

## Joint Health and Safety Committee Faculty of Engineering

### Minutes

Oct. 8, 2008

9:30am

JHE A114

<b>Management Member</b>	<b>Department</b>	<b>Attendance</b>
James Chen	ECE	Present
Mukesh Jain	Mechanical	Present
Doug Keller	Management Cert. Member	Regrets
Dmitri Malakhov	Materials	Present
Michael Tait	Civil	Present
Carm Vespi	Alumni	Absent
Michael Soltys	Computing and Software	Present
Prashant Mhaskar	Chemical Engineering	Present
Qiyin Fang	Engineering Physics	Regrets

<b>Worker Member</b>	<b>Department</b>	<b>Attendance</b>
Rob Lemmon	Materials	Present
Jean Norris	General Engineering	Present
Terry Greenlay	Electrical and Computing Engineering	Present
Justyna Derkach	Chemical	Present
Jim McLaren	Mechanical	Present
John Nakamura	Computing and Software	Present
Warren Reynolds	MMRI	Absent
Doris Stevanovic	CEDT	Present
Peter Jonasson	Engineering Physics	Present
Jim McLaren	Mechanical	Present
Anna Robertson	Civil	Absent
Kent Wheeler	Civil	Regrets

<b>Consultants</b>	<b>Department</b>	<b>Attendance</b>
Chris Hurley	EOHSS	Regrets
Lisa Morine	EOHSS	Present

ISSUES FOR CENTRAL TO ADDRESS	Action Items
<p>Dr. Mukesh Jain introduced himself as the new co-chair of the committee. He chaired the meeting.</p>	
<p><b>1) MINUTES</b></p>	
<p>There were no additions to the agenda and no comments or corrections to the Sept. 2008 minutes. The minutes were unanimously approved.</p>	
<p><b>2) BUSINESS ARISING</b></p>	
<p><b>i) Eyewash Stations</b></p> <p>Information has been received from all departments regarding the location of eye-wash stations. A new version of the floor plans will be made with this updated information. J. Nakamura pointed out that the location of the symbols on the floor plans indicate the presence of chemicals, eyewash stations, showers and/or combination units, and not necessarily the exact location of these in the room.</p> <p>It was noted that JHE-A105 and A106 each have 2 eye-wash/shower combos.</p> <p>There were several requests from two departments to get eye wash/shower stations installed.</p> <p>The question was asked as to who decides where eyewash/shower stations should be located. L. Morine from EOHSS answered that the decision should be a joint effort between the researchers requesting the eye-wash/shower station, EOHSS and the Faculty JHSC. Information on the location of existing eyewash/shower stations and requests for new combo stations will be submitted to Linda Coslovi, the business manager of the Faculty of Engineering.</p> <p>How does this information get from the business manager to EOHSS and to the Dean of Engineering?</p>	
<p><b>iii) Inspection Concerns</b></p> <p>D. Malakhov wanted to know how problems that get cited during an inspection get resolved. He gave the example of a low frequency noise coming from a large pipe in an office that disturbs the occupants. Facility Services had been contacted several times, but the issue was never resolved. Several people commented that getting EOHSS involved facilitates things. L. Morine agreed, and said that one possible</p>	<p>L. Morine to check noise situation and make a recommendation.</p>

<p>solution could be to put some baffling in to decrease the noise level.</p>	
<p><b>iv) Terms of Reference – changes to SOP reviews</b></p> <p>September is when the review of the Terms of Reference should take place. Currently there is nothing in our Terms of Reference that states anything about reviewing SOPs. L. Morine pointed out that there exists a revised RMM Standard Operating Procedures Program.</p> <p>All were in favour of changing our Terms of Reference to include an annual review of SOPs (section 4.1.3.).</p>	<p>J. Nakamura will add annual SOP review to our TOR.</p>
<p><b>v) Trip Hazard</b></p> <p>Someone asked if the trip hazard of a bent grate at the back entrance near JHE-135 had been fixed. A work order was put in with Facility Services, but the grate has not yet been fixed. L. Morine was asked to help out with this matter. This is another example where it would be helpful to get EOHSS involved to facilitate things. It was pointed out that when putting in an on-line work order, one can change the “work required by date”, to be sooner, if a potential health and safety hazard exists.</p>	<p>L. Morine to facilitate getting the grate fixed.</p>
<p><b>3) NEW BUSINESS</b></p>	
<p><b>i) Fire extinguishers</b></p> <p>P. Jonasson pointed out that there is a section on workplace inspection sheets to check if fire extinguishers are tagged and easily accessible. He pointed out that while doing inspections, he came across a lot of holders mounted on the wall for fire extinguishers that were empty. Who decides if a fire extinguisher is needed in a particular lab or area?</p>	<p>P. Jonasson to give L. Morine a list of the locations of missing fire extinguishers.</p>
<p><b>ii) Emergency Evacuation</b></p> <p>P. Jonasson asked if an evacuation plan or map should be posted on doors. L. Morine said that an evacuation plan is being developed – a summer student has been hired to assist in this. This type of information should also be covered as part of an orientation program.</p>	
<p><b>iii) Labelling on Fire Extinguishers</b></p> <p>D. Malakhov brought in a fire extinguisher from out in the hall to show that he did not think that fire extinguishers were “user friendly”. He pointed out that signage on extinguishers had changed over the past year from a pictorial version, to one indicating ABC. He wondered as an example, if a student needing to use a fire extinguisher would know if this was the proper extinguisher to use and what to do with it. L. Morine replied that under Workwell, all students and employees are required to take fire safety training. Fire safety information should also</p>	<p>L. Morine and EOHSS to address the problem presented about labelling on fire extinguishers.</p>

be communicated during departmental orientation sessions or by the supervisor. Dmitri suggested that a simple label or visual sign be attached for ease of comprehension. A motion was passed to ask L. Morine to address these concerns.

**4) INCIDENT REPORTS**

**i)** There was an incident report from Engineering Physics where a student thought they had spilled a drop of hydrochloric acid on their wrist. The student had been handed the glass ware after it had been rinsed twice in water. Although the student was wearing all the proper PPE, their wrist was exposed because their gloves and lab coat sleeves were not long enough.

P. Jonasson to get longer sleeved gloves for lab.

**ii)** A grad student reported a cut to the hand while cleaning a machine. The supervisor instructed the student to remove the cutting tool prior to cleaning the machine.

**iii)** An employee reported having pain in their fingers and hands from doing excessive typing. EOHSS has done an ergonomic assessment and recommendations were made.

**5) SAFETY REPORTS**

Area	Report submitted
CAS	No
Chemical Engineering	Yes
Civil Engineering	No
ECE	No
Engineering Physics & CEDT	Yes
General Engineering	No
Materials Science & Engineering	PDF file
Mechanical Engineering	Yes
MMRI	No

Chemical Engineering inspected storage areas, corridors and stairwells and two labs. In one lab, they could not easily locate the chemical spill kit. Emergency info needs updating and WHMIS labels were missing.

Engineering Physics reported that emergency info and door signage need to be updated in several labs. Labels and goggles were missing from some laboratories with class 3b lasers.

ECE has a new representative and some organization of inspections and reports needs to be done.

<p><b>6) CENTRAL COMMITTEE MINUTES</b></p>	
<p>There still seems to be a problem receiving the minutes and campus wide incident reports. Minutes from June, July and August have not been posted on LearnLink. The last sets of campus incident reports posted are from April 2008. It was noted that the Central minutes from August have not been approved because of a lack of quorum.</p>	
<p><b>7) WORKWELL</b></p>	
<p>L. Morine said that a higher benchmark has been set by the whole process. The university is committed to having a strong Health and Safety program.</p> <p>D. Malakhov asked L. Morine if there were any deficiencies or what needed to be improved. She stated that EOHSS were happy with the present situation.</p> <p>Workwell will be dropped from our future agendas.</p>	
<p><b>8) OTHER BUSINESS</b></p>	
<p><b>i) Flood on first floor</b></p> <p>M. Jain asked if there were any concerns as a result of the water flood on the first floor of the Engineering Annex building. There were none.</p> <p>The flood was caused by a broken water valve on a toilet in the men's washroom. Knee high water had accumulated in the washroom. This then spread to many other rooms and labs. No significant damage occurred. The spill was cleaned up efficiently, dryers and deodorizers were used; wet drywall was removed.</p>	
<p><b>ii) Very Hot Tap Water</b></p> <p>P. Jonasson pointed out that the hot water in the Engineering Annex building came out of the tap at 90 °C. He placed warning signs by the sinks and put in a work order to have the temperature lowered, as it poses a potential hazard.</p>	
<p><b>9) RESTRUCTURING</b></p>	
<p>There were several room listings that needed to be changed and posted on LearnLink.</p> <p>BSB-B 204E is a custodial room and does not belong to Engineering Physics. BSB-B207D also has a new, unidentified owner.</p>	

The meeting was adjourned at 10:30am.

**NEXT MEETING: Wednesday, November 12, 2008 at 9:30am in JHE A114.**

**PLEASE NOTE:**

If you cannot attend this meeting please send regrets to Lindsay DeVuyst at [engfac@mcmaster.ca](mailto:engfac@mcmaster.ca)