

Joint Health and Safety Committee



Faculty of Applied Science and Engineering
University of Toronto

MINUTES

Date: Thursday October 15th, 2015

Time: 9:30 – 11:30 am

Location: BA 4287

Member	Present (P) / Absent (A)	Member Category	Certified	Department
Joe Baptista	(P)	M (USWA)	(X)	MIE
Renzo Basset	(P)	M	(X)	CIV
Gloria Bryan	(P)	W (USWA)		APSE
Giovanni Buzzeo	(P)	W (USWA)	(X)	CIV
Jeff Cook	(A)	W (USWA)		UTIAS
Jason Foster	(P)	W (USWA)		APSE
Gelareh Bankian-Tabrizi	(A)	W (USWA)	(X)	CHE
Amr Helmy	(A)			
Andrey Shukalyuk	(P)	W (USWA)	(X)	IBBME
Kelly Hayward	(P)	W (USWA)		ECE
Prof. Jim Mills	(P)	M		MIE
Steve Miszuk	(A)	M	(X)	APSE
Prof. Brad Saville	(P)	M (Co-Chair)	(X)	CHE
Ian May	(P)	W		APSE
Guest: Geoff Shirliff-Hinds, EH&S (P)				
W-Worker / Non-Management M-Management E-Ex-officio (X) Certification Pending				

BUSINESS ARISING FROM TODAY’S MINUTES:

1. Health and Safety Committee requires the same amount of workers as managers.
There are presently eight (8) managers and seven (7) workers.
Joe will speak with worker MIE members to request a volunteer.
2. Jason Foster suggested students complete online WHMIS training module via the EHS website - should obtain a certificate as a minimum in order for club to operate.
Must reinforce safety training for all undergrad teams (2nd year).
3. Supervisors are responsible and must oversee student clubs at 256 McCaul Street.
4. Meet with Engineering Society Executives to discuss use of a Docu Share type of portal accessible to view and edit.
5. Geoff – Environmental Health & Safety website is being updated as some EHS links may not function.
6. Bruno, Co-Chair must be replaced.

NEW BUSINESS: Discussion

	Reports from the Members:	<i>Action By</i>
1	<p>Engineering Administration Health and Safety Committee (EAHSC) ~ Gloria & Steve:</p> <ul style="list-style-type: none"> ▪ <i>Outstanding Issues:</i> There is a problem getting the form back through the various superiors and Health and Safety committees. Geoff to follow up to request if a note could be added on the online accident reporting form saying, ‘When you have completed this form forward a copy of this form to the Joint Health and Safety Committee Co-chair’. ▪ <i>New Items:</i> Website for the Faculty Health and Safety Committee and Faculty Joint Health and Safety board is in process of completing – Posting Minutes and mounting of required documents (Committee members and Minutes). 	<i>Gloria</i>
	<p>Electrical and Computer Engineering (ECE) ~ Kelly:</p> <ul style="list-style-type: none"> ▪ <i>Outstanding Issues:</i> <ol style="list-style-type: none"> 1) Ongoing issue of smell in BCIT, 7th floor (5-6 years). A log will be a great help in tracking the issue. Most calls come from the upper floors. 2) Bikes are being placed in labs, thus block the exits which is the biggest problem. 3) Professor Chen’s lab - no safety shower is available. They are using a low quantity of the substance which can be irrigated at a sink or an eye wash station, then followed up by going to a hospital if necessary. There are other labs that are available for use that have the proper equipment and a lab technician (WB Basement, Bahen 7th floor and Pratt Building). ▪ <i>New Items:</i> <ol style="list-style-type: none"> 4) Today’s diesel smell was on the 4th floor of BCIT. 5) Inspections are ongoing. 6) Small flies were seen in the Engineering Annex but have disappeared. 7) All training for Part 1 of 2 Health and Safety completed. 	<i>Kelly</i>

3	<p>Mechanical and Industrial Engineering (MIE) ~ Prof. Mills & Joe:</p> <ul style="list-style-type: none"> ▪ <i>Outstanding Issues:</i> <ol style="list-style-type: none"> 1) Currently only 1-2 trained First-Aiders that are up to date (must be updated every three years). Looking for volunteers – two required per station. 2) Status of online safety training course? Students constantly reminded to follow through. 3) Complaints about Formula SAE Team painting. ▪ <i>New Items:</i> <ol style="list-style-type: none"> 4) Inspections are up to date. 5) Safety training is excellent. 6) 71% is the lowest, highest 90%. 7) The instructors are receiving feedback in areas requiring improvement. 8) 4th year 94% Capstone. 9) Fire safety training –five (5) fire incidents. 10) Fire alarm was not pulled in any incident. 11) If there is a fire, you must call the fire department. 	Joe & Prof. Mills
4	<p>Civil Engineering (CIV) ~ Renzo & Giovanni:</p> <ul style="list-style-type: none"> ▪ <i>Outstanding Issues:</i> All inspections up to date 	Renzo
5	<p>University of Toronto Institute for Aerospace Studies (UTIAS) ~ Jeff:</p> <ul style="list-style-type: none"> ▪ <i>Outstanding Issues :</i> <ol style="list-style-type: none"> 1) Power outage – No power for 12 hours. Is the Director the person responsible in determining if staff and or students should go home? 2) Eye-wash for the micro satellite area? 3) Power outages - How long should they continue before it is considered a safety issue? What steps are followed in such a case? 4) Follow up with Jeff regarding the nitrous oxide incident. ▪ <i>New Items:</i> <ol style="list-style-type: none"> 5) Completed 3 out of our 4 required meetings and the last meeting is scheduled for December. 6) All inspections are being completed and are on time. 7) No major incidents to report at this time. 8) In process of determining if there are a sufficient amount of women's washrooms on site. Some of our female students approached the UTIAS H & S committee and asked for follow up for the female population is growing. 	Jeff
6	<p>Materials Science and Engineering (MSE) ~ Jody for Sal</p> <ul style="list-style-type: none"> ▪ <i>Outstanding Issues:</i> A few more reports of odors, the last few have been from maintenance personal. 	

7	<p>Chemical Engineering (CHE)- Prof. Saville (carried over):</p> <ul style="list-style-type: none"> ▪ <i>Outstanding Issues:</i> <ol style="list-style-type: none"> 1) Ongoing issues with odor recirculating into the building. Need to identify the source. People are complaining and calling 8-3000. 2) Experimenting with new anonymous incident online Chem Eng website. Chem Eng is working with Geoff from EHS. 3) WB 125 – Floor changed back to its original open steel grate floor? ▪ <i>New Items:</i> <ol style="list-style-type: none"> 4) New FOB door system in place – security is good. 5) WHMIS training is going well. 	<i>Prof. Saville</i>
8	<p>The Institute of Biomaterials and Biomedical Engineering (IBBME) / The Terrence Donnelly Centre for Cellular and Biomolecular Research (CCBR) ~ Andrey:</p> <ul style="list-style-type: none"> ▪ <i>Outstanding Issues :</i> <ol style="list-style-type: none"> 1) Postponed inspections until a new manager of operations (June 23, 2015 starts). 2) Training for staff, if training is not completed access cards are not issued. <ol style="list-style-type: none"> a) Lab certificates for the building, to implement. ▪ <i>New Items:</i> <ol style="list-style-type: none"> 3) Smoke smell is no longer an issue. 4) Power outage still ongoing 1 week later. Generators continue to function. 	<i>Andrey</i>

OTHER BUSINESS:

1. Status quo for Health and Safety committees within Engineering.
2. General reminder, a new worker co-chair is needed to replace Bruno.

MEETINGS:

Meeting Dates for 2015:

- Thursday December 3rd, 2015

SIGNATURES:

Brad Saville, Management Co-Chair

Kelly Hayward, Worker Co Chair

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