

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

**HELD ON OCTOBER 30, 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, Mike Williams, Christine Weidner, Alys Obertas, Ashley Stock, Irene Tang, Ingrid Small

**ABSENT:** Stipe Milisa and Suresh Sivanandam with regrets.

- 1. Approval of Agenda:** Approved.
- 2. Introduction of New Members/Attendees:** Alys Obertas, Ashley Stock
- 3. Approval of Minutes of Meeting April 1, 2019:** Minutes approved
- 4. Business Arising from Previous Meeting**
  - For Item 4: I. Tang would follow up on the JHSC website and Bulletin Board and she would give access to the Chair, Co-Chair and M. Williams. M. Williams would follow up on chemical inventory.
  - For Item 7: A. Wasney confirmed that the email reminders for Accessibility as well as Health & Safety Training were sent in September.
  - For Item 8: C. Weidner confirmed that she has forwarded FAQ link about the UofT Anti-Smoking Guidelines to A. Wasney for distribution. A. Chow, on behalf of S. Sivanandam, confirmed that the lock to the Machine Shop has been re-keyed and only those certified will be given new keys to access the Machine Shop. S. Dutt was cleaning up the machine shop and an email would be sent out by S. Sivanandam about the use and safety measures required.
- 5. Report from Joint Health and Safety Committee (South)**

pending. Weidner has circulated the JHSC June minutes on Oct 29, 2019.
- 6. Inspection Report, Plan and Assignment**

M. Williams reported that an inspection would be conducted in December for the AB building by A. Wasney, M. Williams and S. Milisa
- 7. Building Security/Safety**

A. Wasney reported that due to safety concerns, the building has been audited by the Campus Police and security mirrors have been added in several locations within the building. Salto locks would be installed via a fob system, initially six doors in total for the Astronomy Building. These would include corridor doors on the second floor, first floor and basement but the Russell Street part of the basement would be left open for access to the

washrooms in the basement. These doors would be locked outside office hours. Visitor's Fobs would be assigned and it was noted that the Russell Street and St. George Street entrances were opened from 7:00am to 6:00pm unless there were classes in Cody Hall or AB114 and the Russell Street entrances would be opened during those period.. A. Chow reported that she would be discussing with S. Sivanandam to install the similar system in AB73B and AB73C - Machine Shop.

## **8. Training and Certification**

C. Weidner outlined the changes to the certification process. If certification was prior to 2015, refresher training would not be required but after that date the refresher training would be required after 3 years. C. Weidner suggested a refresher course was worth taking and that two certified members were required on the HSC; one worker and one management.

## **9. Safety**

A. Wasney reported that a safety session by the Community Safety Office had been conducted in August. She also sent out the information on the De-escalating Potentially Violent Situations Workshop. C. Weidner suggested contacting Caroline Rabbat regarding conducting a mental health workshop for our Department.

## **10. Other Business**

A. Stock reported that there were broken tiles on the balcony of the 15<sup>th</sup> floor of MP building. M. Williams informed the Committee that the tiles had been broken previously and repaired but he was aware that a block of cement was dropped on the balcony recently and damaged the tiles again. C. Weidner suggested reporting the issue to Sheela Manek. [smanek@physics.utoronto.ca](mailto:smanek@physics.utoronto.ca) at Physics or contacting Maintenance at 8-3000.

A. Obertas reported that in Cody Hall and the rooms along that corridor, especially AB113, were really cold last winter. C. Weidner suggested building management be notified but A. Chow reported that this has been an on-going problem with the building with numerous calls to 8-3000, service requests and on-site visits by the building engineer and Facilities workers to look at the issue. A. Wasney stated that space heaters would be provided to alleviate the problem for this winter season as a short-term solution if needed.

C. Weidner reported that a new Post-It-Note pad for service calls has been provided to track persistent issues called in but it appears there was a reluctance to use the new pads. C. Weidner would send a copy of the Post-It-Note pad to the Committee.

A. Obertas reported that a Wet-VAC has been left in AB111 for some time and requested to be removed.

A. Obertas reported that she had called Facilities and Services multiple times about snow clearance on sidewalk and ramps last winter. She commented that the university needed to improve snow removal for access to buildings during inclement weather.

## **11. Next Meeting**

I. Small will schedule the next meeting before the end of April 2020.

## **12. Meeting adjourned at 11:45am**