

# Joint Health and Safety Committee Faculty of Engineering

## Minutes

January 14, 2009

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	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	Absent

<b>Worker Member</b>	<b>Department</b>	<b>Attendance</b>
Rob Lemmon	Materials	Present
Jeanne 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	Regrets
Anna Robertson	Civil	Present
Kent Wheeler	Civil	Absent
Frances Lasowski	CUPE	Absent

<b>Consultants</b>	<b>Department</b>	<b>Attendance</b>
Sheila Rieth	EOHSS	Present

## ISSUES FOR CENTRAL TO ADDRESS

## Action Items

### 1. Minutes

Corrections to December's minutes were submitted and the minutes were changed. All were in favour, and the minutes were approved.	December's final minutes were sent to EOHSS on January 16, 2009
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### 2. Business Arising

<p>a) Summary Inspection Lists</p> <p>L. DeVuyst sent a list of outstanding inspection summary sheets to C. Hurley. C. Hurley will follow up with the departments to ensure that all have submitted these.</p>	
<p>b) Fire Extinguisher – Info Sign</p> <p>C. Hurley drafted up a sign to place beside the fire extinguishers which was presented by S. Rieth. Any changes or suggestions were welcomed, and if all were happy C. Hurley would send around a new template.</p>	
<p>c) Bent Grate - Done</p> <p>J. Nakamura followed up with this and it has been completed.</p>	
<p>d) Designated Substance: Lead</p> <p>Mechanical Engineering posted a designated substance assessment on Learnlink and wanted to know if there were anymore comments or suggestions. D. Stevanovic and J. Derkach had suggested changes and will forward to J. McLaren so that he can make the appropriate changes to the document and repost on Learnlink.</p>	D. Stevanovic, J. Derkach to forward suggestions to j. McLaren.
<p>e) Inspection Sheets</p> <p>J. Nakamura posted new templates for the inspection sheets on the website and is still waiting to hear back from EOHSS as to whether or not these are acceptable to use.</p> <p>S. Rieth indicated that EOHSS is trying to get consistency with all</p>	

inspection sheets, and mentioned that if there are certain areas on the sheets that don't pertain to the specific area, then it's acceptable for the inspector to just cross out that item.

D. Stevanovic asked whether signatures were required from a senior official on the inspection sheets, as currently they are not being signed by anyone other than the inspectors.

S. Rieth then asked how each area was ensuring that work orders submitted to Facility Services were actually getting completed.

D. Malakhov stated that in Materials Engineering there is a listing that is monitored by the department Administrator and the items on the list are followed up with. After the work orders have been completed, the items are then removed from the list.

J. McLaren said that this is what they also do in Mechanical Engineering.

D. Malakhov stated that he thinks the inspection forms are fine and if they work then there is no need to fix them.

### 3. New Business

<p>a) <b>Outstanding Work Order – TA Building</b></p> <p>D. Stevanovic mentioned that she had submitted a work order for the Tandem Accelerator Building a while back with a request to have the water checked as it was yellow. This has yet to be looked into and she has followed up with phone calls and has sent emails. One concern of the department was that a student recently became ill, and was questioning whether or not this had anything to do with the water in the building.</p> <p>S. Rieth stated that she will look into this matter and get back to the committee.</p>	<p>S. Rieth to look into resolving this outstanding work order with Facility Services.</p>
<p>b) <b>Grate – In front of Engineering Building</b></p> <p>D. Stevanovic also stated that there was a grate that was damaged out in front of the JHE Building that could have possibly been caused by the snow plow. A work order was submitted to Facility Services as this is a trip hazard. She also indicated that the integrity of this grate should also be checked as well.</p>	
<p>c) <b>Laser Safety Officer</b></p> <p>On behalf of Q. Fang, D. Stevanovic was inquiring about if EOHSS had plans to get a laser safety officer, as currently there is no one trained in this area. S. Rieth stated that they are working on this.</p>	

### 4. Incident Reports

<p>A graduate student in Mechanical Engineering reported that he cut his finger on a saw blade while working in the project lab. Student stated that the machine was in fact guarded, but it was not in the correct place. First Aid was administered to the cut, and the student indicated that in the future he will ensure that the guard be moved to the correct place before using the saw.</p> <p>A technician in Mechanical Engineering was using a small arbour press when he went to move a shaft and the shaft flew down and hit him on the top of his head. He suffered a small cut to his head and no time was lost. It was stated that this accident was caused by an incorrect stance while using the press, and in the future he will ensure that he is standing in the appropriate area to prevent any future head injuries.</p>	
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## 5. Safety Reports

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

Engineering Physics reported some housekeeping issues and some frayed electrical cords that need to be replaced.

Chemical Engineering reported no major issues.

Mechanical Engineering inspected 5 rooms and only had a few minor housekeeping issues.

CAS inspected hallways and stairwells and only reported some burnt out light bulbs.

All reports were submitted to L. DeVuyst for filing in the Dean's office.

## 6. Central Committee Minutes

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

### a) First Aiders

D. Stevanovic stated that during her inspections she noted that some individuals did not know where the closest first aid station was or who the certified first aider was in their area.

D. Malakhov stated that there is a listing of all locations of first aid kits posted on the EOHSS website.

S. Rieth acknowledged that all individuals might not know where the closest first aid kit is, but if it's an emergency than the common practice for them is to dial 88.

## 8. Re-structuring

Nothing new to report.

The meeting was adjourned at 10:16am

**NEXT MEETING: Wednesday, February 11, 2009 at 9:30am in JHE A114.**

**PLEASE NOTE:** If you cannot attend this meeting please send regrets to Gabriela Rivas at

[engfac@mcmaster.ca](mailto:engfac@mcmaster.ca)