

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

MEETING DATE: Thursday, March 24, 2011

TIME: 9:00 – 10:30

PLACE: SFB 560

PRESENT:

Kim Graves	ECE
Sean Hum (Co-Chair)	ECE
Jeannie Ing	ECE
Joanne Kearney	ECE
Tome Kostascki	ECE
Diana Lee (special invite)	ECE
Henry Lee	ECE
Jeet Narsinghani	ECE
Austra Ozolins	ECE
Jaro Pristupa	ECE
Rosanna Reid	ECE
Diane Silva	ECE
Mary Stathopoulos	ECE
Rosemary Tersigni	ECE

ABSENT:

Fred Aulich	ECE
Susan Grant	ECE
Kelly Hayward	ECE
Bruno Korst (Co-Chair)	ECE
Geoff Shirtliff-Hinds	OEH&S
Mohamed Zakaria Kamh	ECE (grad stud)

1. Minutes of December 14th, 2010 Meeting minutes

- The minutes were approved unanimously

2. Membership Changes

- New members were introduced:
 - Tome Kostascki was introduced as the replacement for Luksasz Brzowski

3. Business Arising

- *Issues arising from Faculty Health and Safety recent meetings:*
 - Bahen elevators continue to be an issue. A review of the record of performance is still outstanding
 - Bahen underground parking garage access – campus police safety issue with door access, a safety audit is being performed
 - Bike storage: to date there has been no clear solution indicated
- *Follow-up from previous meeting:*
 - Natural gas smells now posted on web site
 - On-line WHMIS training was reported by Diana Lee. Tested on-line tool, contacted all lab managers. There are 65 registrants, 16 completed training. It was suggested that an annual report be provided to the lab managers with an update of those who have registered and completed WHMIS training

- It was also suggested that annual refresher training be encouraged by lab supervisors
- It was suggested that On-Line WHMIS training information be posted on the internal website.
- A printout of Laser Inventory will be posted internal website. Jaro and Henry will reference during inspections

4. Inspections:

- Special inspection of Eng Annex 3rd floor. University Health and Safety as well as University Fire Prevention inspected the space and will produce a list of action to bring space into compliance.
- Report on Bahen 7th: Rosanna Reid/Fred Aulich: issue with 7th floor grad rooms, bike storage, garbage accumulation, old equipment, over stacked boxes
- 2011 inspections: Jeet Narsinghani/Jaro Pristupa: Labs scheduled for end of March
- Emergency contact list – update still in progress

5. Other Business:

- Caretaking Services – The May 2010 document outlining services is on record. Discrepancies on what is done versus what is written. Steve Miszuk meeting with caretaking staff to review.
- Discussion about GB253B housing a power unit was raised. This will cause use of GB254A to become a storage space rather than office space.
- Khoman Pang had inquired about listing all those who have CPR training on our internal web site. He thought this was beneficial in the case of an emergency. After discussion it was agreed that the best emergency information would be to have the 82222 stickers available on each telephone hand set.
- The next meeting will be scheduled for June 15th, 2011.