

DEPARTMENT OF MECHANICAL & INDUSTRIAL ENGINEERING

SAFETY COMMITTEE MEETING

OCTOBER 18, 2004

ATTENDEES: Jim Mills, Len Roosman, Joe Baptista, Mike Smith, Tom Bernreiter, Maurine Kwok, Esther Oostdyk, Yvonne MacNeil, Jin Wang, Markus Bussmann

ABSENT: None

NEXT MEETING: tentatively scheduled for January 17, 2005.

ONGOING ITEMS FROM PREVIOUS MEETINGS:

1. Tom has sent emails to Chris McNeill asking about the training to become a management certified member of the MIE Safety Committee, but has yet to hear back. It was suggested that he also contact Margaret Fung of the UofT OEHS.
2. Regarding air quality in RS115, Joe indicated that Professor Park is now negotiating with the engineer responsible for the work, to finalize a plan for upgrading the ventilation system. Jin Wang indicated that the INCO-sponsored research using nickel powder would continue to be performed elsewhere until the ventilation work was complete.
3. Joe indicated that two emergency diallers have been installed: one in the main office (MC134), and one in the undergrad/grad office (RS214). There are no plans to install them elsewhere.
4. Jim reports that he met with Duncan Newman regarding the project component of MIE241S, and that the student labs (MB71 and MB123), when used for this course, will be supervised at all times. Len will arrange with Duncan to train students and TAs.
5. Since the last meeting, Markus and Len edited the MIE Safety webpage, updating the content, and adding links to the minutes of past Safety Committee meetings. Based on feedback received at the meeting, Markus will make a few final changes before posting the new version. Once done, Markus will draft a memo based on information on the website, reminding members of MIE of appropriate actions in the case of accident/injury.

NEW ITEMS

1. Tom Bernreiter raised a concern regarding the impending use of MC402 (the Mechatronics lab) by students taking MIE444 (taught by Prof. Ben Mrad). As the end of term approaches, some students will begin to work in the lab after hours and on weekends, when the lab is unsupervised. Tom reported that there are hazards in the lab, including the use of hand tools that the students themselves bring in. The committee suggested that the following actions be taken:
 - Tom will speak with Prof. Ben Mrad and remind him of his responsibilities and liability as concerns student safety.
 - Len will speak with Prof. Ben Mrad about offering a site specific safety course.
 - Tom will post signs in the lab, directing students to the pay phone downstairs in case of emergency, and warning students that alcohol is not permitted in the lab.
 - Joe and Maurine will decide whether to install a phone for emergency use only.
2. Len reported that he has run five machine shop safety courses since June 28, 2004, for 32 students.
3. Len reported that he ran a site safety course for the Formula Car group on September 27, 2004, for 40 students.
4. Len reported that on September 14, 2004, he arranged for pick-up of mercury: four manometers and four plastic bottles (containing about 5 lbs) from MC215, and one manometer from MC120.
5. Len reported that on October 5, 2004, mercury spilled onto an optical table in MC305. Following a standard vacuum cleanup procedure, the mercury level in the air was tested. Len received a report from Mike Zitnik on October 13, 2004, indicating an all clear, and that the issue was closed.
6. Len reported a minor accident in MC78 on September 9, 2004. Tai Do, a member of the shop staff, cut his finger, and subsequently received medical attention. An accident report was filed, and the issue is considered closed.
7. Esther Oostdyk presented the committee with a draft of a new inspection form for IBBME, that was developed in partnership with a number of lab technicians that Esther has recruited to help her with inspections. The committee responded favourably to the new form, which Esther will finalize shortly.