

## Minutes of Joint Health and Safety Committee Meeting

### Department of Mechanical and Industrial Engineering

### University of Toronto

Sept. 18, 2007

#### Attendees:

Professor Mills: co-chair  
Len Roosman: co-chair  
Joe Baptista: secretary  
Kelly Coburn

**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. Renovation is complete and we have passed the final inspection.
2. **Safety training:** Our Joint Health and Safety Committee are currently working on updating our safety training program.
3. **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.
4. **MIE area:** Signs have been installed to warn people not to idle vehicles near windows or doors.
5. **MC59 fuel storage room:** U. of T. Fire Safety department reported that Class 1 fuels are not permitted. All chemicals and fuels have been removed from this room.
6. **MC120C to MC59:** Old gasoline fuel line has been flushed and left uncapped to dry out.
7. **HA302 lab:** Has requested Biohazard level 1 rating. Project cancelled.
8. **MC405 lab:** Has requested Biohazard level 2 rating. Lab is being renovated.
9. **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. A no idle sign was installed in this area.

10. **RS114 equipment wiring:** Improper equipment wiring. Supervisor asked to arrange for a repair and re-inspection. Joe to re-inspect.
11. **Department JHSC inspections:** Completed for 2006 – started with 2007 inspections.

**New Business:**

1. **The committee discussed arranging a first aid/CPR course for staff and students. Joe will gather information regarding cost, class sizes, location etc.**
2. **Professor Mills suggested that we purchase a defibrillator. Joe will get details about cost, location, training etc.**

**Next Meeting: Dec., 2007**