

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

**HELD ON MARCH 28, 2017, 10:00A.M. – 11:00A.M., CONFERENCE ROOM AB101-H**

*Minutes respectfully submitted by Alice Chow, Recording Secretary*

**ATTENDANCE:** Angela Choi, Alice Chow, Natalie Price-Jones, Rob Figueiredo, Suresh Sivanandam, Mike Williams, and Hugh Zhao

**ABSENT:** Dae-Sik Moon and Christine Weidner with regrets

1. **Approval of Agenda:** Approved. An additional agenda item: Business arising from previous meeting was added as Item 3.
2. **Approval of Minutes of Meeting September 26, 2016:** H. Zhao proposed to adopt the minutes and A. Choi seconded.
3. **Business arising from previous meeting:** Item 3: M. Williams mentioned that Caroline Rabbatt could provide a half-hour or two-hour presentations. H. Zhao asked if such presentation should be arranged for the HSC. All agreed that it would be good to have one overview presentation for everyone in the Astronomy community but not only for HSC. The committee also discussed if a training session on sexual harassment should be arranged for the HSC. All agreed that HSC would be the committee which was likely to receive Disclosures or Reports and so it would be great to have such training session arranged. In this connection, A. Chow would circulate the presentation slides of the DiversiTea on March 1st: Presentation on UofT sexual harassment policy. H. Zhao would then contact Caroline Rabbatt to coordinate both overview presentation and sexual harassment training. HSC would also add the contact information of reporting sexual harassment incidents on the websites.  
Item 5: N. Price-Jones confirmed that she has reminded the graduate students during the GASA meeting to complete the online Basic Occupational Health & Safety Awareness Training. In addition, H. Zhao asked if there would be safety procedures provided to the students who attend the upcoming Dunlap Summer School. A. Chow said general health and safety information would be provided at the beginning of the school. For labs, Sivanandam reported that there would be a briefing on safety before every lab session. H. Zhao suggested informing where the first aid kits were located and S. Sivanandam agreed and suggested having a first aid kit in each lab/classroom during the DSS. S. Sivanandam would convey these suggestions to the DSS organizing committee.  
Item 6 on new recommendation on structure of committee, M. Williams said there was no update on this matter.
4. **Report from Joint Health and Safety Committee (South) (M. Williams):** M. William reported that the previous meeting was very short and there was nothing to report.

5. **Inspection Report, Plan and Assignment (A. Choi, M. Williams, R. Figueiredo):** M. Williams reported that there was a plan to inspect the week before but it has been postponed to this week due to some schedule conflicts. All areas would be inspected by next meeting.
6. **Annual Fire Prevention Inspection (A. Choi):** A. Choi reported that the University Fire Prevention Office has recently conducted a random inspection in AB. The report has requested us to fix two irregularities. Firstly, the wooden pallets outside AB60 have to be removed. A. Choi found that the wooden pallets belonged to K. Vanderlinde's lab. A. Choi has advised Nolan Denman to leave the wooden pallets by the garbage bins and put a note that those were garbage. The caretaker would then get rid of them. The second item was that there were table and chairs outside AB105. A. Choi has emailed everybody reminding them that furniture should not be moved out of the offices or classrooms. H. Zhao has helped move those table and chairs back to the original places. A. Choi would include the fire prevention message when she sends out the security message in Sept/Oct.
7. **Training and Certification (H. Zhao):** H. Zhao reported that he has forwarded the email on USW JHSC Part 1 training and recommended members to take the certification courses. For the part 1 training, USW would be responsible for the workers while the University Health and Safety department would be responsible for the management staff. For part 2, UHS would cover both. He also reported that the first aid training course was available. He and N. Denman have attended the first aid training 3 years ago and they were required to be recertified again. It would be one-day training and H. Zhao invited interested members to attend. H. Zhao would also circulate the message to everyone in DAA and Dunlap to see if anyone would like to be certified.
8. **Other Business:**

H. Zhao found that the fire prevention signs in the building only showed the internal phone number 8-XXXX which students, especially undergraduates did not know what the number referred to. He thought those numbers should be updated and provided with the full 10-digit phone numbers. M. Williams would contact C. Weidner regarding this matter. H. Zhao would also update the contact numbers on the HSC bulletin boards.

H. Zhao reported that there was a truck which generated a lot of noise months ago and J. Percy reported the incident to the university. They admitted that there was something wrong with the truck.
9. **Next Meeting:** The next meeting will be held in September 2017.
10. **Meeting adjourned at 10:53**