

Engineering Administration

Health and Safety Committee



Faculty of Applied Science and Engineering
University of Toronto

MINUTES

Date: November 27, 2008

Time: 2:00PM

Location: Galbraith Building, GB173

Member	Present (P) Absent (A)	Member Category (*)	Certified Member (X)	Work Location
Bryan, Gloria	(P)	E (USWA) Ex-Officio		Operations
Bukiejko, Joanna	(P)	M		HR
Chong, Alan	(P)	M		ECP
Conte, Angie	(P)	W (USWA)		Finance
Grife, Leslie	(P)	W (USWA)		RO
Moore, Sean	(P)	W (USWA)		Operations
(*) W-Worker/Non-management		M-Management		E-Ex-officio

Guest: G. Shirliff-Hinds, Occupational Hygienist and Safety Specialist

Regrets: J. Foster, S. Romas

1) MINUTES OF THE PREVIOUS MEETING:

Minutes of the previous meeting were approved by the committee.

2) INSPECTIONS:

No reports on inspections.

3) OTHER BUSINESS:

- a) Gloria noted that Jim Webster and Dani Couture both resigned from their positions, therefore, the committee needs to elect new committee members.
 - b) Gloria is looking into group fire and safety training session for faculty and staff.
 - c) Gloria noted that signage was installed regarding the malicious pulling of fire alarms during the exam periods. On another note Joanna will draft a committee letter for managers for the next meeting. Designated fire area is in the main lobby of the Galbraith Building.
 - d) CPR training is free to the department. Gloria also noted that the name of the first aid trainer should be noted on the first aid kit.
-

4) NEXT MEETING:

The next meeting is scheduled for Tuesday February 24^h at 11:00am.

SIGNATURE:

(Gloria Bryan, Ex-officio, Faculty Joint Health and Safety Committee)

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