

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

Wednesday, September 12, 2012

9:30 a.m. – 10:30 a.m.

JHE A114

| <b>Management Member</b>       | <b>Department</b>       | <b>Attendance</b> |
|--------------------------------|-------------------------|-------------------|
| Ian Bruce (Co-Chair)           | ECE                     | Present           |
| Kostas Apostolou               | BTech                   | Absent            |
| Carm Vespi                     | Alumni                  | Absent            |
| Doug Keller (Certified Member) | Management Cert. Member | Present           |
| Wolfram Kahl                   | Computing and Software  | Present           |
| A. Ghani Razaqpur              | Civil Engineering       | Absent            |
| Baptise Gault                  | Materials Science       | Regrets           |
| Jie Yu                         | Chemical Engineering    | Regrets           |
| Mohamed Hamed                  | Mechanical Engineering  | Absent            |
| Leyla Soleymani                | Engineering Physics     | Present           |
| Andy Knights                   | Engineering Physics     | Regrets           |
| Robert Fleisig                 | Engineering 1           | Regrets           |
| Vladimir Mahalec               | SEP                     | Absent            |

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

| <b>Consultants</b> | <b>Department</b> | <b>Attendance</b> |
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| Dane DeMan         | EOHSS             | Regrets           |
| Chris Hurley       | EOHSS             | Present           |

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

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| <p><b>Minutes Approval:</b></p> <p>Ian Bruce, Faculty Co-Chair: _____</p> <p>John Nakamura, Worker Co-Chair: _____</p> <p>Approval of August 2012 minutes<br/>         Minor changes were made to the minutes. Motion to Approve. D. Stevanovic, seconded by D. Keller.</p> | <p>Final August minutes were submitted to EOHSS on Sept 24, 2012</p> |
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**2. Business Arising**

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| <p><b>Online Room Inspection System – Testers Needed</b></p> <ul style="list-style-type: none"> <li>Robertson said, she tried the online inspection system but she found that some infractions seemed to repeat. A. Robertson asked if she should print it once the inspection is completed. J. Nakamura explained that once the inspection is completed, the inspector should go the “reports” area where they will find a list of all the rooms with infractions. They should print this and submit it to their supervisor.</li> <li>D. Stevanovic asked if you are only printing the rooms with infractions, how would a supervisor know if the other rooms with no infractions have been inspected? J. Nakamura explained that you can select any rooms you have inspected in the “reports” area, so you can also print a report of a room with no infractions (it will just say No infractions).</li> <li>A positive feature of the room inspection system is that once a room inspection is complete, it will save all the infractions applicable to that room. When you go back to inspect the room again, the only infractions that apply to that room will show up and the extra ones will show up at the bottom in case you want to add them.</li> <li>T. Ackland used it on a blackberry playbook and it worked ok.</li> </ul> |  |
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### 3. New Business

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| <p><b>Selection of worker Co-Chair</b></p> <p>J. Nakamura asked that members of the Management leave the room, so Workers can select a co-chair.</p> <p>All were in favour of J. Nakamura of continuing as co-chair.</p> <p><b>Summary for room inspections – Due in Sept</b></p> <p>List indicating that you have checked and all your rooms have been inspected. It is just a statement stating that you have inspected all the rooms. J. Nakamura asked that they be submitted.</p> <p><b>Terms of Reference – Changes?</b></p> <p>None were brought up.</p> |  |
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### 4. Incident Reports

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| <p>C. Hurley has July and August incident reports.</p> <ul style="list-style-type: none"><li>• 1<sup>st</sup> from July – the incident started in May with Mice issue in ETB 1<sup>st</sup> floor. Garbage cleared out every two weeks. Individual reported mice droppings on desk. Employee is worried about pathogens that the mice may carry. There were no corrective measures identified, but Facility Services was notified and pest control has stepped up there. There is no requirement to submit an incident report on something like this.</li><li>• 2<sup>nd</sup> from July – Eng Phys – someone left a bag in the restroom containing personal belongings outside the stall near the sink. Another individual came in and took the bag (this more of a theft issue)</li><li>• 3<sup>rd</sup> from Mechanical Eng/MMRI – Individual was rushing to catch the shuttle bus in parking lot M and tripped on the stairs going up as they were going into the shuttle bus. Corrective measures were discussed on taking enough time and getting to bus on time. The bus stairs have been reported as an issue, the height of the stairs at the back of the bus seems to be the issue. Terry Sullivan is looking in to this.</li><li>• 4<sup>th</sup> from Mat Sci – individual was disassembling a wooden crate that measured 4 ft x 6 ft and weighed 60 lbs. After the crate was disassembled, one of the wooden pieces had a</li></ul> |
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nail pointing upwards. The individual stepped back and punctured his shoe and foot. The nail penetrated through the shoe into the foot. The individual should have placed one piece of wood with the nail facing the ground instead of facing upwards, and he should also worn protective footwear . The incident report doesn't specify whether the individual went to the doctor and got a tetanus shot, but it is assumed that he did. C. Hurley said, he will send the person an email and let him know that he should go talk to his doctor about getting a tetanus shot in case he needs one.

- 5<sup>th</sup> ADL – someone was vacuuming the stairwell because it was reported dusty and they kicked the dust and set off the fire alarm. This caused security and Hamilton fire truck to respond. The corrective measures were to clean the stairwell more frequently so the dust does not pile up.
- An incident report was submitted to Faculty of Science, where an individual cut his hand from protrusion on the railing, while coming down the back stairs near the loading dock. Facility services work order was submitted but nothing has been done about it so far and the protrusion is still there.
- Tandem Accelerator building annex has been closed and locked down due to an issue with a particularly dangerous gas cylinder, over the past few weeks. The product that is contained in the cylinder is Silane (SiH<sub>4</sub>) which is an extremely flammable and potentially explosive gas. At this point, the cause of the situation is still unknown. The cylinder has a small leak at the valve and it is contained in a vented cabinet that is exhausted to outside air. It is still unknown when the leak started or how long it lasted. Some folks are still hesitant to go in the building and approach the cylinder without thinking the process through. That's why the building is still closed, until the gas cylinder is removed from the building. The gas cylinder company has been contacted, and they are putting together a plan to approach the cylinder and remove it.

## 5. Safety Reports

| Area                 | Report Submitted            |
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| B Tech               | No                          |
| CAS                  | No                          |
| Chemical Engineering | Yes<br>No Major infractions |

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| Civil Engineering                 | Yes<br>Mostly office<br>Issue was clutter, couple of offices you couldn't see the desktop – things were piled high. A Robertson used the new online room inspection system and she will print off the report and submit it to the dean's office.  |
| ECE                               | Yes<br>Offices in ECE in July and August. Minor infractions like extension cords on the floor and heavy items stored on top shelves.  |
| Engineering 1                     | Yes<br>Nothing major the new phones don't have dial 88 stickers   |
| Engineering Physics               | Yes<br>UG labs in BSB – Door signs need to be updated<br>Old dark room chemicals – dark rooms are not in use anymore, so those chemicals need to be gotten rid of. A fridge is unplugged.   |
| General Engineering               | No  |
| CEDT                              | No  |
| Materials Science and Engineering | No.   |
| Mechanical Engineering            | Yes<br>July – minor issues<br>Put down a complaint against one of the students. The student was leaving chip bags, crackers and other items in his desk.<br>August –<br>The hydraulic valve on the press is a hazard for someone walking in to work behind it, especially someone tall, because they can easily hit their head on the lever. They fixed it by putting yellow electrical tape so the lever is visible. The yellow tape is not a satisfactory remedy. |
| MMRI                              | Yes<br>Nothing major  |
| SEP                               | No  |

## 6. Central Committee Minutes/Incidents

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| None |  |
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## 7. Other Business

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| <p>D. Stevanovic discussed the following issues that were brought up at their departmental meeting.</p> <ul style="list-style-type: none"><li>• The committee for the Accreditation board came to do accreditation for the Mechatronics program in to the undergraduate labs. Amongst the things they cited, were safety issues. They said that there doesn't appear to be a culture of safety in the laboratories. There is little signage related to safety, no visible safety kit, no hazard postings. Most of these concerns stem from the fact that when they accreditation board members went to the lab, they found that the person responsible for running a lab was not there. The TAs that were in the lab weren't able to answer all the questions that the accreditation committee asked. They were probably asked questions like who is in charge of safety, and who is the first aider in BSB. No one knew who the first aider was in BSB. C. Hurley confirmed that there is a first aider in BSB and the list of all first aiders is posted on EOHSS's website. This issue is being dealt with. The lab wasn't necessarily that unsafe, but it was rather messy, so that when you first walk in it does not give a good impression and the fact that people weren't able to answer questions didn't help.</li><li>• A technician from this same undergraduate lab has given D. Stevanovic a new SOP for a new laser that is being put in there. It is a high power laser and the manual has been modified by the technician. The laser is a 75 watt cutting laser and it is enclosed, so it is treated as a class 1 laser. The other concern was to make sure the fire extinguisher in this lab is suitable for this laser. C. Hurley advised to check in with D. DeMan for any laser safety requirements.</li></ul> <p>P. Jonasson asked who is responsible for ensuring that contractors are following safety requirements. He noticed that the contractors working upstairs in JHE 3<sup>rd</sup> floor, near the Eng Phys offices are not wearing safety glasses. C. Hurley advised that the work is being managed by Facility services and there</p> |  |
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| <p>should be a project manager, who should be responsible for making sure contractors are following safety requirements.</p> <p>D. Stevanovic wants to know if EOHSS is offering inspection training courses.<br/>C. Hurley confirmed that training courses are still being offered.</p> <p>D. Stevanovic said it is the supervisor's responsibility to make sure the students have received the safety training, but how do the other departments make sure that the students have completed the required training. J. McLaren said his dept has set up a website for this. Every student from their department is registered on this website and when they come in to borrow any tools, the department can log on to the website to check if the student has completed the required training. A lot of departments use the keys to make sure that student has completed the required training (i.e. when a student comes to get a key for a lab, the department will ask to see the proof of completion for the required training to use that lab). D. Keller said, he inquires with EOHSS (Ryan) to check if a certain person has completed the safety training. C. Hurley mentioned that EOHSS can provide departmental summaries on any training that are done through them and Health Science safety office can do the same for any training that's done through them.</p> <p>C. Hurley said, October is healthy workplace month. Stacie, the workplace wellness coordinator has asked to pass along the following information about healthy workplace month.</p> <ul style="list-style-type: none"> <li>• Oct 1 – 26 – registration for all the events opens on Sept 18<sup>th</sup>.</li> <li>• Keynote speaker is Kate Davis, talking about humour in the workplace and work/life balance on Oct 1<sup>st</sup></li> <li>• Details for the events are available on the website. Or contact Stacie Cameron (ext 24083) or venns@mcmaster.ca</li> <li>• Flu clinics starting Nov 19<sup>th</sup></li> </ul> |  |
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## 8. JHE Restructuring

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| <p>D. Keller informed that JHE Room 131 does not belong to chemical engineering anymore. It is J. McDermid's new office.</p> |  |
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**NEXT MEETING: Wednesday, October 10th, 2012 in JHE A114.**

**Motion to adjourn. J. McLaren, seconded by J. Derkach.**

**PLEASE NOTE:** If you cannot attend this meeting please send regrets to Usama Seraj at [engfac@mcmaster.ca](mailto:engfac@mcmaster.ca)