

Minutes of Joint Health and Safety Committee Meeting

**Department of Mechanical and Industrial Engineering
University of Toronto
September 27, 2006**

Attendees:

Professor Mills: co-chair

Joe Baptista: secretary

Sherry Kuhn

Absent:

Len Roosman: co-chair

Business Arising From Previous Meeting:

1. **CACT booth fire safety renovation:** The CACT booth in room 8204 of the Bahen building requires renovations to meet fire code standards. A consultant will tender the renovation project in early October. Construction should start by the end of October.
2. **Safety training:** Our Health and Safety Committee will look into the development and implementation of a safety training program to be conducted on the internet. The training and a subsequent test should be completed by staff, students, researchers, etc. A certificate of safety training completion will be issued for all those who have passed training. Those certificates need to be posted at each lab.
3. **Risk assessment training:** U. of T., Health and Safety are still working on a risk assessment training program.
4. **TSSA:** Joe Baptista will send out Technical Standards and Safety Act (TSSA) information to department faculty and staff. Arrangements will be made for repairs and inspections if required. We are currently arranging repairs to some Heat Engines Lab and department compressed air equipment to meet TSSA requirements.
5. **MB69:** Inspection and testing by Mike Zitnik found that there is still a presence of the chemical on the counter top. The counter will be re-surfaced soon - Joe will report back once this has been completed.
6. **Emergency contact information/gas cylinder signs:** Supervisors are required to post an inventory of gas cylinders and emergency contact information outside of all labs in the sign holders that will be provided by the department. A letter will be sent out to faculty and staff by professor Mills to this regard.

New Business:

1. **BBQ activities:** Professor Mills raised a number of safety concerns about university student groups holding BBQ activities. The concerns are regarding the lack of proper food storage and handling, propane fuel storage and handling, and the possibility of smoke entering buildings via doors, windows or fresh air intakes. Professor Mills will review the issue with the department Chair.
2. **JHSC size:** Sherry raised a concern, for Len, suggesting that we invite more members to our committee. The goal would be to have better representations and to lessen the work load of the existing members.