

**McMaster University
Faculty of Engineering
Joint Health and Safety Committee Minutes**

Wednesday, April 14th, 2010
9:30 a.m. - 12:00 p.m.
JHE A114

Management Member	Department	Attendance
Mukesh Jain (Co-Chair)	Mechanical	Present
Prashant Mhaskar	Chemical Engineering	Regrets
Yiping Guo	Civil	Absent
James Chen	ECE	Present
Qiyin Fang	Engineering Physics	Absent
Doug Keller (Certified Member)	Management Cert. Member	Regrets
Marek Niewczas	Materials Science	Absent
Carm Vespi	Alumni	Absent
Barb Eftekhari	BTech	Regrets
Robert Fleisig	Engineering I	Absent
Vladimir Mahalec	SEP	Absent

Worker Member	Department	Attendance
John Nakamura (Co-Chair)	Computing and Software	Present
Doris Stevanovic	CEDT	Present
Justyna Derkach (Certified Member)	Chemical	Present
Anna Robertson	Civil	Regrets
Kent Wheeler	Civil	Present
Terry Greenlay	Electrical & Computing Engineering	Present
Peter Jonasson	Engineering Physics	Absent
Jeanne Norris	General Engineering	Regrets
Rob Lemmon	Materials	Present
Jim McLaren	Mechanical	Present
Elizabeth Takacs	MMRI	Present
Michelle LePalud	CUPE	Present
Manessh Khanna	MMRI	Present

Consultants	Department	Attendance
Sheila Rieth	EOHSS	Present

Guests	Department	Attendance
Kate Whalen	Sustainability Office	Present
Cathy Kelly	Custodial Services	Present

ISSUES FOR CENTRAL TO ADDRESS	Action Items
No comments.	

1. Minutes

<p>Minutes Approval:</p> <p>Dr. Mukesh Jain, Management Co-Chair: _____</p> <p>John Nakamura, Worker Co-Chair: _____</p>	<p>Approved February 2010 minutes were submitted to EOHSS on April 14th, 2010.</p>
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2. Business Arising

<p>ETB Safety Team Update: No update has been received by N Clark on worker candidates who would like to represent ETB. M Jain said that he will make another attempt and have N Clark send out another e-mail. As a suggestion, graduate students were mentioned as possible candidates, but S Reith declined the suggestion and said that she would follow up with N Clark and get back to the committee on the outcome. M Jain requested that at the meantime current committee members volunteer to inspect operational labs in ETB. He welcomed volunteers to send him an e-mail. He mentioned that J Nakamura would provide an updated ETB floor plan.</p> <p>Inspections in ETB: J Nakamura pointed out that there is an updated inspection room spreadsheet in the members' website. He distributed a copy of the list to each department member and requested for everyone to make note of any corrections for next meeting. J Nakamura also agreed that volunteers would be needed to inspect ETB rooms as there are 267 rooms to inspect and also rooms belonging to General Engineering. He noted few questionable rooms in the inspection list and asked to whom rooms JHE 327/A & JHE 327A belonged to. Room JHE 327/A belongs to Engineering Physics Dr. Luxat (his office.) JHE 327A belongs to Civil Engineering and is storage space.</p> <p>Mechanical Engineering Dr. G Bone's SOPs: CRS F3 Robot Arm PUMA 560 Robot Arm PUMA 762 Robot Arm All three SOP's will be posted on the member's website. The SOP's were created in 2004/2005, but might not have been reviewed by</p>	
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<p>JHSC- the review date is missing in all SOP's. All three SOP's will be reviewed/discussed in May's meeting and will be given a review date. M Jain asked if previous SOP's are available on the JHSC member's site. J Nakamura replied that only SOP's created in 2005 and forward were posted on LearnLink and now posted on the member's webpage. Any SOP's older than 2005 would have been kept by its creator and not available to the committee. J Nakamura mentioned that few privacy issues have been raised in the past about posting SOP's online. J Nakamura asked for any old SOP's to be forwarded to him and he will post them online. S Reith suggested that older SOP's be reviewed and that a current review date be noted on the SOP and that it be initialed. She went on to say that the Ministry of Labour makes sure to see that SOP's are being reviewed periodically.</p>	
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3. New Business

<p>Recycling – K Whalen & C Kelly:</p> <p>IT Disposal - K Whalen discussed IT disposal which can be done through “transfer stations.” She mentioned that there is one in Dundas. Other locations can be found on the City of Hamilton website. K Whalen announced that on April 22nd McMaster will be hosting its semi-annual IT Collection, Reuse and Recycle event between 9am and 3pm. She also mentioned that for free of charge UTS can be contacted to decommission computers and clear data and that Facility Services can be contact to arrange pickup. After this event, any pickup arrangement through Facility Services would require payment. The next semi-annual IT Collection, Reuse & Recycle event will be taking place on October 2010.</p> <p>Waste in offices – K Whalen pointed out that C Kelly (Custodial Services Manager) is going through each floor (of every building) indicating where waste bins should be located. The Fire Department will be approving the locations and bins will be provided as per funding.</p> <p>Disposal of solutions (brown) bottles and the concern combining of recyclables - C Kelly made the committee aware that brown bottles need to be defaced/marked out with marker so that Custodial Services know that it can be disposed. She also asked for the bottle cap to be taken off to indicate that the bottle has been put in a fume hood. The question was raised as to why any glass bottles is not being recycled by McMaster University if the City of Hamilton does and the reason is that it is not feasible for the vendors of the product to take the product back for recycling. The cost of recycling the bottles is not cost effective. S Reith suggested that K Whalen could possible look into</p>	
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<p>this issue with the current supplier(s).</p>	
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4. Incident Reports

<p>JHE 311 – A graduate student hit her head on one of the study desk panels. Corrective Measure: An assessment of the room layout will be undertaken to look at traffic flow. If deemed appropriate soft bumper material may be affixed to the corner of the carol.</p> <p>JHE B106 – A Technical Coordinator reported as steam that has been leaking from a pipe for at least a year. The incident was reported to Facility Services. The escaping steam is tearing away the insulation (possible asbestos) and dispersing the insulation as particulate into the air. The stream of steam is currently visible as a 2-3 meter jet. Corrective Measure: Facility Services has been contacted several times and was repaired.</p> <p>JHE A106 – An undergraduate reported a small blister and a slight itch on the inside of the left hand thumb. The student was advised to rinse the area. During the session, the student was weighing small cold polymer samples. On a bench where the balance was located small amounts of sodium chloride, calcium chloride and methanol were being used at that time. Corrective Measures: Cold polymer samples are not hazardous, but wearing gloves when they are handled will be recommended.</p> <p>ITB 131 – It was reported that the room temperature ranges between 26C to 28C and that there is no air flow making the work condition deplorable. The occupant suffered from headaches and cannot stay in the room for extended periods to perform his duties. The occupant has asthma and being in the room triggers it. Facility Services was contacted, but no action has been taken. Corrective Measure: Facility Services was in later and restored some air flow in the room. The room will be monitored to see if this problem re-occurs.</p>	
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5. Safety Reports

Area	Report submitted
CAS	Yes
Chemical Engineering	Yes
Civil Engineering	No
ECE	No
Engineering Physics and CEDT	No

General Engineering	No – No rep
Materials Science and Engineering	Yes
Mechanical Engineering	Yes
MMRI	Yes

Mechanical Engineering – reported no major issues. CAS reported no major issues.

MMRI – no major issues and mentioned that some labs are still pending. No need for a shower was reported in lab at JHE 112 a work order is in place.

Chemical – No major issues.

6. Central Committee Minutes/Incidents

<p>March 2010 minutes have been posted on EOHSS website, but have been distributed to JHSC members. CJHSC minutes can be found in the following link: http://www.workingatmcmaster.ca/eohss/prevention/jhsc/</p>	
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7. Other Business

<p>S Reith announced the upcoming NAOSH Week running from Monday, May 3rd to Friday May 7th. This event includes various training opportunities for staff and students. Further details can be found at: www.workingatmcmaster.ca/eohss/prevention/naosh/</p> <p>S Reith mentioned a door notice that has been posted in JHE indicating various PPE's and types of symbols. She congratulated the Chemical Department that created the notice and said EOHSS will be posting the notice on their website hoping that other departments around campus follow it as a standard room. D Keller has a template if anyone is interested.</p>	
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8. Re-structuring

	Committee to review updated inspection list by May's meeting.
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The meeting was adjourned at 10:05 a.m.

NEXT MEETING: Wednesday, May12, 2010 at 9:30 a.m. in JHE A114.

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

engfac@mcmaster.ca