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

<table>
<thead>
<tr>
<th>Member</th>
<th>Present (P)</th>
<th>Absent (A)</th>
<th>Member Category (*X)</th>
<th>Certified Member (X)</th>
<th>Work Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bryan, Gloria</td>
<td>(P)</td>
<td></td>
<td>E (USWA) Ex-Officio</td>
<td></td>
<td>Operations</td>
</tr>
<tr>
<td>Bukiejko, Joanna</td>
<td>(P)</td>
<td></td>
<td>M</td>
<td></td>
<td>HR</td>
</tr>
<tr>
<td>Chong, Alan</td>
<td>(P)</td>
<td></td>
<td>M</td>
<td></td>
<td>ECP</td>
</tr>
<tr>
<td>Conte, Angie</td>
<td>(P)</td>
<td></td>
<td>W (USWA)</td>
<td></td>
<td>Finance</td>
</tr>
<tr>
<td>Grife, Leslie</td>
<td>(P)</td>
<td></td>
<td>W (USWA)</td>
<td></td>
<td>RO</td>
</tr>
<tr>
<td>Moore, Sean</td>
<td>(P)</td>
<td></td>
<td>W (USWA)</td>
<td></td>
<td>Operations</td>
</tr>
<tr>
<td>(*) W-Worker/Non-management</td>
<td></td>
<td></td>
<td>M-Management</td>
<td></td>
<td>E-Ex-officio</td>
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Guest: G. Shirtliff-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 24th 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