

Joint Health and Safety Committee meeting minutes



Mechanical and Industrial Engineering University of Toronto

Date: Dec. 2, 2010
Time: 10:00 am
Location: MB101
Meeting #: 4th for 2010

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	Scheduled to take part 1 in Oct.	Present
Terry Zak	Worker member	Scheduled to take part 1 in Oct.	Present
Anna Vanek	Management member		Not available
Ryan Mendell	Management member	Part 1 completed, will take part 2	Present

Business Arising From Previous Meeting:

#	Items	Action By
1	Web-based safety training: Osmond will test the new online faculty safety training system with a few graduate students/staff and provide feedback to the software developers.	Osmond
2	Department JHSC inspections: a. 2010 inspections are complete. b. A laptop PC will be provided to facilitate inspections.	a. Osmond and Terry b. Joe
3	First aid/CPR course: First aid training is complete and the certificates have been posted.	Terry
4	HA102 FSAE lab: Jason Bazylak has provided a draft of items to add to the existing FSAE safety manual: <ul style="list-style-type: none"> 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

5	Lift inspections: All lifting devices have been inspected and passed.	Osmond
6	Lockout tag safety: Ryan will take a lockout tag safety course and report back to the JHSC with recommendations on who should take the course.	Ryan
7	Machine Shop emergency power shutdown system: Ryan has tested the system and it is working correctly.	Ryan
8	UofT fire prevention inspection: 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.	Osmond

New Business:

#	Items	Action By
1	TSSA requirements: We will follow up with TSSA to confirm that we are meeting TSSA requirements in operating our U/G teaching and research equipment.	Osmond
2	New UofT Workplace Violence Program: We will update our online safety training program to include information on the new UofT workplace violence program.	Osmond

Suggested 2011 JHSC meetings:

1st meeting: Feb.
2nd meeting: May
3rd meeting: Aug.
4th meeting: Nov.