

Joint Health and Safety Committee



Faculty of Applied Science and Engineering
University of Toronto

MINUTES

Date: Thursday December 4th, 2014

Time: 10:00 am

Location: BA 8256

Member	Present (P) / Absent (A)	Member Category	Certified	Department
Joe Baptista	(A)	M (USWA)	(X)	MIE
Renzo Basset	(A)	M	(X)	CIV
Gloria Bryan	(P)	W (USWA)		APSE
Prof. Mansoor Barati	(P)	M		MSE
Giovanni Buzzeo	(P)	W (USWA)	(X)	CIV
Jeff Cook	(P)	W (USWA)		UTIAS
Jason Foster	(P)	W (USWA)		APSE
Mohammad Mojahedi	(P)	M		ECE
Andrey Shukalyuk	(P)	W (USWA)		IBBME
Bruno Korst (Kelly Hayward)	(P) (P)	W (Co-Chair/USWA)		ECE
Prof. Jim Mills	(A)	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				

DISCUSSION- STUDENT CLUB ACTIVITY REGISTRATION FORM:

Brad	▪ Club Leader and Faculty Advisor to work together to ensure form complete
	▪ To be distributed to all student clubs
	▪ Post to server where electronic access available to all
	▪ Completed forms returned to Faculty
	▪ All students performing hazardous work must successfully complete WHMS and Safety Training (Geoff from EHS available to assess equipment-down draft table – sound, dust, etc.)
	▪ Last page is sufficient provided both Club Leader and Faculty Advisor sign off but, if training required, there may be a need to clarify and expand on the specifics of training.
Jim	▪ All club members should sign confirming completion of course.
Marc Drouin, (EHS Director)	▪ Every student should read, sign and note what type of training they have received (training for each student member is accurate).

DISCUSSION OF PREVIOUS MINUTES:

- 1.1) Regarding scheduled events in the Bahen Atrium - Poster boards blocking the stairs and registration tables blocking the entrances to hallways. Gloria has followed up with Academic Campus Events (ACE) (*previously known as, ‘Office Space Management (OSM)’*) on their policy of reviewing floor plans for events. They will communicate to clients to ensure poster boards are installed appropriately thus leaving adequate space for through traffic.
- 1.2) Steve reported the purchase of two (2) down draft tables for both student club locations. These tables will significantly reduce the amount of dust flow during the fabricating process:
 Table 1: 256 McCaul Street -The Human Powered Vehicle Club and others
 Table 2: 704 Spadina Ave - The Concrete Canoe Club
- 2.2) Bruno reported a meeting with concerned staff members and the EHS Director Marc Drouin regarding gas odors from Central Steam Plant. New equipment and procedures were put in place which will reduce gas purges over time.
- 2.3) Bruno is following up with Raspberry PI, as an online MSDS interface feasible for faculty to use as it is thought to be Wi-Fi compatible and has a fast browser.
- 3.1) Joe to forward request for all student clubs faculty wide. Each department ought to take responsibility for a few clubs and for the policies which cover roles and responsibilities of the supervisors.

 Joe mentioned they should have a safety manual which students are taught. A general safety manual can be modified for specific uses of equipment, i.e., electrical safety. Joe recommended having assigned staff involved in the training as well as the access to the lab. He found that new faculty advisors didn’t think they had safety responsibilities because they had no direct involvement with the labs.

 The committee discussed the use of online and mobile apps with the ability to scan barcodes for manuals and MSDS, etc. with smart phones. Andrey added that phones were not allowed in level 2 security labs. Joe to share existing MIE manuals.
- 4.1) Renzo brought up the new regulations from the Ministry of Labor which requires all staff to undergo safety training. Geoff mentioned that the training for supervisors and workers would be combined and that there would be an extra bit for supervisors. The training is to be implemented through local HR

offices, which will make it easy for new hires. Andrey said that the general training is the bare minimum and that there needs to be worksite specific training included as well. Geoff mentioned that the EHS online training website is still under construction; will be including bio safety training & WHIMIS, record keeping and links to safe work associations.

- 5.3) Prof. Saville questioned how wide spread this issue has become across the faculty. Jason expected the new robotics program to be going “drone crazy” in the coming year. They agreed that it was difficult to tell students where to work on their projects as public safety is also an issue. Steve suggested using nets and other guards and safer drones. Jeff explained that UTIAS has 3 labs dedicated for flying drones. Prof. Saville said there ought to be an official protocol for usage, in terms of personal and public safety. Jason wondered about a safety assessment. Bruno suggested the back of the Bahen Centre by the stairways. He explained about the general lack of awareness about equipment safety standards – students likely may not read them. Jason mentioned that standard for things like CSA can be found in the library if anyone bothered to look for them. Bruno recommended that the library invest more in safety literature. Prof. Saville said that standards in the library were not going to take the place of formal instruction and that the coordinator of the course needs to be responsible to review all safety aspects of the designs. There is a need to make functional protocol tied to coordination. The problem with the current system is that the supervisors are too behind the scenes; we need to let them know that they are responsible for the safety of students.

Prof. Saville said the best way of communicating these issues with student design projects will be to create a letter to Dean Amon. Bruno suggested the best way would be through the Undergraduate Chairs. Prof. Saville to draft action centered letter to Dean then engage in talks with the Undergrad Chairs.

- 5.4) A grass fire had occurred on-site when a club set off a rocket. A report has been initiated, and Jeff had invited the supervisor to meeting to get more information. Geoff suggested hosing down the grass prior to future rocket events.
- 6.1) Mansoor reported that they have not received the report from the fire incident in Haltain Building yet, but will keep the committee posted.
- 6.2) With respect to electrical issues, Mansoor asked if this might be more of a campus or faculty issue, though hopefully problems will be caught during inspections. Joe mentioned the problems with purchases from overseas where equipment does not meet electrical code; equipment needs to be modified and then properly inspected.
- 6.3) Mansoor reported an incident where mercury was found on a shelf. A hazardous waste crew was required to dispose of it.
- 7.1) Following Steve’s discussion regarding the security for Wallberg/Pratt, installation is in progress and a system will be implemented for September 2015.
- 7.2) ChemE to work on labeling of areas with hazardous materials (fire, gas, lasers, etc.) for Toronto Fire Services. Geoff mentioned that tying all inventory projects together might make it easier to accomplish.
- 7.3) The anonymous odor reporting system is a success. Easy to track sources and response had been quick. Trouble-shooting done locally, then escalated to EHS. The reporting is done online. Good tracking mechanism.
- 8.1) Issues with Bio safety level 2 lab emergency procedures. Andrey commented on the fact that there was supposed to be emergency procedures on fire, earthquakes and floods. He said the IBBME Health and Safety Committee will split the work to include procedures for the safety manual, which are supposed to be available online, although personal computing devices cannot be used inside high security labs.
- 8.2) Working on the space issue. IBBME decided to open dry lab to help with courses: more spaces for teaching lab.

The topic lead JHSC to further discuss safety policy on using hand tools in undergrad courses. Jason talked about the pressure for more fabrication, more design courses and projects; students are going everywhere with tools (dremels, jigsaws, soldering). The goal is to have a controlled workspace. Committee further discussed issue of safety supervision related to design projects. Prof. Saville reasserted that supervision must be present no matter where the work is undertaken. Discussed vocational testing such as soldering safety for larger groups of students. Committee discussed responsibilities: Does assigning work (projects) make the Faculty responsible even if tools are purchased by students themselves and the work is done off-campus? Geoff brought up the idea of random testing to make sure students and workers have absorbed the material from training sessions. JHSC to hold talks with the First Year Chair's Office about design courses.

- 8.5) Bio-Safety conducted random inspection and IBBME lab was found in violation of not having safety manual. Staff complained of harassment by inspectors. They found problems were not communicated well and the behavior of the inspectors was aggressive.
- 1.0) 245 College is now shut down and scheduled to be demolished. Student clubs are moved over to 256 McCaul, a better space shared with the music clubs as well.
- 2.0) Now that EngSoc elections are over and a new team is in place it would be a good time to set-up a meeting to discuss responsibilities and expectations. Steve has already been in talks with the new President and the VP of Student Life over space for the new Site 10 building and for the move of student clubs to 256 McCaul. Gloria suggested talking to the new council about participation in the JHSC meeting. She thought that meetings would go over better if they saw themselves as regular partners more than the subject of criticism. Bruno mentioned having a more friendly meeting with the last group than with the one previous, though agreed that a change in culture was necessary. Gloria to invite EngSoc when there is an agenda item which concerns them. Steve suggested continuing with the smaller meetings as well go over specific forms regarding responsibilities of the clubs.
- 8.2) On the issue of space capacity, Prof. Saville recommended talking to Graeme Norval, Associate Chair and Undergraduate Coordinator who lectures in the process of design - Chem Eng safety and safety management design courses. Prof. Saville also suggested a letter might also help. Bruno thought that it be best addressed in a formal manner, but preferred to wait to see how the new scheduling program worked out before he raised any issues with the Undergrad Office. Jason talked about the course load increase, that course sections will be higher density in the upcoming year. Bruno said that density is fine if the labs support it, but that they will have to make sure there are enough TAs to do the job. If the new software has the right constraints built into it and assigns lab space accordingly there shouldn't be problems.

BUSINESS ARISING FROM TODAY'S MINUTES:

- Steve mentioned that 245 College is now shut down and scheduled to be demolished. Student clubs moved over to 256 McCaul Street and 704 Spadina Ave which is better suited for club activity and much safer.
- Jeff will look into a new draft table for UTIAS
- Drones, wireless controlled aircrafts are becoming more common and could be very dangerous to operate. Brad toured the UG course with Jason. The correct safety training is in place – protective gear worn when working with tools, etc. The controlling of drones can be effected by Wi-Fi interference. The blades are very powerful and thick enough to cut through a thumb size tree branch therefore very hazardous. Solutions: Installation of netting as they can protect people, buildings and equipment from damage. Also, use in a controlled environment –controlling the flight path.
- Professor Mills believes there should be a specific testing site (i.e. Aerospace is designed for this purpose – nets, etc. where BCIT Atrium is not). Also, drones may be flying into restricted airspace if flown beyond 400 feet)
- Geoff reminded the committee about the safety issue incident where a UTIAS student cut his fingers trying to pick up a drone.
- EHS Director Marc Drouin stated there were approximately 15,000 employees trained online via the Health and Safety online training site.
- Steve inquired about the need to complete the online test if a casual only work a few hours per week and works offsite at home or in another province. It was recommended that he complete the testing regardless since the test can be completed in 10 minutes and reduces any legality issues.
- Jim was questioning why undergrad students are not included in the completion of online training?
- EHS Director Marc Drouin stated there was no way of tracking students in the database. Employees are being tracked by HRIS.
- Jim and Bruno said there are undergrad students captured independently by departments.
- EHS Director Marc Drouin would like to see students focus on more specific training such as WHIMS and not focus on the general online training.
- Andrey suggested the departments provide an annual list of students in programs averaging seven (7) years.
- Geoff recommending all grad students complete training, particularly all Tutorial Assistants. Most grad students are on the HRIS system which ensures they will be tracked.
- EHS Director Marc Drouin mentioned pushing '*Bill 18, Stronger Workplaces for a Stronger Economy Act, 2014*' – defines who is a worker (student, in turn, volunteer, etc.)
- Bruno suggested using a programmer who is local opposed to a person working off site for better communication and responsiveness.
- Geoff spoke on the Mandatory Awareness Training by Environmental Health and Safety. It is the same as noted on the government website but is tracked internally by Environmental Health and Safety. Also mentioning that the Ministry of Labor Supervisor would like to see the training record of the employee. The supervisor is responsible to ensure the person is trained, not EHS.

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"> ▪ Outstanding Issues : <ol style="list-style-type: none"> 1) Staff and faculty requesting report regarding gas-like smell emitted from steam plant. A pattern seemed to occur where the smell routinely detected every other Wednesday. Knowledge of this pattern would reduce the amount of 8-3000 calls to the F&S ER Call Centre. It was suggested to maintain a log noting the intensity, type of smell (fishy?), location and wind direction as this info may point to source of where the odor is coming from. ▪ New Items: <ol style="list-style-type: none"> 2) ‘Bad odor’ detected in the House of Bahen Centre: When fans turned off, no pressure in the area where the BCIT House is therefore the ‘<i>bad odor</i>’ is detected. This is a plumbing issue where water and scented detergent is added to drain when fans shut down during diesel testing. This prevents the circulation of ‘<i>bad odor</i>’. The diesel testing occurs one Wednesday per month where all the BCIT fans are shut down to prevent exhaust fumes from the diesel coming in to the Bahen Centre. When turned off, there is no air circulation for approximately 1-2 hours which creates the ‘<i>bad odor</i>’. Building Engineer will have engineers forward the steam plant’s schedule. 	<p style="text-align: center;"><i>Gloria</i></p> <p style="text-align: center;"><i>Gloria</i></p>
2	<p>Electrical and Computer Engineering (ECE) ~ Prof. Mohammad Mojahedi and Kelly:</p> <ul style="list-style-type: none"> ▪ Outstanding Issues: <ol style="list-style-type: none"> 1) Previous complaints regarding fumes. Bruno met workers. A log will be used to document / track when fume smells appear. * Similar to (1) EAHSC issue noted above. 2) Access to MDS sheets information is important 	<p style="text-align: center;"><i>Prof. Mohammad Mojahedi</i></p>
3	<p>Mechanical and Industrial Engineering (MIE) ~ Prof. Mills & Joe:</p> <ul style="list-style-type: none"> ▪ Outstanding Issues : <ol style="list-style-type: none"> 1) MIE formally requests JHSC oversight for all student clubs; leadership policy for management and supervision of student clubs. ▪ New Items: <ol style="list-style-type: none"> 1) Currently working on obtaining membership for First Aid – assuring the correct numbers are certified. 2) Issues continue with online safety training –4th Year PEY where percentages are being combined instead of split into 2. <p><i>Student Training:</i></p> <p>47% 1st Year compulsory training 81% 2nd Year 92.5% 3rd Year 63% 4th Year (PEY included)</p> 	<p style="text-align: center;"><i>Joe</i></p>

4	<p>Civil Engineering (CIV) ~ Renzo & Giovanni:</p> <ul style="list-style-type: none"> ▪ Outstanding Issues : <ol style="list-style-type: none"> 1) Discussion of Ministry of Labor requirements for safety training. ▪ New Items: <ol style="list-style-type: none"> 1) EHS developing 2 online courses (non-lab and lab staff). Students to be informed. 2) Behind in meetings 	<p><i>Geoff / Renzo</i></p> <p><i>Geoff</i></p>
5	<p>University of Toronto Institute for Aerospace Studies (UTIAS) ~ Jeff: (carried over)</p> <ul style="list-style-type: none"> ▪ Outstanding Issues : <ol style="list-style-type: none"> 1) Coordinating safety training. Currently directing students to EHS website for safety training. 2) Learned that EHS no longer provides on-site training; trying to set up training for spring/summer. 3) Student lost part of fingers in helicopter/drone blades. ▪ New Items: <ol style="list-style-type: none"> 4) Training now downtown – no longer at facility 5) Training manual now available. UTIAS worked with Fire Prevention Services to develop a manual (in relation to the incident where the University of Toronto Aerospace Team (UTAT) Rock Team had a grass fire occurred during rocket testing). 	<p><i>Jeff</i></p>
6	<p>Materials Science and Engineering (MSE) ~ Jody for Sal</p> <ul style="list-style-type: none"> ▪ Outstanding Issues: <ol style="list-style-type: none"> 1) Fire in research lab, Haultain Building – no report seen as yet. Report due end of October once claim has been settled. 2) Electrical issues with equipment modifications – campus issue revolving around unsafe power cords, etc. 3) Inspections are ongoing. 4) Student assisted with the summer cleanup. An unknown substance found in bins which contained no lids – substance was thought to be asbestos. Lids are required to prevent items from being dumped into bins. Geoff from EHS assisted with the cleanup. ▪ New Items: <ol style="list-style-type: none"> 5) Follow up re: mercury was found on shelf 	<p><i>Jody</i></p>
7	<p>Chemical Engineering (CHE)- Prof. Saville (carried over):</p> <ul style="list-style-type: none"> ▪ Outstanding Issues : <ol style="list-style-type: none"> 1) Electronic access control is being considered for exterior door security in Wallberg/Pratt. 2) Fire Prevention call for official labeling of chemical inventories – hazardous signs must be present where flammables, gas cylinders, etc. are visible in corridors. 3) Main issue regarding inventory leading to signage use of pictorials/ pictures – must know what you are ‘walking into’ (i.e. gas cylinder, etc.) 4) Information noted on boxes outside labs which state details and quantities of dangerous materials in room) 5) Geoff from EHS is following up on a manageable way to handle inventory specific space (i.e. gas cylinder signage, etc.) 6) WHIMS refresher for Fall training ▪ New Items: <ol style="list-style-type: none"> 7) Experimenting with new anonymous incident online Chem Eng website. Chem Eng is working with Geoff from EHS. 8) Inspections done by committees are insufficient – Geoff will circulate a check list for all to share. 9) Laboratory Safety Committee – Marc Drouin, EHS Director brought this to their attention. Recommendations will be made. The Department Chair will circulate (not the JHSC). 	<p><i>Prof. Saville</i></p>

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"> ▪ Outstanding Issues : <ol style="list-style-type: none"> 1) Finished Biosafety Level 2. Created a manual – advised to customize for individual labs. Will retain a hard copy and pdf (hard copy must be available in the lab). 2) Dry lab opening in January 2015 ▪ New Items: <ol style="list-style-type: none"> 3) Much work for students moving dangerous materials outside in snow and ice. 4) Asked for recommendation to install locks in washroom in MB. 5) Front of MB and CCBR extremely slippery – students reported falling. UofT Grounds and City of Toronto not taking responsibility. 6) South/ east lab of the MB reported a chemical smell in room 306 – smell seems to always happen in front of the fumehoods (random and strong where people were forced to leave the room or headaches would result). 7) Department to open dry lab by December 2015. 	<i>Andrey</i>
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OTHER BUSINESS:

- 1) Committee discussed issues around the proposed multi-site agreement. The idea is not universally accepted. Because every department has to have a committee, there will be complications with the overall structure.
- 2) Geoff reported that the last round of negotiations took place where an agreement was made – UofT scheduled to move towards arbitration in 6 months.
Issue: The structure – works very well for EHS therefore would like to model the agreement from the Engineering model.
- 3) New worker co-chair is needed (replace Bruno).
- 4) Hand tools in Undergraduate course

MEETINGS:

Meeting Dates for 2015:

- Thursday March 19th, 2015
- Thursday May 28th, 2015
- Thursday October 1st, 2015
- Thursday December 3rd, 2015

SIGNATURES:

Brad Saville, Management Co-Chair

Bruno Korst, Worker Co-Chair

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