

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

HELD ON MARCH 12, 2018, 11A.M. – 12:00P.M., CONFERENCE ROOM AB101-H

Minutes respectfully submitted by Carol Gordon, Recording Secretary

ATTENDANCE: Dae-Sik Moon, Suresh Sivanandam, Mike Williams, Nathan Winsor and Hugh Zhao

ABSENT: Angela Choi, Alice Chow, Christine Weidner with regrets

1. **Approval of Agenda:** Approved. H. Zhao thanked C. Gordon for taking the minutes on behalf of A. Chow.
2. **Approval of Minutes of Meeting September 25, 2017:** Minutes approved.
3. **Business arising from minutes of previous meeting:** For Item 5: H. Zhao asked if C. Weidner had completed the inspection of the laboratories. M. Williams confirmed she had and that it was a university inspection not the HSC's. C. Weidner would make recommendations via email and then it is up to the various supervisors to come up with a plan to deal with the issues. S. Sivanandam mentioned the eyewash issue in his lab which was remedied.
For Item 6: H. Zhao inquired, from the meeting of September 25th E. Deibert was to ask if any graduate students would be interested in being certified and to list those who have already been certified in first aid on the first aider list. N. Winsor did not know if E. Deibert had done that or not. There had been no response yet from her. H. Zhao said he would circulate an email to the department to identify all certified first aiders and to update the list on the web.
For Item 7: H. Zhao raised the question, from the September 25th meeting regarding A. Choi's concern that there was still no way to check who had not completed **Online Basic Occupational Health & Safety Awareness Training**. A. Choi requested C. Weidner to send another report to the department and Dunlap Institute, to A. Choi and A. Chow, such that they could follow up with those who have not completed the training. Since A. Choi was not at the meeting, H. Zhao said they would defer this item to the next meeting.
4. **Report from Joint Health and Safety Committee (South) (M. Williams):** M. Williams did not have anything to report as the meeting of JHSC South was not taking place until the next day, March 13, 2018. This report is to be deferred to the next meeting.
5. **Annual Fire Prevention Inspection (H. Zhao):** The inspectors reported in January 2018 that the exit door was blocked in room AB88 and that all items had to be relocated away from the door. In addition, a portable table in the basement corridor by room AB88 had to be removed as this is an exiting corridor. C. Gordon confirmed that she had moved the table out of the corridor into AB83 and that two chairs had been moved away from the exit door in room AB88 on January 16, 2018, to comply with their requests.

- 6. Inspection Report, Plan and Assignment (M. Williams):** M. Williams reported that MP- 16th floor was inspected and a report would be sent to H. Zhao. From the inspection, it was identified that paint in the dome in the telescope room was peeling off and should be repainted. He would contact A. Choi to put in a service order to F & S to request the painting be done. H. Zhao asked if asbestos would be an issue regarding the repainting. M. Williams replied that asbestos was on the wall but not over on the dome. R. Figueiredo and M. Williams did the inspection. H. Zhao reported to the committee that R. Figueiredo was no longer with the department and Dunlap. A new inspection team member would join M. Williams, potentially, after the new hire of the IT Technologist.
- 7. Training and Certification (H. Zhao):** H Zhao circulated an email for JHSC training (part 1) to the committee members on Feb 1st, 2018. The training was on March 2 & 9. H. Zhao reported that he was not aware of anyone having taken part in the training. New JHSC certification requires the completion of both Part 1 & 2. M. Williams confirmed that he had done the full certification prior to the new requirement. For first aid training, H. Zhao would ask for certification updates and re-certification confirmation.
- 8. Online Sexual Violence Education and Prevention Training (H. Zhao):** H. Zhao circulated an email from EHSC regarding an "Action Plan on Preventing and Responding to Sexual Violence" enacted by the University of Toronto. Completion would be strongly encouraged and constitutes an important step toward creating a campus environment in which all members of the University community could study, work and live free from sexual violence. H. Zhao recommended committee members to complete the training. The committee agreed that H. Zhao should circulate an email to encourage the entire department to take the training. For more information follow this link: http://www.provost.utoronto.ca/committees/Working_Groups/SVactionplan.htm. After completion of the course, participants could send feedback to Christine Weidner (c.weidner@utoronto.ca), Health & Safety Officer, Faculty of Arts & Science.
- 9. Lunch and Learn: Critical Incidents, Safety and Health Awareness (H. Zhao):** Caroline Rabbatt, Director, Critical Incidents, Safety & Health Awareness at FAS was invited to the department on December 8, 2017 to discuss the following topics, at noon in the Astro lounge: the roles of the Director; critical incidents: definition and prevention, personal safety; identify/assist/refer mental health issues; policies /protocols that address issues/crisis. Five people attended. During the discussion, postdocs raised the question of supporting resources available to postdocs within the University. C. Rabbatt said she would have to look into the matter. S. Sivanandam asked for clarification and for the information to be sent to PDFs. H. Zhao reported that employee postdocs either belong to CUPE 3902 Unit 5 while training postdocs do not belong to any employee group. The former was covered by the collective agreement while the latter group's support was not clearly defined. H. Zhao researched various resources and received confirmation from the Director of the EHS Office that all PDFs are covered under the Employee & Family Assistance Program (EFAP). H. Zhao would send out an email to postdocs, faculty and staff on the findings in terms of supporting resources for postdocs.

10. Other Business: First Aid Stations: N. Winsor reported that the first aid kit in the Astro lounge needed to be topped up. M. Williams stated that those with first aid certification would be responsible for checking on the kits. H. Zhao would ask A. Choi to look into replenishing them. Employment Standards in Ontario: H. Zhao showed a new poster that was posted on the bulletin boards on the first and second floors, from the Ontario Ministry of Labour, with updated information on minimum wage etc. Accidents Reported: H. Zhao reported that M. Reid wrote last week that a female student was locked in the first washroom on the first floor. She had to call one of her peers for help to get out. A. Choi arranged to have F & S fix the faulty lock on the next day (Friday March 9). The second washroom on the first floor was reported to have a faulty sensor on the taps. F & S was notified and the problem was fixed.

11. Next Meeting: A. Chow will coordinate the next meeting to be held in late September/early October 2018

12. Meeting adjourned at 11:40am