

Joint Health and Safety Committee Faculty of Engineering

Minutes

December 10, 2008

9:30am

JHE A114

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

Worker Member	Department	Attendance
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	Regrets
Doris Stevanovic	CEDT	Present
Peter Jonasson	Engineering Physics	Present
Anna Robertson	Civil	Present
Kent Wheeler	Civil	Present
Frances Lasowski	CUPE	Present

Consultants	Department	Attendance
Chris Hurley	EOHSS	Present

ISSUES FOR CENTRAL TO ADDRESS

Action Items

1. Minutes

Corrections to November's minutes were submitted and the minutes were changed. All were in favour, and the minutes were approved.	November's final minutes were sent to EOHSS on December 17 th , 2008
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2. Business Arising

<p>a) Eye Wash Stations</p> <p>Updates were submitted to J. Nakamura and some changes were made. J. Nakamura will finish updating all of the listings and submit to L. Coslovi.</p>	
<p>b) Summary Inspection Lists</p> <p>Some departments have still not submitted their inspection summary lists. Please ensure that this is done as soon as possible.</p>	L. DeVuyt to submit listing of all outstanding inspection lists to C. Hurley.
<p>c) Bent Grate</p> <p>J. Nakamura called Facility Services and they said that the grate is still a work in progress. R. Lemmon stated that he saw someone fixing it, and it's his assumption that it has now been fixed. J. Nakamura will follow up to ensure that it has been complete.</p>	
<p>d) Fire Extinguishers - Labelling</p> <p>C. Hurley spoke to Facility Services and their response was that they were not prepared to make any adjustments to the fire extinguishers as they were up to code. They also said that people need to take time to familiarize themselves where the fire extinguishers are.</p> <p>A. Robertson stated that this was just assuming that staff were the only ones that would use the extinguishers. What about the students?</p> <p>C. Hurley confirmed that first year students are trained in their course, as well as TA's take fire safety training.</p> <p>D. Malakhov stated that it is just "safer" to have them properly labelled.</p>	C. Hurley to create sign to post beside fire extinguishers that are not properly labelled.

A. Robertson suggested putting a sign on the wall next to the fire extinguishers, and the committee thought that this was a great idea.

C. Hurley offered to draft up sign for us to use.

e) JHE Evacuation

R. Lodewyks contacted M. Jain as he still had some concern about the list of contacts that Security has on file for in case of an evacuation. He wanted to know what can be done to ensure that Security actually updated this information. He had said that an updated list was sent to Security, but their information was not correct indicating that they had not updated their listing.

D. Keller stated that all he does is sends a spreadsheet to security and he receives a confirmation email stating that they had indeed received the file. He stated that it's the department's responsibility to ensure that a listing is sent to Security, and he does not think that it's appropriate for the committee to check on Security to make sure that they are doing their jobs.

C. Hurley called Security to ask whether or not there was a specific format in which the contact information should be sent to Security. Security stated that there is a link on their website and that this form should be used when submitting contact information. C. Hurley stated that he will take a look at the form to see if there are any changes that could be made to the form and get back to us on this issue at the next meeting.

3. New Business

<p>a) Designated Substance – Lead Shield</p> <p>A designated substance for a lead shield was posted on Learnlink by Mechanical Engineering. D. Stevanovic made a few comments and changes. J. McLaren stated that there is an even more recent version that will be posted on Learnlink after the meeting. If you have any comments or suggestions, please post them on Learnlink.</p>	Committee to review lead shield designated substance and post comments on Learnlink.
<p>b) Inspection Sheets</p> <p>J. Nakamura made a new version of the inspection sheets, but has not heard anything from L. Morine as to whether or not these inspections sheets are acceptable to use. He will post on the Engineering health and safety website, and if necessary can take them off if they aren't acceptable for use.</p>	

4. Incident Reports

<p>Two people were driving in the fireball van on highway 88, when poor weather conditions caused the van to go off the road. There were no injuries.</p> <p>A student in MMRI cut his left index finger on a saw. He was wearing gloves, and was trying to remove cuttings while the cut was still in progress. He was informed of the proper safety cutting techniques and went to Emergency for stitches.</p> <p>Two students from Civil Engineering were working on a table saw in ADL. They were cutting plywood, and noticed that the blade was dull. The wood jammed and when the jam was cleared they noticed smoke coming out of the dust collector. The power was disconnected and they called for help, as there was a small fire in the dust bag. There were no injuries. They determined that the cause of the fire could have been started by a heat build up, or perhaps the saw cut into a nail in the piece of wood causing a spark. In order to prevent this from happening in the future, they indicated that they would replace the saw blades, empty the dust bags regularly and recharge all fire extinguishers.</p> <p>A student in Mechanical Engineering crushed his right finger while spinning a turbine model outside of the lab and was sent to Emergency for treatment. The turbine model has been moved to a different area to</p>	
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prevent students from touching it.

A student from Civil Engineering was removing a steel beam from a concrete wall while using an 18” pry bar. The pry bar slipped and hit his chest causing a bruise. In the future it was recommended that he use a longer pry bar and less effort to reduce the chance of the bar slipping and causing injury.

P. Jonasson asked what should be done if you hear about an incident through “electronic means” such as Facebook that should have clearly been reported.

C. Hurley stated that if you hear of something through Facebook, then it is public knowledge. His suggestion would be to talk to the person’s supervisor of the area to follow up. It is an opportunity to prevent future injury, so something should be either said to the individual about the incident or something should be said to their supervisor.

5. Safety Reports

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

Physics reported some housekeeping issues as well as some bottles not labeled properly.

Chemical Engineering reported that there were two labs that did not have chemical spill kits and could not locate their MSDS binder.

6. Central Committee Minutes

All up-to-date minutes have been posted on Learnlink. There were no comments.

7. Other Business

a) CUPE Membership

In a previous meeting the committee came to an agreement about adding two employees of CUPE to the health and safety committee. One TA was appointed to sit on the committee and she will be participating in the inspections as well as providing feed back.

C. Hurley stated that it should be added to the Terms of Reference about the two additional seats on the committee.

8. Re-structuring

C. Hurley stated that he does have a new set of floor plans that he will be forwarding on. Engineering will be losing CRL in the future, so it's something that will eventually come off of the inspection lists.

The meeting was adjourned at 10:38am

NEXT MEETING: Wednesday, January 14, 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