

Faculty of Engineering
Joint Health and Safety Committee Minutes

Wednesday, December 12, 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	Regrets
Doug Keller (Certified Member)	Management Cert. Member	Present
Wolfram Kahl	Computing and Software	Present
A. Ghani Razaqpur	Civil Engineering	Absent
Marek Niewczas	Materials Science	Present
Jie Yu	Chemical Engineering	Regrets
Mohamed Hamed	Mechanical Engineering	Absent
Leyla Soleymani	Engineering Physics	Regrets
Andy Knights	Engineering Physics	Absent
Robert Fleisig	Engineering1	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	Present
Justyna Derkach (Certified Member)	Chemical	Present
Kent Wheeler	Civil	Present
Maneesh Khanna	MMRI	Present
Frances Lasowski	CUPE	Present
Omar Danta	BTech	Present
Peter Jonasson	Engineering Physics	Regrets
Tyler Ackland	Electrical & Computing Engineering	Present
Julia Licata	Computing and Software	Absent

Consultants	Department	Attendance
Dane DeMan	EOHSS	Present
Sonya Tonkovich	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 November 2012 minutes</p> <p>Minor changes were made to the minutes. Motion to Approve. J.McLaren Seconded by E. Takacs</p>	<p>Final November minutes were submitted to EOHSS on December 12, 2012</p>
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<p>Summary for Room inspections – Due in Sept</p> <ul style="list-style-type: none"> • Civil – JHE inspections will be finished Friday. K, Wheeler’s area is still being inspected. Eng Phys and CEDT inspections are still outstanding. Discussion followed on the need for keeping hard copies of room inspections. D.DeMan will follow up on the requirements and get back to the committee. • I. Bruce – Further to the accreditation visit about the fire extinguishers, one that thing came up at the ECE departmental meeting was a discussion about whether Canadian Engineering Accreditation Board (CEAB) will require more safety training included in lab courses than they traditionally had. When the accreditation board asked the students in the lab about emergency safety procedures, the students and even TAs running the lab weren’t well aware of such procedures. The department suggested creating a one page sheet outlining procedures and steps to follow in case of an emergency in the lab and making sure this sheet gets posted and distributed to all students and TAs taking that lab course. F. Lasowski added that lab books (which are necessary to complete the lab) have emergency procedures listed on the first page of the book. D. Deman 	
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<p>said grad students or TAs that are running labs should be taking WHIMIS core training.</p>	
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2. Business Arising

3. New Business

<p>D. Stevanovic</p> <ul style="list-style-type: none"> • Two different versions of Lab safety manual. One says “Science and Engineering Lab safety manual” and the one posted on EOHSS only says “Lab safety manual”. The manuals are slightly different. • Inspections in ETB, checked door signs to see who the first aider is. There seems to be no first aider in ETB. D. DeMan said that issue has been brought up and they are working on it. • New fume hoods in service on 4th floor in ETB, but there are no tags. D. Keller said, tags are usually for re inspection. Brand new installations have to be certified as working before they are installed. • Discussion around who is responsible for room inspections. Supervisors are responsible for inspection of all undergrad and grad labs. This can be delegated to a staff member for quarterly inspections but once a year the supervisor (or the senior chair) must do the inspection. The chair needs to inspect everything at least once a year. • CSA approval is not found on a lot of equipment. They have other approvals such as Underwriters approval or European approval. D. DeMan said that the electrical safety authority’s website has all the recognized approval markings, and he will forward that to members. D. Stevanovic asked what happens if there is no CSA or recognized safety approval. D. DeMan said if that is the case then you need to set up an ESA (Electrical Safety Authority) inspection. • 	
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4. Incident Reports

2 for the month of November

- 1st from Bio Technology (BTECH) – While completing an experiment, student flicked drops of water from an ice bath off his glove into his eye. Supervisor reinstructed student to wear goggles while performing lab procedures.
- 2nd from Civil – Employee reported pain in back due to extended computer work. EOHSS conducted ergonomic assessment of office work station and reviewed proper ergonomic posture with employee.

5. Safety Reports

Area	Report Submitted
B Tech	No
CAS	No
Chemical Engineering	Yes 1 lab – being shared by 2 professor Some deficiencies
Civil Engineering	No
ECE	Yes
Engineering 1	No
Engineering Physics	Yes Labs in ETB and ABB Need to get inventory label sheet for chemicals Labs in ABB – messy – general housekeeping needed. Spill kit labelled but the label is not visible. No first aiders listed on door, hazards not listed on door Door signs need to be updated Offices in ABB – too loud Custodial staff doesn't go in there to empty garbage frequently. Boxes blocking egress
General Engineering	Yes

CEDT	No
Materials Science and Engineering	Yes.
Mechanical Engineering	Yes
MMRI	Yes Office inspected in MMRI and Ancaster No major issues
SEP	No

6. Central Committee Minutes/Incidents

None	
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7. Other Business

<ul style="list-style-type: none"> • Discussion around whether safety inspectors should be commenting on general housekeeping in the labs. Conclusion was that if the housekeeping issue causes a safety concern, then it should be noted on the inspection with details on how the housekeeping issue caused the safety risk. Inspectors should avoid citing general housekeeping issues if they do not directly pose a safety risk. • MSDS sheet updates – what happens when a product is discontinued? What do we do? Are we required to replace all old products and buy new ones? D.DeMan said to contact the manufacturer and ask if anything has changed for the new product and updated the MSDS sheet accordingly. 	
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8. JHE Restructuring

J. Nakamura – will show the online inspection system in January.	
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NEXT MEETING: Wednesday, January 9, 2013 in JHE A114.

Meeting adjourned by J. McLaren seconded by J. Derkach.

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