

Joint Health and Safety Committee meeting minutes



Mechanical and Industrial Engineering University of Toronto

Date: May 13, 2010
Time: 3:00 pm
Location: MC123
Meeting #: 2nd for 2010

Members	Member Roles	Certified Members	Attendance
Professor Mills	Management co-chair		Present
Joe Baptista	Worker co-chair Worker certified member Secretary	Certified (part 1 and 2 completed)	Present
Osmond Sargeant	Worker member	Will take part 1	Present
Terry Zak	Worker member	Will take part 1	Present
Anna Vanek	Management member		Present
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: <ol style="list-style-type: none"> a. The faculty and engineering departments will be developing a faculty wide web-based safety training course that will allow for video content, improved automated notifications and record keeping. b. Osmond has added images, and updated the content to our existing course. c. Osmond has reminded staff to complete the safety training. d. Osmond has also added a section on Accident Reporting. e. Osmond has added an annual refresher training course. f. Osmond has added a supervisor/management section. He will now arrange for management/faculty training. g. Osmond to send out safety course reminders in Sept., May, and Jan. h. Anna to arrange for safety course reminders via the MIE web and newsletter (Osmond to provide details). 	a-e. Osmond f. Joe will provide a supervisor list g. Osmond h. Anna and Osmond
2	Department JHSC inspections: <ol style="list-style-type: none"> a. 2010 inspections are on schedule. b. A laptop PC will be provided to facilitate this task. 	a. Osmond and Terry b. Joe

3	First aid/CPR course: Terry will set up first aid stations and arrange for first aid/CPR training. Terry has ordered the first aid kits and arranged for training.	Terry
4	HA102 FSAE lab: Ryan will follow up with Jason Bazylak about adding the following 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 will review the daft supplied by Jason.
5	Lift inspections: All lifting devices have been inspected and passed.	

New Business:

#	Items	Action By
1	UofT has agreed to a university wide defibrillator program where UofT Police will be supplied with defibrillators and training. We will review this proposal at the next Faculty JHSC meeting.	Prof. Mills and Joe
2	UofT fire prevention has requested to meet with our JHSC, at our next meeting, to review fire safety inspections. We have agreed to invite them.	Joe
3	UofT fire prevention has inspected MC and listed a number of fire safety concerns. Osmond and Terry will inspect each of the concerns, take corrective action, and report back to the JHSC and UofT fire prevention.	Osmond, Terry and Joe
4	Peanut products have been reported in the HA vending machine. Joe will arrange for the vendor to remove them.	Joe
5	Ryan will take a lockout tag safety course and report back to the JHSC with recommendations on who should take the course.	Ryan
6	Ryan to test the Machine Shop emergency power shutoff switches and report back to the JHSC.	Ryan
7	Student team supervisors should arrange for approval of vehicle design/build safety.	Prof. Mills

Suggested 2010 JHSC meetings:

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