

Joint Health and Safety Committee meeting minutes



Mechanical and Industrial Engineering University of Toronto

Date: Sept. 8, 2011
Time: 10:00 am
Location: MC123
Meeting #: 2nd for 2011
Chaired by: Joe Baptista

Members	Member Roles	Certified Members	Attendance
Professor Mills	Management co-chair		Present
Osmond Sargeant	Worker co-chair, certified member Secretary	Part 2 completed	Present
Joe Baptista	Worker member	Certified	Present
Terry Zak	Worker member	Part 1 completed, will take part 2	Present
Ryan Mendell	Management member	Part 2 completed	Present

Business Arising From Previous Meeting:

#	Items	Action By
1	Web-based safety training: Student/staff refresher and supervisor training reminder to be send out in Sept. Osmond will follow up with Bruno regarding a number of system problems	Osmond
2	Department JHSC inspections: a. 2011 inspections are on schedule. b. A department room list will be provided.	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: a. Welding safety instructions b. Spray-painting safety instructions c. Engine-exhaust safety instructions d. Test-driving the vehicle instructions e. Tow vehicle and trailer safety instructions (issues are control of use and/or users, proper maintenance, licensed users, safety inspections, etc.) The JHSC recommends quarterly safety inspections. The JHSC has reviewed the draft and Ryan will note some concerns to Jason for his consideration.	Ryan

	Tools and equipment are regularly inspected by Osmond and Terry.	
5	Lift inspections: All lifting devices have been inspected and passed in 2011	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: This system will be tested by the JHSC regularly.	Osmond/Terry
8	UofT fire prevention MC120 inspection: All of the items have been corrected.	Osmond

New Business:

#	Items	Action By
1	TSSA requirements: We are meeting TSSA requirements in operating our U/G teaching and research equipment except for the Broom Wade compressor. We have locked out the use of the compressor and will arrange for the UofT building engineer to operate it, as needed.	Osmond
3	Membership changes: The JHSC membership will have the following changes: - Osmond is the new worker co-chair and secretary - Joe is a management member - We will ask a staff member to join the committee so that we have an equal number of worker members	Osmond
2	MB 71 design shop: Jason will hire a TA to assist in providing the users of this facility with site specific safety training. The JHSC notes that the TA must be trained and demonstrate the ability to perform this training to the supervisor's requirements. Terry will assist with the TA training.	Terry
4	Fuel Spill in cage outside of MC120: The supervisor has agreed to implement recommendations: - Obtain spill kit and store it in his fuel cage. - Obtain additional warning signs to post on fuel storage cage as well as on the adjacent wall of the Haultain building. - Obtain and install spill pallets onto which his fuel drums will be placed. Fire prevention is looking into the suitability of the pallets with our Fire Code.	Osmond

Suggested 2011 JHSC meetings:

- 1st meeting:** Feb. (April 26, 2011)
2nd meeting: May (Sept. 8, 2011)
3rd meeting: Oct. 18, 2011
4th meeting: Dec. , 2011