

Safety Committee – MINUTES
Department of Geology, University of Toronto

Opened: 3rd June, 2014 @ 10.30 am, Rio Algom Room.

Present: (6): C.J. Bray (Co-Chair - USW), M.P. Gorton (Co-chair – Management), M. Hamilton (Management), S. Kamo, B. Foursenko.

Regrets: April Dalton.

Last meeting: Jan. 29th, 2014.

Previous Business

Item 4. Fire Inspection report. Comments from the Fire Prevention Officer passed on to Lab supervisors and all acknowledged receipt. We have not checked whether these matters were rectified.

Item 5. Freight Elevator Door Safety. CJB contacted Fire Prevention and they agreed the safety circuit could be reinstated but nothing has happened yet. MG to follow up.

Item 8. Safety training for summer students has been an ongoing concern. On-line course now available.

New Business

1. Dept. of Environmental Health and Safety inspection.

On May 16, 2014, Christine Weidner (Faculty A & S Environmental Health and Safety) and Matthew White (Environmental Compliance and Safety Technologist, EHS) undertook a routine annual inspection of some labs in our building. These seem to be restricted to B160 (James Brenan), John Westgate's lab and Geochron although possibly others were inspected.

Each Lab supervisor received an inspection report checking compliance of 74 points. CJB has only seen one report, from James Brenan. 21 of the 74 points were considered not applicable, and non-compliance was found on 15 of the remaining 53 points. Each lab supervisor is responsible for attending to the non-compliance items.

We can expect EHS to continue their inspection of the rest of the building in the near future and the committee thought it judicious to forward an example of one of these reports to every lab supervisor so they could reduce non-compliance of as many points as possible.

CJB to contact James Brenan to see if we can use his report as an example.

One of the other matters resulting from this report was pointed out by an email to the co-chairs of the committee from James Brennan, that the emergency contact information on the lab doors needs updating and in many cases isn't even there. MG to look into getting the data and asking Karyn Gorra to prepare signs

2. USW Safety Officer inspection.

Sometime in late May, Mark Austin (USW Local 1998 Safety Officer) also did an initial inspection of the Dept and reported the Safety Board in the main office was in non-compliance. In particular, several posters were missing (they were on the USW Board in the other office area) a list of people trained in First Aid was missing, list of JHSC members and minutes were missing, plus several documents were out of date.

CJB had also heard via Ampy and Karyn that the Chair would like to look into moving the Safety Board and First Aid box to elsewhere. CJB contacted Mark Austin and met with him on May 26th to discuss this matter. Mark informed CJB the best place for the board is where it is as it HAS to be in a high traffic area where it is easily seen. The only other possibility would be in the 'mail pigeonhole' area where the Dept photos are at present, although he felt this was not as good as the present location.

As an aside Mark also said there was always a chance the Dept could be visited by the Ministry of Labour (MOL) for an inspection. Apparently they have been on campus recently.

CJB to contact the Chair on Mark Austin's report re the Safety Board.

3. Fire Extinguishers.

Mark Austin noted we were not initialing when the fire extinguishers were inspected on the blue tags on each extinguisher. Presently Boris Foursenko and Hong Li keep separate lists of when the extinguishers are inspected. The extinguishers are inspected once a year by U of T Fire Prevention but the tags on them at the moment expired in Dec 2013. CJB has new tags for 2014-2017 which should be added to each extinguisher and initialed on each monthly inspection from now on. U of T Fire prevention has instructed us to leave the old tag on each extinguisher and they will write in the serial numbers and locations when they do their annual inspection later this year.

4. First Aid.

SK reported Boris Foursenko and Sandra Kamo will be taking the next available First Aid certification course on 25 and 26 Nov 2014.

An important matter was reported by EHS on their recent inspection. We are missing the list of people with First Aid certification in the First Aid box in the basement corridor outside James Brennan's lab, plus a check list of what should be in the box and also a check list of when it was inspected. We may also be in non-compliance in this matter with the other two First Aid boxes in the main office and on the 3rd floor. SK to check this and ensure compliance.

There was some discussion on what the legal situation is with First Aid on Dept field courses. Even though undergraduate students have to sign a legal waiver form, the committee thought it might be a good idea to attempt to have at least one person with First Aid certification on each course. This could be a faculty, staff or presumably, a graduate student. MG suggested contacting Sarah Finklestein to see what their experience is when in Physical Geography. MG to follow up on this and speak to the Chair.

5. Rock Storage

MG reported on the North Rock Storage facility in the Dept. Both the north and south rock storage units were originally electrically operated. After several failures the unit in the south area was replaced with a manual unit. The north unit has been out of action for a few years and has been operated using an ad hoc ratchet wrench system. Several faculty and staff members have reported physical problems operating the system in this way and the Chair asked MG to investigate getting the unit repaired. The company looked at the unit over a week ago and MG is expecting an estimate shortly.

Unfortunately this unit, cannot be converted to a manually operated system like the south unit. The south unit is the largest that can be operated in this way with shelves 30 feet long. The north unit is 60 feet long. The present electrically operated system cannot be repaired but has to be replaced with a newer design.

6. Lab and classroom doors to corridor.

CJB has noticed that lab and classroom doors to the corridor are being propped open. This is against fire regulations and is clearly indicated on a sign at the bottom of the glass window in the door. The door to the classroom next to the elevator is particularly prone to this problem. CJB to email everyone on this infraction of fire regulations.

7. Recent break-in.

MG reported on a recent break-in to the Maths section of our building on the 4th floor. A desktop computer was stolen. Subsequent to this the police reported several outside electronically operated doors had their lock mechanisms jammed with penny coins. The SW door and the door from the circle to the loading dock were two of the doors where this was done. The police instigated extra patrols of the Dept using plain clothed officers and in

fact one grad student reported seeing someone walking around the Dept checking doors but did not report this to the police. CJB checked with the U of T police and ascertained it was one of their plain clothed officers.

8. Other business

Another matter resulting from the meeting between CJB and Mark Austin of the USW was that he reminded us we still did not have a 'certified' member of our safety committee. This can be either a 'worker' or 'manager'. We have been in non-compliance where this matter is concerned for some years. No 'worker' is prepared to do the 5 day course. It is up to the Chair where the management side is concerned.

Also, he asked CJB who the Safety Officer of the Dept was and CJB answered he wasn't aware of what this position was. Apparently any infractions found by the committee have to go to the Safety Officer and it is his duty to ensure we comply with any non-compliance items. The Safety Officer has to be management and cannot be a member of the committee.

Colin Bray
3rd June, 2014