells (distributed for comments).</li> <li>2) Bikes in buildings an issue, particularly Bahen</li> </ol> </li> </ul>	<p><i>Sean/Steve A. Steve</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) Letter recommending campus-wide provision of defibrillators sent.</li> <li>2) Storing of safety records in shared electronic file</li> <li>3) Working on procedures manual for SAE racing team</li> </ol> </li> <li>▪ New Items               <ol style="list-style-type: none"> <li>4) H&amp;S website upgrade in progress</li> </ol> </li> </ul>	<p><i>Joe/Brad Joe Joe</i></p> <p><i>Jim</i></p>
<b>4</b>	<p><b>Civil Engineering ~ Giovanni:</b></p> <ul style="list-style-type: none"> <li>▪ Outstanding Issues</li> <li>▪ New Items               <ol style="list-style-type: none"> <li>1) Inspections of cranes and lifting devices in progress</li> </ol> </li> </ul>	<p><i>Giovanni</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</li> <li>▪ New Items               <ol style="list-style-type: none"> <li>1) Fire alarm strobe light (exterior) and automatic unlocking of exterior doors implemented</li> </ol> </li> </ul>	
<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) Certification training for new members to be completed by June, 2010</li> </ol> </li> </ul>	<p><i>Sal</i></p>
<b>8</b>	<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) Developing targeted Workplace Inspection forms for different types of spaces</li> <li>2) Working on a Lab Safety manual</li> <li>3) Planning to use WHIMIS blackboard training module for refresher training</li> </ol> </li> </ul>	<p><i>Bryan Bryan Bryan</i></p>

## Other Business

1. Changes to the OSHA to protect workers from workplace violence and workplace harassment will come into effect on June 15, 2010. The University is drafting a strategy to address this change.
2. Departments to provide general departmental e-mail addresses to EH&S for their distribution list to ensure information reaches appropriate staff.
3. Reminder that summer students working/volunteering need to receive appropriate health & safety training.
4. Arts & Science, in collaboration with EH&S, will be hiring students on a trial basis to perform workplace inspections.
5. Reorganization of the University's JHSC structure is proceeding and is now with Labour Relations for review.
6. EH&S will be initiating audits of departmental research labs, focusing on health & safety procedures, in the near future.
7. EH&S has developed online accident/incident report form and Brad has volunteered to test the system.
8. EH&S is developing a loading dock safety procedure to address significant deliveries and dock with multiple users and their responsibilities.

## FUTURE MEETINGS:

### Future Proposed Meeting Dates ~ 2010:

- Friday May 28, 2010
- Friday October 8, 2010
- Friday December 3, 2010

## SIGNATURES:

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Brad Saville, Management Co-Chair

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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