

## **Minutes of Joint Health and Safety Committee Meeting**

**Department of Mechanical and Industrial Engineering**

**University of Toronto**

**May 24, 2007**

### **Attendees:**

Professor Mills: co-chair

Len Roosman: co-chair

Joe Baptista: secretary

Sherry Kuhn

**Absent:** None

### **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. Construction started Jan., 2007. Waiting for final inspection.
2. **Safety training:** Our Joint Health and Safety Committee are currently working on updating our safety training program.
3. **TSSA:** Joe Baptista has sent out Technical Standards and Safety Act (TSSA) information to the department faculty and staff. The department has updated some Heat Engines Lab equipment and compressed air equipment to meet TSSA requirements. We have passed all inspections including the Super heater and Boiler.
4. **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 have been provided by the department. Len and Joe will inspect these signs as part of the regular JHSC inspections.
5. **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. Joe Baptista has addressed the above concerns with staff and student leaders. The department has purchased a new fridge, latex gloves, and a meat thermometer for student and staff use when handling, preparing or storing food. Staff and student groups have been provided with, and asked to follow the Ministry of Health's food handling guidelines. We have asked the Office of Space Management to include the above Ministry of Health's food handling guidelines as part of their Barbecue Regulations and booking form (attached).

6. **Cigarette smoke fumes in the RS building:** We have had a few complaints about cigarette smoke smells in the building from the ventilation. The building engineer and Mike Zitnik feel that the smoke was entering from the fresh air intake at the North side of the building near the entrance. The property manager has removed the ash tray and we have put up a no smoking sign. We will monitor the area to make sure that it does not continue to be used as a smoking area.
7. **MC203B lab:** A Vent Alert alarm was installed to upgrade the fume hood safety.
8. **Two minor accidents:** One trip and one hand tool accident. Reports filed. Copies of Reports are on file.
9. **Annual department spring cleaning:** suggested by Len for end of May – details to be announced.
10. **RS building South entrance:** The property manager installed a rubber mat after a staff member fell on the slippery Terazzo floor outside of the doorway.
11. **MC building:** We have requested new signs to warn people not to idle vehicles near windows or doors in reaction to complains of vehicle exhaust entering the building from trucks parked and idling outside of the North doors.
12. **MC59 fuel storage room:** U. of T. Fire Safety department reported that Class 1 fuels are not permitted. (None are currently stored in this area).
13. **MC120C to MC59:** Old gasoline fuel line must be flushed and uncapped to dry out.
14. **Scheduled Chemical forms:** Were sent out by e-mail to all MIE supervisors.
15. **HA302 lab:** Has requested Biohazard level 1 rating.
16. **MC405 lab:** Has requested Biohazard level 2 rating.
17. **MC51F lab:** Construction vehicle exhaust entered the lab from MC/MB lane. The air handling unit was shutdown and the contractor was asked to relocate the equipment.
18. **MC120 new lab:** JHSC to review safety concerns with Mike Zitnik and then will send a letter to the department Chair and the lab supervisor listing concerns and recommendations.
19. **RS114 equipment wiring:** Improper equipment wiring. Supervisor asked to arrange for a repair and re-inspection.
20. **Lift safety inspection:** Completed Jan. 26, 2007. One switch was replaced.
21. **Department JHSC inspections:** Completed for 2006 – started with 2007 inspections.

**New Business: None**

**Next Meeting: Sept., 2007**