

# DEPARTMENT OF MECHANICAL & INDUSTRIAL ENGINEERING

## SAFETY COMMITTEE MEETING

DECEMBER 12, 2002

**ATTENDEES:** Sanjeev Chandra, Len Roosman, Maurine Kwok, Esther Oostdyk, Markus Bussmann

**ABSENT:** Mike Smith, Yvonne MacNeil

**NEXT MEETING:** tentatively scheduled for March 10 at 2:00; Maurine will book a room

### REGARDING ITEMS FROM THE PREVIOUS MEETING:

1. Four people were scheduled to attend a first aid class in November, but the class was cancelled due to lack of other participants. Six people from MIE are scheduled to attend the next class on January 28 & 29, 2003. Esther will check to see whether anyone from IBBME will attend. The UofT requires ten participants to hold a class.
2. It appears that the Bahen Centre will not have its own Safety Committee. Instead, each department with a presence in the Centre will be responsible for its own floors. For MIE, Tomas Bernreiter will assume responsibility for the MIE space on the 2<sup>nd</sup> and 8<sup>th</sup> floors. Tomas will be invited to join the next MIE Safety Committee meeting.
3. Len has organized a graduate student safety course for January 10 in Haultain room 316. Esther will follow up with IBBME regarding the possibility of sending graduate students, and will look into appropriate BioHazards training, which Len will not provide.
4. Len will begin a new set of safety inspections in January, 2003, to be completed by the time of the next Safety Committee meeting. Len indicated that he may begin to do inspections on a twice annual basis. Len also noted that he is still aware of a few missing first aid boxes, and that he has purchased a store of first aid supplies to refill existing boxes.
5. Rosebrugh 207 has been cleaned up.
6. The safety incidents noted in the last minutes may be considered closed.

### NEW ITEMS:

7. Len noted that around October 28, 2002, contractors working in and around the Heat Engines Laboratory noted the presence of asbestos, and stopped work until the asbestos was removed. This will continue to be the practice, as anyone working on construction and repair in the MIE buildings may raise the issue of asbestos. Removal of such will then be added to the work order.
8. Professor Jan Spelt has requested that a phone line be installed into MC 51D, a small (and remote) room in which he and his graduate students work occasionally. Maurine will order an "emergency" phone (a direct line to the UofT police), and Len will let Jan know of this arrangement.
9. Professor Jim Wallace has received a draft report of a UofT Internal Audit of MIE, which includes recommendations related to safety. A copy of the draft was forwarded to Sanjeev, who will forward a copy to Len. Sanjeev and Len plan to work with Jim in formulating a response to the safety-related recommendations in the draft.