

## Joint Health and Safety Committee meeting minutes



### Mechanical and Industrial Engineering University of Toronto

**Date:** April 26, 2011  
**Time:** 10:00 am  
**Location:** MB101  
**Meeting #:** 1st for 2011

Members	Member Roles	Certified Members	Attendance
Professor Mills	Management co-chair		Present
Joe Baptista	Worker co-chair, certified member Secretary	Certified	Present
Osmond Sargeant	Worker member	Part 1 completed, will take part 2	Present
Terry Zak	Worker member	Scheduled to take part 1	Present
Anna Vanek	Management member		Not available
Ryan Mendell	Management member	Part 2 completed	Present

#### Business Arising From Previous Meeting:

#	Items	Action By
1	<b>Web-based safety training:</b> Osmond will test the new online faculty safety training system with a few graduate students/staff and provide feedback to the software developers. Student/staff refresher and supervisor training reminder to be send out in Sept.	Osmond
2	<b>Department JHSC inspections:</b> a. 2011 inspections are on schedule. b. A room list will be provided.	a. Osmond and Terry b. Joe
3	<b>First aid/CPR course:</b> First aid training is complete and the certificates have been posted.	Terry
4	<b>HA102 FSAE lab:</b> Jason Bazylak has provided a draft of items to add to the existing FSAE safety manual: a. Welding safety instructions b. Spray-painting safety instructions c. Engine-exhaust safety instructions d. Test-driving the vehicle instructions  The JHSC has reviewed the draft and Ryan will note some concerns to Jason for his consideration.	Ryan, Joe, Anna

	<p>Tools and equipment are regularly inspected by Osmond and Terry.</p> <p>FSAE used truck purchase: Our JHSC recommends that Jason and the MIE Chair review the safety of this purchase. Items to consider are: Control of use and/or users, proper maintenance, licensed users, safety inspections, etc.</p>	
5	<p><b>Lift inspections:</b> All lifting devices have been inspected and passed in 2010</p>	Osmond
6	<p><b>Lockout tag safety:</b> Ryan will take a lockout tag safety course and report back to the JHSC with recommendations on who should take the course.</p>	Ryan
7	<p><b>Machine Shop emergency power shutdown system:</b> Ryan has tested the system and it is working correctly.</p>	Ryan
8	<p><b>UofT fire prevention inspection:</b> Keith has listed a number of fire safety concerns in MC. All of the items have been corrected except for relocating the gas cylinders from the MC120 shipping area. We are waiting for approval for a new location from UofT fire safety.</p>	Osmond

#### New Business:

#	Items	Action By
1	<p><b>TSSA requirements:</b> We will follow up with TSSA to confirm that we are meeting TSSA requirements in operating our U/G teaching and research equipment.</p>	Osmond
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#### Suggested 2011 JHSC meetings:

**1<sup>st</sup> meeting:** Feb. (April 26, 2011)  
**2<sup>nd</sup> meeting:** May (Sept. 8, 2011)  
**3<sup>rd</sup> meeting:** Aug.  
**4<sup>th</sup> meeting:** Nov.