

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

Wednesday, July 12, 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	Regrets
	Civil Engineering	
Marek Niewczas	Materials Science	Present
Prashant Mhaskar	Chemical Engineering	Absent
Stephen Tullis	Mechanical Engineering	Present
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	Absent
Dulcie Amaral	SEP	Present
Elizabeth Takacs	MMRI	Present
Jeanne Norris	Engineering 1	Present
Jim McLaren (Certified Member)	Mechanical	Present
Ed McCaffery	Materials Science	Regrets
Justyna Derkach (Certified Member)	Chemical	Present
Kent Wheeler	Civil	Regrets
Maneesh Khanna	MMRI	Present
Frances Lasowski	CUPE	Present
Omar Danta	BTech	Present
Peter Jonasson	Engineering Physics	Present
Tyler Ackland	Electrical & Computing Engineering	Present

Consultants	Department	Attendance
Alicia Westfall	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>Some minor changes were documented to the June 2011 minutes. The minutes were then approved by M. Niewczas and seconded by J. McLaren.</p>	<p>Approved June 2011 minutes were submitted to EOHSS on July 13, 2011</p>
---	--

2. Business Arising

<p>Inspection Summary Sheets – Please hand in Engineering Physics still needs to submit their inspection summary sheets, and will hopefully have them submitted by the end of August or September.</p> <p>H&S Representative – General Engineering – Still Looking Nothing new to report on this issue. The committee is still looking for a member for the General Engineering area.</p> <p>SOP- eye wash stations. D. DeMan sent to J. Nakamura the Facility Services Standard Operating Procedure for the inspection and maintenance of eye wash and safety shower stations. D. DeMan asked that this be circulated to the committee as an example of a departmental procedure. J. Nakamura posted the document in the member’s area online if anyone is interested in taking a look at it.</p>	
---	--

3. New Business

<p>SOP – Water Tunnel Mechanical Engineering posted a SOP for a Water Tunnel that they would like reviewed by the committee. Some minor suggestions and changes were made.</p> <p>J. Derkach asked if safety glasses are required while conducting an experiment and J. McLaren answered No. She also asked if there was a</p>	
---	--

<p>chance of slipping in the lab, and suggested adding “slip resistant shoes” under “personal protective equipment”. J. McLaren said that the chances of having a slip is highly unlikely, but agreed that adding “appropriate footwear” to the SOP would be a good idea.</p> <p>J. Derkach also stated that under Accident Injury Response, some other steps are needed to be added with regards to first aid treatment. Also, under Critical Injury, adding in “secure accident scene” under the investigation section would also be appropriate.</p> <p>Some additional minor changes were suggested with regards to the SOP. The committee has no other comments, and has reviewed the document.</p> <p>J. McLaren will make the changes to the SOP, add the date reviewed, and pass along to J. Nakamura to post on the website.</p> <p>D. Keller asked A. Westfall if there was a document that can be attached to SOP’s that outlines what to do in case of an incident or accident. A. Westfall suggested adding <i>Incident/Accident reporting RMM1000</i> which outlines what to do in the case of an incident, and what do in the case of a critical injury.</p>	
---	--

4. Incident Reports

<ol style="list-style-type: none"> 1. There was an incident report filled out regarding ventilation air flow in one of the Faculty offices in Computing and Software. It stated that the air flow was very low, and the office was 28 degrees Celsius. The Faculty member needed to take medication and had trouble breathing and had a headache. Facility Services installed a thermostat in the room, but air flow is still low. D. DeMan is following up on this. 2. A Graduate Student in Chemical Engineering hit their foot on the door when exiting the lab. Initial first aid was administered by the graduate student, and protective foot wear was worn. 3. A General Engineering employee was diagnosed with carpal tunnel syndrome, and EOHSS has done an ergonomic assessment of the person’s work station. They have provided recommendations to the staff member and to their supervisor. As of two weeks ago equipment was purchased to modify the staff member’s work station. 	
--	--

5. Safety Reports

Area	Report Submitted
B Tech	Yes
CAS	Yes
Chemical Engineering	Yes
Civil Engineering	No
ECE	Yes
Engineering 1	Yes
Engineering Physics and CEDT	No
General Engineering	No
Materials Science and Engineering	No
Mechanical Engineering	Yes
MMRI	Yes
SEP	No
<p>Engineering 1 inspected some offices, and had no issues to report.</p> <p>B.Tech inspected some Faculty offices, and had some questions to ask the committee. O. Danta asked where he could find the document that outlines safety windows and how they should not be obstructed in offices. A. Robertson said that it's not applicable for offices, and only for labs. He also wanted to know if the evacuation fire plan has to be on the back of every office door, or if it can be in a common area. A. Westfall answered that it can be in a common area.</p> <p>ECE – No major issues to report except some missing ceiling tiles.</p> <p>CAS – No major issues to report.</p> <p>Mechanical Engineering had no major issues to report</p> <p>MMRI had no issues to report.</p> <p>Chemical Engineering inspected Faculty offices, and reported some minor housekeeping issues.</p> <p>J. Norris asked about Dr. Mascher's office. It is currently in ETB, and it's only office in the Engineering 1 area that is inspected by Engineering Physics. J. Norris offered to inspect it for convenience reasons. P. Jonasson will get back to her on that.</p>	

6. Central Committee Minutes/Incidents

No items to discuss.	
----------------------	--

7. Other Business

<p>Update: Fire Alarm Updates</p> <p>A. Westfall had an update on the fire alarm noise level issues. Recently dampers were installed in 10 locations and have been retested. All tests were below the maximum levels which is 103 decibels. The highest was test came back at 101.5 decibels, and the lowest was 95.2 decibels.</p> <p>P. Jonasson asked A. Westfall if there is a “stale date” on the fire warden training. The answer was no, and the training is mandatory.</p> <p>A. Robertson requested that when there is a fire alarm test, that someone from EOHSS goes around the back of JHE to give them an “all clear”, and to notify them that they can re-enter the building, as some times they are unaware that they are allowed to enter the building until after everyone is let back inside.</p> <p>A. Westfall asked the committee if more fire wardens were needed, and P. Jonasson said that it might be a good idea to have someone for around the back of JHE, and between JHE and ABB.</p> <p>D. Keller said that he would think that there are enough fire wardens but they are not well distributed. Currently Chemical Engineering has 9, but they are all over the place. A. Westfall will mention this to D. DeMan to let him know about the lack of fire wardens, and having someone designated to go around the back of the building to give people the “all clear”.</p> <p>D. Keller asked if it’s a possibility to administer fire warden training themselves, as there is such a high turnover rate in Chemical Engineering with fire wardens. They also asked if the training could be done online. A. Westfall will look into this.</p>	
---	--

8. JHE Restructuring

<p>A. Robertson informed J. Nakamura that a Civil Lab took over the old Docucentre space in JHE 201, and the Docucentre moved to JHE 216A.</p>	
--	--

Motion to adjourn made by J. McLaren and seconded by J. Derkach at 10:13am.

NEXT MEETING: Wednesday, August 10, 2011 in JHE A114.

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