

**ELECTRICAL AND COMPUTER ENGINEERING
JOINT HEALTH AND SAFETY SUBCOMMITTEE**

MEETING DATE: Tuesday, June 1, 2010

TIME: 9:00 – 10:30

PLACE: SFB 560

PRESENT:

Fred Aulich	ECE
Susan Grant	ECE
Kelly Hayward	ECE
Sean Hum (Co-Chair)	ECE
Bruno Korst (Co-Chair)	ECE
Henry Lee	ECE
Austra Ozolins	ECE
Jaro Pristupa	ECE
Rosanna Reid	ECE
Diane Silva	ECE
Mary Stathopoulos	ECE
Rosemary Tersigni	ECE
Wen Zhu	ECE

Diana Lee (special guest) ECE

ABSENT:

Kim Graves	ECE
Jeannie Ing	ECE
Jeet Narsinghani	ECE
Geoff Shirliff-Hinds	OEH&S
Leyla Soleymani	ECE/Grad student

1. Minutes of March 31, 2010 Meeting minutes

- The minutes were approved unanimously on a motion proposed by Diane Silva.

2. Membership Changes

- Lindsay Mason has resigned from the Department. Diana Lee will continue as a special guest for the next few months but a replacement will need to be identified.

3. Business Arising

- *Issues arising from Faculty Health and Safety recent meetings:*
 - Prof. Hum reported that there the Faculty meeting has been scheduled for June 11, 2010.
- *Issues arising from previous meetings:*
 - The Safe At Work policy: we are waiting for a university policy on this subject.
 - “What to do if you smell natural gas” best practice: This has been approved by Fire Prevention and the Faculty Health and Safety committee. Prof. Hum is waiting for a response from Steve Arnold about the venting of gas issue to see if this can be included in the best practice document.
 - On-line WHMIS training: Since our own on-line training system has not been implemented and the Faculty on-line training system is being developed to be effective September 2010, it was decided that we should proceed with our previous training system for this summer. Bruno Korst reported that he is currently attending the Minerva workshop. There is a

free, government run Work Smart Campus on-line training tool which could be used for WHMIS and further Health and Safety training. This may be a possibility for the future.

- CPR Training : Fred Aulich and Bibiana Pang attended this training. It was considered an excellent session and it was suggested that all first aid box overseers attend a future session.
- Bicycle Storage: Prof. Hum reported that the Faculty has not reported on what the ESP students reported on this project. Prof. Hum contacted the Grad Society rep and they are interested in lending their support for safe bicycle storage. It was reported that Physics has an underground parking cage for bicycle storage but that this was undersized and was proving to be a huge administrative load. Prof. Hum will follow up.
- Lab Inspection Checklist (new laser installations, chemical usage, possible hazards, emergency contacts): This is in progress. Prof. Hum has contacted the 4 professors with laser lights outside their labs – Prof. Levi has indicated that a laser light is not needed in SF 4108; Prof. Sargent’s sign SF 4204 needs repair; Prof. Herman and Prof. Aitchison are still to reply.
- Bahen 3rd floor men’s washroom: There has been some improvement but there continue to be lingering issues.
- Mental Health issues: Graduate Students and Undergrad Students will be referred to the SafeTalk sessions when these occur.

4. Inspections:

- SF basement, 1st floor: No major problems identified.
- Pending: EA 1st, 3rd floor
- Emergency Contact List: Rosemary Tersigni has received feedback from the Campus Police Department – their information is completely out of date. We will update this as we prepare the lab inspection checklist.
- Inspection Reports are being placed on the ECE *internal* website, along with the floor plans showing inspection rooms / categories. We will place Committee meeting minutes and inspection schedules on the *external* website.

5. Other Business:

- It was reported that there have been homeless individuals discovered in the Bahen Building. All were reminded to report these to Campus Police.
- The next meeting will be scheduled for the August 2010.