

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

Wednesday, June 8, 2011

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	Present
Doug Keller (Certified Member)	Management Cert. Member	Present
Ridha Khedri	Computing and Software	Present
Ghani Razaqpur	Civil Engineering	Present
Marek Niewczas	Materials Science	Present
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	Regrets
Doris Stevanovic	CEDT	Present
Dulcie Amaral	SEP	Present
Elizabeth Takacs	MMRI	Present
Jeanne Norris	Engineering 1	Present
Jim McLaren (Certified Member)	Mechanical	Present
Ed McCaffery	Materials Science	Present
Justyna Derkach (Certified Member)	Chemical	Present
Kent Wheeler	Civil	Regrets
Maneesh Khanna	MMRI	Present
Michelle LePalud	CUPE	Absent
Frances Lasowski	CUPE	Present
Omar Danta	BTech	Present
Peter Jonasson	Engineering Physics	Present
Tyler Ackland	Electrical & Computing Engineering	Regrets

Consultants	Department	Attendance
Dane DeMan	EOHSS	Present

ISSUES FOR CENTRAL TO ADDRESS	Action Items

1. Minutes & Announcements

<p>Minutes Approval:</p> <p>Dr. Ian Bruce, Management Co-Chair: _____</p> <p>John Nakamura, Worker Co-Chair: _____</p> <p>Minor changes were documented to the May 2011 minutes. The minutes were then approved by J. McLaren and seconded by D. Stevanovic.</p>	<p>Approved May 2011 minutes were submitted to EOHSS on June 20, 2011</p>
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2. Business Arising

<p>Inspection Summary Sheets – Please hand in Engineering Physics is still working on their inspections summary sheets and will hand in once completed.</p> <p>H&S Representative – General Engineering – Still Looking No new updates to report on finding a new General Engineering Representative. This item is still outstanding.</p>	
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3. New Business

<p>Incident Report (MSE) – Magnesium – SOP? An incident report was submitted for a fire that happened in a furnace in Materials Science. It was questioned how the fire was put out, and if there was in fact an SOP for the furnace.</p> <p>E. McCaffery confirmed that it was a small fire with was self contained in the furnace. Magnesium ignited in the furnace, and the flashpoint was reached with caused some smoke, which led to some concern. E. McCaffery will confirm whether or not there is an SOP for the furnace.</p>	
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Eye Wash/Shower SOP

There was concern over the procedures of testing the eyewash stations. An individual in the Chemistry department observed while Facility Services conducted their inspection and noticed that the extent of the inspection was to turn the water on for a few seconds. D. DeMan will look into whether there is an SOP for eye wash testing.

Incident Reporting – Not Just for Injuries

A brief discussion took place as to whether or not incident reports should be filled out and submitted for potentially hazardous situations. It was determined that if a person thinks or feels that something might cause or potentially cause an injury to an individual, that an incident report should be submitted. Examples of this might be a pot hole in the parking lot, trip hazards, ergonomic issues, and hot or cold office temperatures. Typically if a report is filled out and submitted, then the issue is addressed rather quickly.

4. Incident Reports

1. An employee reported some elbow and wrist pain, and EOHSS conducted an ergonomic assessment on the employees work station. The recommendations were then forwarded to the employee's supervisor.

2. A report was submitted for an odd chemical smell from a glove box in the Tandum Accelerator Building. D. Stevanovic informed the committee that it is a funny, organic smell, but no one seems to know what the odour is. This issue is still being looked into, as it has happened twice, and they are not sure what it is.

J. McLaren made mention of an incident that took place in Mechanical Engineering. A student was not using appropriate carrier while transporting a gas cylinder. The cylinder was then just placed on a cart in the lab. It was hooked up, and did not have a cap on it. If the cylinder was to have tipped over and the valve stem went, it could have caused a huge explosion. He feels as if there should be more in class training, and that online training is not necessarily effective.

J. Derkach said that no keys to Chemical Engineering labs are handed over to students unless they have had appropriate training.

There was also a significant flood in the Information Technology Building. Water was coming down from a urinal, and the drain was blocked, causing water to flood into the second floor hallway, into some labs, and into some first floor offices. No one reported this, as it happened on a weekend. Facility Services was instructed to do a thorough cleaning of all the areas.

5. Safety Reports

Area	Report Submitted
B Tech	Yes
CAS	No
Chemical Engineering	Yes
Civil Engineering	No
ECE	No
Engineering 1	No
Engineering Physics and CEDT	Yes
General Engineering	Yes
Materials Science and Engineering	Yes
Mechanical Engineering	Yes
MMRI	No
SEP	No
<p>Some Mechanical Engineering offices and labs were inspected. An inspection found that a lab; ETB 428, had a door that was coming off the hinges. The individual working in the lab had to lift the door up to open it. A work order was submitted to Facility Services to have this problem fixed.</p> <p>Chemical Engineering inspected one lab in which they found some minor housekeeping and labeling issues that needs improvement.</p> <p>CEDT inspected some labs and found that there were door signs that needed to be updated, as well as some flammables and corrosives that were improperly labeled. They also found that in JHE A306 the room was too hot, and that the air conditioning might not be working properly.</p> <p>Materials Science reported some minor issues in a lab; JHE 350. One of which was a bookshelf being too close to the exit. The individuals were instructed to move the bookshelf further away from the door.</p>	

6. Central Committee Minutes/Incidents

<p>No Skating Signage Central Committee informed us there are signs already posted as well as there is information regarding the no rollerblading policy on the Parking website. It was suggested that if you see a person rollerblading in the hallways or in buildings, that you should call Security.</p>	
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7. Other Business

<p>McMaster Harassment and Violence Prevention Programs This is online training that all employees must complete. The University is required to track all employees who have completed this training. Please</p>	
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<p>ensure that you have taken this online. All employees must also complete the Accessibility for Ontarians with Disabilities Act information program.</p> <p>Update: Fire alarm A contractor from Facility Services will be in on Saturday to work on the fire alarms. The sound levels will be tested again at the next fire drill. D. Deman will be looking for some volunteers to help.</p>	
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8. JHE Restructuring

<p>J. Nakamura posted a new spreadsheet on the member’s area. Please take a look.</p>	
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Motion to adjourn made by J. McLaren and seconded by C. Vespi finishing at 10:35 a.m.

NEXT MEETING: Wednesday, July 13, 2011 in JHE A114.

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