

McMaster University
Faculty of Engineering
Joint Health and Safety Committee Minutes

Wednesday, March 14, 2011

9:30 a.m. – 10:30 a.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 |
| Ken Sivakumaran | Civil Engineering | Absent |
| Marek Niewczas | Materials Science | Regrets (teaching class) |
| Prashant Mhaskar | Chemical Engineering | Present |
| Stephen Tullis | Mechanical Engineering | Regrets |
| Qiyin Fang | Engineering Physics | Absent |
| Robert Fleisig | Engineering 1 | Present |
| Vladimir Mahalec | SEP | Absent |

| Worker Member | Department | Attendance |
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| John Nakamura (Co-Chair) | Computing and Software | Present |
| Anna Robertson | Civil | Regrets |
| Doris Stevanovic | CEDT | Regrets |
| Dulcie Amaral | SEP | Present |
| Elizabeth Takacs | MMRI | Present |
| Jeanne Norris | Engineering 1 | Absent |
| Jim McLaren (Certified Member) | Mechanical | Present |
| Ed McCaffery | Materials Science | Present |
| Justyna Derkach (Certified Member) | Chemical | Present |
| Kent Wheeler | Civil | Present |
| Maneesh Khanna | MMRI | Present |
| Frances Lasowski | CUPE | Absent |
| Omar Danta | BTech | Regrets |
| Peter Jonasson | Engineering Physics | Absent |
| Tyler Ackland | Electrical & Computing Engineering | Present |
| Julia Profetto | Computing and Software | Away - 6 months |

| Consultants | Department | Attendance |
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| Dane DeMan | EOHSS | Present |

| ISSUES FOR CENTRAL TO ADDRESS | Action Items |
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1. Minutes & Announcements

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| <p>Minutes Approval:</p> <p>Ian Bruce, Faculty Co-Chair: _____</p> <p>John Nakamura, Worker Co-Chair: _____</p> <p>Minor Changes to the minutes of February 2012 were suggested and recorded. Motion to approve the minutes as amended was made by I. Bruce. Motion approved by J. Derkach and seconded by D. Keller. Carried.</p> | <p>Final February 2012 minutes were submitted to EOHSS on March 15 - 2012. Jim and Elizabeth approved Feb minutes</p> |
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2. Business Arising

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| <ul style="list-style-type: none"> • Web Posting of SOPs – liability issues? J. Nakamura asked about liabilities associated with web posting of SOPs. D. DeMan, brought a recommendation and a legal disclaimer from labour relations lawyers. The lawyers suggested that the legal disclaimer should be posted on any SOPs that are made publically available. D. DeMan read the statement from lawyers and the legal disclaimer and asked to circulate it around the room. J. Nakamura said the legal disclaimer should be posted on the website, after the wording is adjusted a bit. J. Nakamura asked if this legal disclosure paragraph should be added to every single SOP? D. DeMan said yes. J. Derkach suggested to add the legal disclosure to the templates. • Gas Cylinder Cage in ETB – update I. Bruce said the recommendation letter was dropped to the dean last meeting but he didn't hear anything back from the dean yet. I. Bruce received an email on feb 11th. Linda has been working with facilities services and staff engineers to come up with options. The main concern is putting something that would work for long term rather than short term. So it could take some time. | |
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3. New Business

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| <p>J. Nakamura sent a reminder about first aid courses that are being offered. MMRI in Ancaster is getting activated again? M. Khanna said. It is getting activated for a year or so. Earlier it was a storage. J. Nakamura confirmed that E. Takacs and M. Khanna will be doing the inspection. E. Takacs said that they never stopped inspecting the facility. It was inspected only once a year because it was a storage area. Now that the facility is being activated, it will be inspected more often. M. Khanna asked how often should they be inspecting this place. J. Derkach said according to the OHS regulations, it should be inspected once a month. For larger workplaces such as McMaster, a portion of the workplace must be inspected once a month, so the entire workplace is inspected at least once a year.</p> <p>J Derkach said, she did not see MMRI on the spreadsheet for safety inspection list. J. Nakamura also confirmed that he does not remember seeing it on the master list. There was no room number, they called it the Ancaster Site.</p> <p>D. DeMan said NAOSH week is coming up May 7-11. May 9th there is a BBQ, JHS committee get free lunch. All kinds of additional training courses are also being offered. Look on the website for that. If you know anyone you want to nominate for H&S award, please do that.</p> | |
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4. Incident Reports

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| <p>2 Incident reports in February.</p> <p>Official report from student burning his hand from circuit board (discussed last month's meeting).</p> <p>2nd report is from chemical engineering</p> <p>Ergonomic report- employee felt pain from keyboard (heavy use) pain in their arms. Employee did set up an ergonomic assessment.</p> | |
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5. Safety Reports

| Area | Report Submitted |
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| B Tech | No |
| CAS | Yes General inspection of hallways and classes. The main issue was that they had a hidden fire extinguisher. It should be in the main flow. Facility Services will take care of it. |
| Chemical Engineering | Yes Did one of the labs that was constant temp and humidity lab. There shouldn't be any chemicals or liquids in this lab. People will be asked to remove it. 3 light shades had water stains on it. Walls near the ceiling were dusty. A fan with broken handle also had a plug which was fixed or someone tried to fix it. It should be looked at to see if it is fixed, or does it need replacement. |
| Civil Engineering | No |
| ECE | Yes All undergrad labs. Nothing but missing ceiling tiles |
| Engineering 1 | No |
| Engineering Physics | Yes |
| General Engineering | No |
| CEDT | No |
| Materials Science and Engineering | Yes |

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| Mechanical Engineering | <p>Yes</p> <p>J. McLaren shared his notes about the Ancaster Facility inspection. There is a class IV 1200 watts laser with no shielding around beam path. Concern is about non-beam hazards like fumes or decomposition of products released from the substructure the laser is operating on. Laminar flow cabinet is being used for dispensing and using solvents. The cabinet will provide no operator protection from the reagents being used. Requires a risk assessment. Reagents are currently stored in flammable liquid storage cabinet when not in use. flammable liquids should not be used in the same room as Class IV laser. Found that facility in general was not bad. But the room had a lot of small infractions that should be looked at. D. Keller inspected this room as well. He said the facility is overall in good shape but he is concerned about the big invisible laser that is in the room.</p> <p>J. Derkach said they did not find any appropriate spill kits. Showers and eye wash stations had old stickers that should be replaced. Gas cylinders needed workplace labels. Didn't see any gas cylinder carts to move gas cylinders around. The room with class IV laser is the one of concern. The big room is under transition from storage to lab.</p> |
| MMRI | Yes |
| SEP | No |

6. Central Committee Minutes/Incidents

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| None | |
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7. Other Business

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| None | |
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8. JHE Restructuring

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| MMRI Ancaster | |
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NEXT MEETING: Wednesday, April 11th, 2012 in JHE A114.

Motion to adjourn D. Keller seconded by J. McLaren. at 10:04 am.

PLEASE NOTE: If you cannot attend this meeting please send regrets to Usama Seraj at engfac@mcmaster.ca