

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

**MEETING DATE:** Tuesday, December 14, 2010

**TIME:** 9:00 – 10:30

**PLACE:** SFB 560

**PRESENT:**

Fred Aulich	ECE
L. Brzozowski	ECE
Kelly Hayward	ECE
Sean Hum (Co-Chair)	ECE
Jeannie Ing	ECE
Mohammad Zakaria Kamh	ECE
Joanne Kearney	ECE
Bruno Korst (Co-Chair)	ECE
Diana Lee (special invite)	ECE
Henry Lee	ECE
Austra Ozolins	ECE
Jaro Pristupa	ECE
Rosanna Reid	ECE
Diane Silva	ECE
Rosemary Tersigni	ECE

**ABSENT:**

Susan Grant	ECE
Kim Graves	ECE
Jeet Narsinghani	ECE
Geoff Shirliff-Hinds	OEH&S
Mary Stathopoulos	ECE

**1. Minutes of Sept.8, 2010 Meeting minutes**

- The minutes were approved unanimously.
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**2. Membership Changes**

- New members were introduced:
  - Joanne Kearney
  - Lukasz Brzozowski from Prof. Sargent's lab
  - Mohammad Zakaria Kamh is our graduate student representative

**3. Business Arising**

- *Issues arising from Faculty Health and Safety recent meetings:*
  - There was a recent Bahen elevator problem. This is being followed up by requesting elevator service reports. Also, accessing Bahen parking garages through indoor stairwells will be reviewed.
  - Bike storage: this continues to be a challenging project with no immediate solution in sight.
  - On-Line Safety training: B. Korst reported that the system is not fully functional. Diana Lee will test the system before we initiate this training in the Department.

**4. Inspections:**

- The following reports were tabled without major issues:
  - GB 3<sup>rd</sup>/4<sup>th</sup>/penthouse: Kelly Hayward / Diane Silva

- Pratt 3<sup>rd</sup>, 4<sup>th</sup>: Susan Grant / Bruno Korst
- Bahen 5<sup>th</sup>, 8<sup>th</sup>: Kelly Hayward / Fred Aulich
- Eng Annex 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>: Jeanning Ing / Diana Lee. This was a special inspection to investigate the welding equipment reported. Prof. Hum will contact the University's Occupational Health and Safety Office to discuss how to approach this issue.
- First Aid Stations: Mary Stathopoulos – in progress
- Lab Inspections: Henry Lee / Lukasz Brzozowski
- Pending: Bahen 7<sup>th</sup>: Rosanna Reid / Fred Aulich
- Inspection Follow-Up: there is now a redesigned form. This will be placed on the internal website.
- There was a general discussion regarding what is to be considered hazardous versus messy. When inspection reports indicate messiness / clutter, inspectors will be able to review action taken.
- Emergency Contact List: in progress
- Inspection Schedule for 2011 was accepted as circulated.

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

- Caretaking Services – The May 2010 document outlining services is on record.
- Prof. Hum indicated that a professor requested toilet lids be placed in washrooms in the Bahen Bldg. This was not considered a reasonable request.
- Bruno Korst reported that there is a potential electrical difficulty in the Design Centre . It was suggested that the “fix” for this problem be applied for in the next undergraduate equipment funding cycle.
- The next meeting will be scheduled for March 2011.