Minutes of Meeting  
Joint Health and Safety Committee  
Leslie Dan Faculty of Pharmacy (LDFP)  
Tuesday, June 19 2018 @ 12:00 PM, Room PB 800

For Approval at Next JHSC Meeting

Present: Carolyn Cummins (M, Chair); Zarko Zlicic (W, Co-Chair), Monika Mis (W), Sam D’Alfonso (W), Chesarahmia Dojo Soeandy (W), Jeff Henderson (M), Ruth Carew (W), Nina Marelli (W), Donald Wong (W), Jack Uetrecht (M), Ayoob Ghalami (E), Paul Grootendorst (M), Irene Tang (E), Geoff Shirtliff-Hinds (E)

Regrets: Stephane Angers (E), Heather Boon (E), Jessy Balendra (W)

Absent: David Dubins (M)

Chairperson for this meeting: Zarko Zlicic (W, Chair)

W=Worker M=Management E=Ex officio

1. Approval of the minutes of March 6th 2018.
   Minutes were approved without changes.

2. Freezers and sensors
   D. Dubins sensor development is ongoing, requires PI contact info to input into the system. PIs are encouraged to contact Dr. Dubins if they would like a sensor installed.

3. Linoleum Mats
   a. March 28 2017: Zarko has priced out the cost of linoleum mats and has approval from C. Thomas (EHS)
   b. June 27 2017: This item has been currently put on hold due to a concern for a trip hazard.
   c. Mar 6 2018: CAO is still investigating alternatives.
   d. June 19 2018: Renovations need to happen first. There is no timeline at this time.

4. First Aiders
   a. We currently have two first aiders with up-to-date training: Ruth Carew and Heidi DeBond.
   b. Personnel can potentially cover two floors (one above or below their location), if required.

   Action item: Nina will look into the policy for recruitment and the required number of first aiders needed for the building.
5. Cold Room Storage & Organization
   a. Sept 2016: There was a cold room failure on 10th floor- after PIs were notified it was determined that 60-70% of items were unclaimed.
   b. Mar 28 2017: Zarko will give PIs a deadline to organize their items into bins. Remaining, unclaimed items on that date will be disposed.
   c. Mar 6 2018: Item 5b is currently put on hold due to lab moves.
   d. June 19 2018: Cold room storage for the 10th and 11th floors remain a concern and were addressed in item 9 below.

6. Falling Light Fixtures
   a. June 27 2017: Light fixtures need to be inspected for a risk of falling. Fixtures have fallen in areas overhead of lab benches and workspaces (Rooms 950, 1140). This will be addressed in a follow-up work order.
   b. September 27 2017: Building engineers are inspecting this and will file a report.
   c. June 19 2018: Nina has reported that central facilities and services will take on this project as part of the lighting renewal project to replace with LEDs. No timeline as of this date.

7. CUPE representatives on JHSC
   a. Monika Mis announced that this would be the final meeting for her and Chesa Dojo Soeandy as CUPE representatives to the JHSC. New CUPE representatives would be assigned in the fall. The committee acknowledged Monika for her key role over the years in assembling the meeting minutes.

8. New JHSC Manager from EHS
   a. Irene Tang has joined EHS. Roles include help with compliance, investigation, inspection, and to serve as a resource. Email: irn.tang@utoronto.ca

9. Common Room Area Concerns
   a. A concern was raised from a Faculty member that there was insufficient space to manoeuvre in the autoclave room on the 11th floor due to excessive storage of unused equipment.
   b. It was noted that this is a temporary situation and the equipment will be moved as soon as the renovations to the lab on the 12th floor are completed.
   c. Zarko consulted with fire safety and determined that egress around the instrument needed to be the width of the door. It currently meets this requirement.
   d. Another concern that we will be dealing with in the future regarding autoclave rooms was brought forth by Ayoob Ghalami. The University was recently cited for autoclave rooms because they are only CL1, however, they contain CL2 items. An exemption was made because CL2 items were sealed and would only be temporarily in the autoclave. This is with the understanding that no CL2 work can be done in this room.
   e. Common rooms are difficult to manage because there are multiple users. It is desirable from EH&S perspective to have one person designated as responsible for a common room. In order to do CL2 work in a common room (i.e., place a centrifuge in a cold room
or autoclave room) the room can be retro-fitted for this purpose and must be listed under a PI’s permit.
f. Jack Utrecht and Carolyn Cummins recognized the need to clean up the 10th floor and 11th floor cold rooms.
g. Zarko Zlicic reported that any costs associated with organization of the cold room (i.e., racks and bins for cold rooms) would be the responsibility of the PIs that use the room.
h. To address the above issue, Ayoob Ghalami recommended assigning a PI to each common room to take responsibility, delegate space for organization. This will considered on an as needed basis.

**Action item:** Carolyn and Jack will each coordinate clean up of the cold rooms on their respective floors.

10. Proper Disposal Procedures
   a. Bucket lists have been helpful and very few incidents have arisen.
   b. DH5α bacteria is now considered a genetically modified organism and requires autoclaving.

**Action item:** Zarko will send a reminder email to PIs on proper disposal procedures.

11. West Facing Windows on Lab Floors
   a. A concern was raised regarding the glass panels that line the railings of the building particularly on the upper floors.
   b. Last summer one of the panels on the 12th floor spontaneously shattered onto the 6th floor. Luckily no one was injured.
   c. It was agreed by the committee that the implementation of a prevention measure would be helpful to minimize the possibility of this occurring again.
   d. There was an informal investigation into the incident that suggested that repeated heat stress to the glass panel or improper installation may have contributed to this incident. The findings were inconclusive.
   e. Suggestions for solutions include blinds for the windows or a netting below the glass. There was no resolution at this time.

**Action item:** Bring this concern to the attention of the CAO’s office to see if blinds can/should be installed.

12. Next Meeting Time Dates
   a. Sept 18th, 2018  1pm
   b. Dec 4th, 2018  1pm
   c. Mar 5th, 2019  1pm
   d. June 11th, 2019  1pm

**Meeting adjourned at 1pm.**