**JOINT HEALTH AND SAFETY COMMITTEE MEETING OF
THE DEPARTMENT OF ASTRONOMY AND ASTROPHYSICS
AND
DUNLAP INSTITUTE FOR ASTRONOMY AND ASTROPHYSICS**

**HELD ON APRIL 1, 2019, 11:00AM – 12:00PM, CONFERENCE ROOM AB101-H**

*Minutes respectfully submitted by Ingrid Small, Recording Secretary*

Alena Wasney (Co-Chair), Alice Chow (Co-Chair), Dae-Sik Moon, Stipe Milisa, Mike Williams, Christine Weidner, Nathan Winsor, and Suresh Sivanandam

**ABSENT:** Irene Tang with regrets

1. **Approval of Agenda:** Approved. A. Wasney asked if the HSC was required to meet four times a year or twice a year. C. Weidner said it should be twice a year but she would follow up and confirm.
2. **Introduction of New Members:** There was no new members and all HSC members have briefly introduced themselves.
3. **Approval of Minutes of Meeting September 24, 2018:** Minutes approved
4. **Business Arising from Previous Meeting**For Item 4: A. Wasney confirmed that the website and bulletin boards have been dated recently. C. Weidner would discuss administrative access with M. Williams. A. Wasney confirmed that the painting of dome in MP would occur the week of April 1.

For Item 5: M. Williams would follow up with PIs regarding chemical inventory.

1. **Report from Joint Health and Safety Committee (South)**C. Weidner reported that UofT committed to a system for Chemical Inventory and the Faculty of Arts and Sciences students could help to do the inventory in the summer. C. Weidner also stated that for chemical disposal, contact 8-7000. M. Williams suggested designating a PI for the chemicals stored in S. Sivanandam’s lab, identifying the PI’s and then sending out an email request for volunteers to come in and scan all the chemicals. C. Weidner would follow up with M. Williams.
2. **Inspection Report, Plan and Assignment**M. Williams reported that inspection has been conducted in Dec 2018 for MP and March 2019 for AB by M. Williams, S. Milisa and A. Wasney
3. **Training and Certification**A. Wasney recently received her certification for JHSC and M. Williams would check if he meets the requirements and has the appropriate training. C. Weidner would look into and discuss attendance at the main HSC meeting and upcoming changes to the certification process. A. Wasney sent the email reminder for Accessibility as well as Health & Safety Training. A. Wasney would send again in September for new arrivals.
4. **Other Business**S. Sivanandam reported that a smoking (marijuana) incident in one of the first floor all gender washrooms. C. Weidner would forward the FAQ link about the UofT Anti-Smoking Guidelines to A. Wasney for distribution. C. Weidner informed the Committee there is “No Smoking” within 9 meters of any entrance and UofT perimeter. People should contact Campus Police if problems continue as this might be a health and safety issue.
S. Sivanandam reported that he would be developing a policy for the mini machine shop (AB73C) in the next couple of months regarding accessibility and training for students using the equipment. Also, the machine shop would be re-keyed and a list of maintenance procedures would be developed. Saugata Dutt is to ensure the shop be in order. A. Chow and S. Sivanandam would discuss the best way to secure the shop.
A. Wasney reported replacement of broken chairs for students and N. Winsor would report on any broken chairs and future requirements.
A. Wasney reported tile replacement in the MP building and issues with the elevators stuck on floors. The problem has been reported to the Manager of Elevator Services.
C. Weidner reported an incident at the Physics building; Kimberley Strong collected Dome pieces that had fallen off and scattered on the ground and then reported the situation. C. Weidner stated that repairs and/or replacements requests have to meet with Facilities approval.
5. **Next Meeting**I. Small would coordinate the next meeting once C. Weidner follow-ups on whether the Committee will meet in three or six months.
6. **Meeting adjourned at 11:40am**