

University of Toronto
Engineering Administration Health and Safety Committee

MINUTES

Date: Friday November 4, 2005
Time: 2:00-4:00PM
Location: Galbraith Building, GB173

Present (x)	Absent Name (x)	Member Category	Certified Member (*)	Work Location (Dept.Bldg.Rm) (x)
	L.Simpson -Camilleri	M(Co-Chair)		APSC, GB170
	L. Kerr	W(USWA)		APSC, GB157
	T. Cuddy	M		APSC, GB173
	J. Cook	W(USWA) (Co-Chair)		APSC, GB204
	A. Chong	M		APSC, EA20
	C. Malfara	W(USWA)		APSC, EA206
	J. Webster	W(USWA)		APSC, GB115
(*) W-Worker/Nonmanagement(if unionized,record name of union) M-Management E-Ex-officio				

Guests: (list name, title, department)

MINUTES OF PREVIOUS MEETING: (statement to indicate minutes of previous meeting have read and acknowledged, and to record any corrections to it)

BUSINESS ARISING FROM MINUTES:

<u>Item</u>	<u>Discussion</u> (heading, description, actions taken, recommendation)	<u>Action By</u>
#01	Jeff has nominated himself co-chair. Send out email to USWA members.	LSC
#02	Meetings to be scheduled 4x yearly. 50% + 1 quorum. (Includes 4 people)	LSC
#03	Review floor plans. Eng. Annex, SF, GB, WB.	LSC

NEW BUSINESS:

<u>Item</u>	<u>Discussion</u> (heading, description, actions taken, recommendations)	<u>Action By</u>
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|-----|---|-----|
| #04 | Email APSC offices to let them know that if there are issues they can bring them forward to this committee. Co-chair and chair walk around for first aid/fire extinguishers, etc... | LSC |
| #05 | Open floor, GB157, ceiling tiles unsafe, GB173D active mould, ants. | TC |
| #06 | GB153, steps to platform dangerous, GB159, poor ventilation in vault. | LK |
| #07 | GB202, a/c doesn't work, EA20, partitions fall over, heating and ventilation issues. | AC |
| #08 | GB155, Photocopy Room, poor ventilation. | LK |
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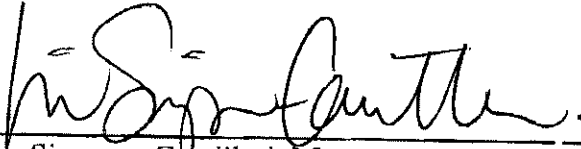
OTHER BUSINESS:

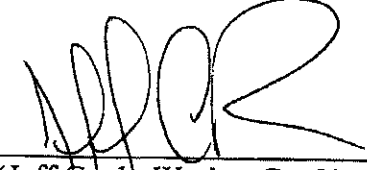
Email Jim and Cathy any issues.
Designate bulletin board in hallway/post on WEB.
Actions items:
Email USWA for co-chair.
Inspection chair and co-chair.
Set next meeting after Joint Committee meets.

NEXT MEETING:

Date:
Time:
Location:

SIGNATURES:


(Lisa Simpson-Camilleri, Mangement Co-Chair)


(Jeff Cook, Worker Co-Chair)

cc: Responsible Line Manger
Department Heads
Union(s)
Safety Bulletin Board
Office of Environmental Health and Safety, 215 Huron Street, 7th Floor