

Faculty of Engineering
Joint Health and Safety Committee Minutes

Wednesday, November 14, 2012

9:30 a.m. – 10:30 a.m.

JHE A114

Management Member	Department	Attendance
Ian Bruce (Co-Chair)	ECE	Present
Kostas Apostolou	BTech	Regrets
Carm Vespi	Alumni	Absent
Doug Keller (Certified Member)	Management Cert. Member	Present
Wolfram Kahl	Computing and Software	Present
A. Ghani Razaqpur	Civil Engineering	Present
Baptise Gault	Materials Science	Absent
Jie Yu	Chemical Engineering	Regrets
Mohamed Hamed	Mechanical Engineering	Absent
Leyla Soleymani	Engineering Physics	Present
Andy Knights	Engineering Physics	Present
Robert Fleisig	Engineering 1	Present
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	Regrets
Elizabeth Takacs	MMRI	Present
Jim McLaren (Certified Member)	Mechanical	Present
Ed McCaffery	Materials Science	Absent
Justyna Derkach (Certified Member)	Chemical	Present
Kent Wheeler	Civil	Regrets
Maneesh Khanna	MMRI	Regrets (Until November)
Frances Lasowski	CUPE	Present
Omar Danta	BTech	Regrets
Peter Jonasson	Engineering Physics	Absent
Tyler Ackland	Electrical & Computing Engineering	Present
Julia Licata	Computing and Software	Regrets

Consultants	Department	Attendance
Dane DeMan	EOHSS	Present

ISSUES FOR CENTRAL TO ADDRESS	Action Items

1. Minutes & Announcements

<p>Minutes Approval:</p> <p>Ian Bruce, Faculty Co-Chair: _____</p> <p>John Nakamura, Worker Co-Chair: _____</p> <p>Approval of September 2012 minutes</p> <p>Motion to Approve J. McLaren. Seconded by W. Kahl</p> <p>Approval of October 2012 minutes.</p> <p>Motion to Approve J. McLaren. Seconded by W. Kahl</p>	<p>Final September and October minutes were submitted to EOHSS on November 23, 2012</p>
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2. Business Arising

<p>Summary for Room inspections – Due in Sept</p> <ul style="list-style-type: none"> • Dept of Chemical Engineering is complete. • Dept of Civil is still working on it • Dept of Engineering Physics/CEDT are still working on it • Dept of Mechanical Engineering and MMRI are complete. <p>Other</p> <ul style="list-style-type: none"> • J. McLaren mentioned that the new labour poster is not up on 3rd floor, right across civil engineering. D. DeMan said he will take care of that. • D. DeMan said there is a list on EOHSS website of all the boards, where the new labour posts should be posted. If anyone notices a board that is not updated or on the website, please let D. DeMan know and he will update it. • D. Stevanovic brought up the point about how some people don't feel that they are trained enough to do room safety inspections. D. DeMan mentioned that EOHSS offers workplace inspection training. 	
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3. New Business

D. Stevanovic asked if there is an existing policy regarding the requirement of a phone in the lab. D. DeMan added that there is no requirement or specific policy, but it is a good idea to have a phone in the lab. D. Keller added that phones should be in the hallway not in the lab, because accidents happen inside the lab, so people need to get out of the lab and call for assistance from a safe place (i.e. hallway).

D. DeMan mentioned having a “working alone procedure”, where if an individual is working alone in a lab, he should have a cell phone or someone checking on them.

There is an emergency number to call, if you are using the non- university phone. The phone number is 905 522 4135. Discussion followed on the need to post this phone number around labs, in addition to the dial 88 signs.

D. Stevanovic – The supervisors are supposed to inspect their research labs once a year, but are the supervisors also responsible for the inspection of undergrad labs? D. DeMan added that supervisors are responsible for inspection all labs (both research and undergrad) that fall within their area of supervision. D. Keller added that supervisors can also delegate the inspection to their staff members. L. Soleymani asked who is responsible for supervising undergrad labs. Is it Department chair or the Instructor who teachers in the lab? D. Keller added that the supervisor could be anyone that the Department designates. D. DeMan added that there is an RMM on audit and inspections. Staff members should review this to understand the requirements around lab inspections.

D. Stevanovic asked if SOPs exist for handling chemicals. D. Keller informed that SOPs are present for general classes of chemicals (e.g. acids, solvents etc) rather than each individual chemical.

D. DeMan added the following notes.

1. Class 3b and class 4 lasers are being audited. So when the JH&S members are inspecting rooms, can they make sure that these lasers are registered.
2. EOHSS performed a safety audit in ADL building. They identified areas of concern and are working with them to make the building safer.

<p>I. Bruce mentioned that some fire extinguisher aren't being inspected frequently enough, which reflects badly on the accreditation, but it is something that the department does not have any control over. D.DeMan said fire extinguishers should be inspected on a monthly basis and if you notice one that hasn't been inspected, please report it to Facility Services. They have an inventory list of all fire extinguishers on campus and are responsible for monthly inspections. Also, inform Facility Services if you install a new extinguisher so they can update their inventory list.</p>	
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4. Incident Reports

<p>3 for month of October</p> <p>1. from Chemical –PDF reported receiving a burn on hand after touching condenser glassware containing residual unknown chemicals that was presumed to be clean. Supervisor instructed allu users to wear protective gloves at all times. SOPs will be developed for proper cleaning of evaporator/condenser apparatus.</p> <p>2. from Biomedical – While dissecting a cadaveric bone of soft tissue, student cut hand with scalpel. Student was cutting towards self. Supervisor instructed student on proper dissection procedures and proper techniques for holding bone during dissection.</p> <p>3rd from ECCS (Engineering Co-op and Career Services) – While walking to a parking lot using a short cut, employee reports stepping on wet grass slipping and injuring ankle. Employee was encouraged to use designated pathways.</p>
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5. Safety Reports

Area	Report Submitted
B Tech	No
CAS	No
Chemical Engineering	Yes 1 Lab – no issues Some Graduate offices and general areas – no issues

Civil Engineering	Yes – Doing online due to be completed Nov 22nd
ECE	Yes
Engineering 1	No
Engineering Physics	<p>Yes</p> <p>Inspection done by EOHSS C. Hurley and L. Soleymani for accreditation review. Following points</p> <ul style="list-style-type: none"> • Posting current version of lab safety manual • Lab rules should be clearly communicated and posted • Number of ceiling tiles were stained – contacted Facility Services to get them replaced. • Lab supervisors should be conducting regular inspections • Guides of laser operations should be sought from D. DeMan • Heavier items were stored on higher shelves; they should be relocated so they are easier to reach. • Some boxes were blocking fire sprinkler heads • Electrical safety - D. Keller said to look for CSA approval stickers on electrical equipment. D. DeMan said they are working on training on general electrical safety awareness.
General Engineering	Yes
CEDT	No
Materials Science and Engineering	No.
Mechanical Engineering	<p>Yes</p> <p>September and October,</p> <p>Got a call from a technician. 1 lab has a Freon sensor. The breaker had been pulled from the sensor and when the technician put the breaker back in, the Freon sensor went off. The supervisor has been notified. They have to confirm if the sensor is going off because of an actual leak or if there is a problem with the sensor.</p>
MMRI	No
SEP	No

6. Central Committee Minutes/Incidents

None	
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7. Other Business

None	
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8. JHE Restructuring

New spreadsheet is up in the members area with the new updated rooms.	
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NEXT MEETING: Wednesday, December 12, 2012 in JHE A114.

Meeting adjourned by A. Robertson seconded by J. Derkach.

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