

McMaster University
Faculty of Engineering
Joint Health and Safety Committee Minutes

Wednesday, November 10, 2010

9:30 a.m. - 12:00 p.m.

JHE A114

Management Member	Department	Attendance
Ian Bruce (Co-Chair)	ECE	Present
Kostas Apostolou	BTech	Present
Carm Vespi	Alumni	Absent
Doug Keller (Certified Member)	Management Cert. Member	Present
Ridha Khedri	Computing and Software	Present
Ghani Razaqpur	Civil Engineering	Regrets
Marek Niewczas	Materials Science	Absent
Prashant Mhaskar	Chemical Engineering	Present
Stephen Tullis	Mechanical Engineering	Regrets
Qiyin Fang	Engineering Physics	Absent
Robert Fleisig	Engineering 1	Regrets
Vladimir Mahalec	SEP	Absent

Worker Member	Department	Attendance
John Nakamura (Co-Chair)	Computing and Software	Present
Anna Robertson	Civil	Present
Doris Stevanovic	CEDT	Present
Dulcie Amaral	SEP	Absent
Elizabeth Takacs	MMRI	Present
Jeanne Norris	Engineering 1	Regrets
Jim McLaren (Certified Member)	Mechanical	Present
Justyna Derkach (Certified Member)	Chemical	Present
Kent Wheeler	Civil	Present
Maneesh Khanna	MMRI	Absent
Michelle LePalud	CUPE	Absent
Frances Lasowski	CUPE	Absent
Omar Danta	BTech	Present
Peter Jonasson	Engineering Physics	Present
Tyler Ackland	Electrical & Computing Engineering	Regrets

Consultants	Department	Attendance
Cheryl Beecroft	EOHSS	Absent
Dane DeMan	EOHSS	Present
Chris Hurley	EOHSS	Present

1. Minutes & Announcements

<p>Minutes Approval:</p> <p>Dr. Ian Bruce, Management Co-Chair: _____</p> <p>John Nakamura, Worker Co-Chair: _____</p> <p>Changes were needed to the October 2010 minutes. Edits were made to the minutes which were then approved by Anna Robertson and seconded by Doris Stevanovic.</p>	<p>Approved October 2010 minutes were submitted to EOHSS.</p>
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2. Business Arising

<p>Inspections Lists - Please hand in Inspection lists are still needed from Engineering 1.</p> <p>Inspections summary sheets - Please hand in Inspection summary sheets are still needed from Engineering Physics/CEDT.</p> <p>H&S Representative – General Engineering No updates on the status of the new General Engineering Representative. If anyone knows of someone who would like to volunteer, please let J. Nakamura know.</p> <p>Floor Drain in JHE. A. Robertson asked D. DeMan about checking into the floor drain in JHE 220 (the undergrad lab) . Dane stated that he would look into this situation.</p> <p>Fire Alarms – Decibel Level C. Hurley updated the committee on the issue involving the decibel level of the fire alarms. He stated that Facility Services absolutely should be contacted if it is felt that the alarms cannot be heard in a particular location. At this point the alarms do meet code standards. He stated that EOHSS will test the sound pressure level at the 1 metre distance and will test in several different areas. He stated that anyone should email any area locations that you would like to see tested. D. Keller asked whether the distribution of the alarms is correct. Perhaps we need more alarms. P. Jonasson asked whether there was a volume control on the alarm. C. Hurley stated that there is a high/low setting but no dial. C. Hurley recommended that the letter be resent to the Dean and copied to L. Morine. C. Hurley will get back to the committee with the results, hopefully before the next meeting.</p>	<p>Co-chairs to follow up with status of General Engineering Representative.</p> <p>Co-chairs to resubmit a recommendation letter to Facility Services, c/o Tony Cupido.</p>
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3. New Business

<ol style="list-style-type: none">1. R. Khedri brought up an issue regarding verbal concerns brought to his attention involving a full motion simulator that is located in the ITB building. He wanted clarification on who was responsible for the health and safety of people using this equipment. The committee recommended to him that it is the responsibility of the Supervisor and ultimately then the Department Chair of this particular equipment and whoever has ownership of the room. J. Nakamura asked: Can an operating manual double as an SOP? It was recommended that the SOP should cover any questions regarding this equipment and a step-by-step procedure should kept on file.2. D. DeMan brought to the committee's attention 2 points: <u>Working Alone.</u> Working Alone situations do need to be identified and the Work Alone Program followed by Supervisors and workers. SOP procedures need to be developed. RMM #304, Working Alone Program Risk Manual is on the website for reference. <u>Violence and Harassment Prevention Program and Policy.</u> McMaster has a Violence and Harassment Prevention program and policy as of the new legislation passed in June. We have on-line training or class training for Violence and Harassment that everyone is required to complete.3. D. Stevanovic asked C. Hurley "How long should safety records be kept on file once a student or employee has left the university? He stated that at least 7 years, but the best practice is to hold on to the information indefinitely. A hard copy, signed is still the best practice.	
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4. Incident Reports

<ol style="list-style-type: none">1. A student was cutting a plastic sheet on a band saw and cut their right hand as the blade was decelerating. The supervisor reinstructed the student to allow the blade to fully stop. The incident was followed up by EOHSS. There was proper guarding on the machine. The blade was guarded at the time of the incident.2. An employee was injured in the left eye when a hand grinder-welder sprayed up metal shavings. The supervisor reinstructed the employee to wear a Full face shield. The employee was wearing safety glasses at the time of the incident.	
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<p>3. A student splashed solution onto their left arm (dipped in 49% HF, and then dipped in sodium bicarbonate). The student's supervisor reinstructed the student to wear a lab coat and also retake the HF training. A Work Alone assessment must be done.</p>	
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5. Safety Reports

Area	Report Submitted
B Tech	Yes
CAS	No
Chemical Engineering	Yes
Civil Engineering	No
ECE	No
Engineering Physics and CEDT	Yes
General Engineering	No
Materials Science and Engineering	No
Mechanical Engineering	Yes
MMRI	No
<p>Eng phys/CEDT inspected Burke Science, but no reports handed in yet. They also inspected some offices. Grad space that was inspected had telephone cables that could be tripped over. They put the telephone back to the one desk to remove the trip hazard. Also a bookcase was in the middle of the floor and nothing was supporting it. Empty boxes needed to be removed as they pose a fire hazard. Eng Phys/CEDT (along with EOHSS) inspected several labs including an undergrad one. Eye wash stations and showers are no longer inspected more than once a year, new tags should be supplied by supervisors who are in charge of the lab. They couldn't find a copy of the laboratory student handbook which should be available. They then inspected one of their problematic labs in the Arthur Bourne's building. They were warned that they would be inspected. The lab was very clean. There were still some infractions, but it was much better than any previous inspections. MSDS are out of date, unlabelled beakers with liquid in them by the sink. Eye wash stations and showers need to be inspected regularly. No face shield or chemical goggles were present. Fume hood was last inspected in 2008. The Clean Room was also inspected. Chemical inventory should be available on site. Hazardous flammable waste cabinet door doesn't latch properly. There were no tags on the shower or eyewash stations.</p>	

BTech inspected storage rooms (2 being chemical). Ceiling tile missing from 1 room, project manager was contacted. In the 2 chemical rooms – eye wash stations were inspected and as it is a new building, there are tags there, but no inspections dates were listed. Status of inspections checked in September and found out it is being done once a year. Tags show an inspection was done but it wasn't written down. C. Hurley stated that re: the eye wash stations – info will be coming out from Craig McDonald, if it hasn't already. Facility Services will be conducting the annual inspections. Monthly and weekly checks should be done by the actual lab users. You can still use the tags provided. If you need more tags contact Facility Services.

D. Keller asked whether flammable storage cabinets last forever. C. Hurley stated that they should last forever unless they store corrosives and they rot from the inside out. There are no regulations about this. We should regularly inspect these cabinets.

Chemical. 2 labs were inspected. Minor labeling issues, inventories present, but they need updating and some waste to dispose of.

Mechanical. No serious issues contact list not up to date, hazard lists. These are being attended to.

6. Central Committee Minutes/Incidents

No items needed to be discussed.	
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7. Other Business

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Motion to adjourn made by J. McLaren and seconded by R. Kedri finishing at 10:35 a.m.

NEXT MEETING: Wednesday, December 8, 2010, at 9:30 a.m. in JHE A114.

PLEASE NOTE: If you cannot attend this meeting please send regrets to Lindsay DeVuyst at devuyst@mcmaster.ca