

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

**MEETING DATE: Wednesday, March 31, 2010**

**TIME: 9:00 – 10:30**

**PLACE: SFB 560**

<b>PRESENT:</b>	Fred Aulich	ECE
	Susan Grant	ECE
	Kelly Hayward	ECE
	Sean Hum (Co-Chair)	ECE
	Jeannie Ing	ECE
	Bruno Korst (Co-Chair)	ECE
	Henry Lee	ECE
	Austra Ozolins	ECE
	Jaro Pristupa	ECE
	Rosanna Reid	ECE
	Diane Silva	ECE
	Leyla Soleymani	ECE/Grad student)
	Mary Stathopoulos	ECE
	Rosemary Tersigni	ECE
Wen Zhu	ECE	
	Diana Lee (special guest)	ECE
<b>ABSENT:</b>	Kim Graves	ECE
	Lindsay Mason	ECE
	Jeet Narsinghani	ECE
	Geoff Shirliff-Hinds	OEH&S

**1. Minutes of November 17, 2009 Meeting minutes**

- The minutes were approved unanimously on a motion proposed by Rosanna Reid.

**2. Membership Changes**

- Lindsay Mason is on secondment until the fall of 2010.. Diana Lee will be assisting with inspections during this time.

**3. Business Arising**

- *Issues arising from Faculty Health and Safety recent meetings:*
  - Prof. Hum reported that there was a Faculty meeting March 29, 2010. Both he and Bruno Korst attended this meeting.
  - The Safe At Work handout had been circulated previously. Bill 168 amendments to the Occupational Health and Safety Act will be legislated on June 15, 2010. The current amendments broadened the bill to include workplace violence and workplace harassment. The University is considering incorporating this bill into the work of the Health and Safety committees. The University is currently preparing the policies and will decide how to implement.
  - Prof. Hum distributed “What to do if you smell natural gas” best practice. This has been approved by Fire Prevention and the Faculty Health and Safety committee. This will be circulated to all via the Chair’s Office.

- Prof. Hum will review concerns by Bahen Committee members regarding F&S notices re gas smells. These happen regularly from the exhaust from the neighbouring building.
- *Issues arising from previous meetings:*
  - On-line WHMIS training: It was decided that the Department will proceed with using the on-line training system developed with Bruno Korst. Since there will be no summer WHMIS training for summer students, we will take action now.
  - CPR Training : Rosemary Tersigni reported that 2 individuals have registered for the upcoming training. She will remind all individuals responsible for First Aid boxes that they should be keeping their certification up to date. Kelly Hayward indicated that there was also a First Aid box in the ECTI office – the list of First Aid locations will be modified.
  - Bicycle Storage: Prof. Hum reported that the Faculty assigned this problem to the ESP students as a project and is now reviewing the submitted proposals. A solution is not expected immediately. In the meantime, the bicycle storage problem in the Bahen Graduate Student Lounge is surfacing again. Prof. Hum will contact the Grad Society rep and discuss the feasibility of getting their support for safe bicycle storage.

#### 4. **Inspections:**

- BA 5<sup>th</sup>, 8th: Office clutter / storage is an issue which should be addressed.
- SF2nd: There is a sensor issue in the Communications Lab which will be resolved by installing a simple night light.
- Lab inspections: A checklist will be developed to track new laser installations, chemical usage, possible hazards, emergency contacts.
- Emergency Contact List: Rosemary Tersigni is in contact with the Campus Police Department to clarify the information already existing, required and needed to be posted.
- Inspection Schedule 2010: All approved the proposed circulated schedule.

#### 5. **Other Business:**

- There is a health concern with the men's Bahen 3<sup>rd</sup> floor washroom. Prof. Hum will follow up.
- It was agreed that the inspection reports for 2009 and on will be posted on the department's Internal Website.
- Prof. Rose, while on sabbatical at Berkely, attended an information session on student mental health training which he found very useful. It was pointed out that U of T has a Safe Talk course which has been attended by the Undergrad Office. All staff dealing primarily with students should attend this course. However, it would be useful to have a short presentation to faculty on this subject. Prof. Hum suggested that this be done at the spring departmental meeting. The Berkely website on the handout is freely accessed by everyone.
- The next meeting will be scheduled for the May 2010.