Minutes of Meeting
Joint Health and Safety Committee
Leslie Dan Faculty of Pharmacy (LDFP)
Wednesday, 29 January 2014 @ 10:00 am, Room 1200

For Approval at Next JHSC Meeting

Present: Sam D’Alfonso (W), Chesa Dojo Soeandy (W), David Dubins (M), Paul Grootendorst (M), Jeffrey Henderson (M), Geoff Shirtliff-Hinds (M), Maya Latif (W), Titi Oridota (M), Donald Wong (W)

Absent: Heather Boon (E), Preethy Prasad (W), Ray Reilly (E)

Apologies: Carolyn Cummins (W), Lilita Delgado (W), Ayoob Ghalami (E), Peter O’Brien (M), Jack Uetrecht (M)

Chairperson for this meeting Zarko Zlicic (W)

W= Worker M= Management E= Ex officio

APPROVAL OF MINUTES

• The minutes of October 29, 2013 were approved by the Committee

• New Members:
  o Chesarahmia Dojo Soeandy (Graduate Student)
  o Paul Grootendorst (Faculty)
  o Maya Latif (Graduate Student)
  o Titi Oridota (Acting Chief Administrative Officer)

Action Item: Titi to recruit 1 or 2 more administrative staff members from the 4th and 5th floors.

Action Item: Donald to resume uploading JHSC Meeting Minutes on the Faculty website.

Action Item: Zarko to update Annual Inspection Forms to include Common Research Areas (Animal Rooms, Cold Rooms, etc.).

Action Item: Zarko and Titi will write instruction sheet for 9th floor Back-up Freezer including what can be placed in the freezer and emergency procedures if the lab freezers break down.

Action Item: Donald to confirm that Zarko’s list of Faculty First Aid reps is correct.

Action Item: Zarko to laminate Faculty First Aid rep list and post (David has a laminator).
Action Item: Joint Health and Safety Committee will meet 4 times annually

1. January
2. April
3. Late July
4. Early October

- Discussion of Institutional Biosafety Committee Meeting Dec. 12, 2013
  - The meeting was attended by Zarko
  - Biosafety Permits are now valid for longer periods:
    - Level 1 Permits – 2 years
    - Level 2 Permits – 3 years
    - EHS will request updates halfway through each term

- Fire Blanket requirements for laboratories at the University of Toronto
  - Fire Blankets are not a mandatory requirement in UofT labs
  - Purchasing a Fire Blanket is left to the discretion of the individual lab and would be purchased at the lab's expense.

- Standard Operating Procedure Updates:
  - Section 2: Solvents and Chemicals
  - Section 10: a newly added section on procedures for Mercury
  - The master document has also been updated.

Action Item: David will have the SOP updates signed off.
Action Item: Sam will post the updates on the Faculty website.

- Solvent Room reaching capacity and space will soon have to be made available by disposal of some of the contents.
Action Item: Zarko will follow-up

BUSINESS ARISING FROM MINUTES OF 29 OCTOBER 2013.

- We still need confirmation of waste disposal procedures from EHS, including a written list that can be posted.

- Autoclaves
Action Item: Zarko will post Malfunction Procedures on all Autoclaves

Next Meeting: TBA