

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

Wednesday, January 9, 2013

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
Wolfram Kahl	Computing and Software	Present
A. Ghani Razaqpur	Civil Engineering	Present
Marek Niewczas	Materials Science	Absent
Jie Yu	Chemical Engineering	Regrets
Mohamed Hamed	Mechanical Engineering	Absent
Leyla Soleymani	Engineering Physics	Regrets
Andy Knights	Engineering Physics	Absent
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	Present
Elizabeth Takacs	MMRI	Regrets
Jim McLaren (Certified Member)	Mechanical	Present
Ed McCaffery	Materials Science	Absent
Justyna Derkach (Certified Member)	Chemical	Present
Kent Wheeler	Civil	Present
Maneesh Khanna	MMRI	Present
Frances Lasowski	CUPE	Present
Omar Danta	BTech	Regrets
Peter Jonasson	Engineering Physics	Present
Tyler Ackland	Electrical & Computing Engineering	Regrets
Teresa Trimboli	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 December 2012 minutes</p> <p>Minor changes were made to the minutes. Motion to Approve A. Robertson Seconded by D. Keller.</p>	<p>Final December minutes were submitted to EOHSS on January 9, 2013</p>
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2. Business Arising

<p>Summary for Room inspections – Due in Sept</p> <ul style="list-style-type: none"> • Civil is complete • Eng Phys is still working on it. <p>D. DeMan</p> <p>Last month there was some discussion around the absence of official first aid kits and first aiders in ETB. 2 first aid kits were purchased</p> <p>1st in ETB 102 – Someone from Spencer Smith’s area will be the First Aider. 2nd one will be on 4th floor of ETB – Someone from Steve Kornic’s group will be the First Aider.</p> <p>D.DeMan sent out a 1 page safety injury/incident reporting sheet that can be posted in labs along with the Pink Emergency Posters.</p> <p>D.DeMan confirmed that electronic record keeping is fine in terms of room inspection. As long as the records can be produced upon request, then it is sufficient and hard copies are not needed.</p>	
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3. New Business

<p>On – Line Room Inspection Demo</p> <p>J. Nakamura showed everyone how to use the online room inspection system.</p> <ul style="list-style-type: none"> • Once you log in, the rooms are grouped based on which dept/group you are associated with. • By default all the rooms have an expiry date of inspection within 365 (this can be changed). Blue room names have been inspected within the expiry. Red (or an exclamation point is beside the) room name means the room is past its expiry for inspection. • The star beside the room number indicates that there are infractions for that room. • The date beside the room is the last date when the room was inspected. • Clicking on the room creates a new entry, clicking on the date brings up the last inspection entry. • Each room can be custom set for which infractions are required. Infractions can be added or removed. • Report Area is where you can generate the print outs. • If anyone wants to use the system, send J. Nakamura and email and he will get you access to the online system. 	
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4. Incident Reports

None for December

5. Safety Reports

Area	Report Submitted
B Tech	No
CAS	Yes General Rooms No Major issues – Light bulbs burnt out
Chemical Engineering	Yes -No issues

Civil Engineering	Yes – Done online
ECE	No
Engineering 1	No
Engineering Physics/CEDT	No
General Engineering	No
Materials Science and Engineering	Yes.
Mechanical Engineering	Yes
MMRI	No
SEP	No

6. Central Committee Minutes/Incidents

<p>D. Stevanovic</p> <p>Central committee commented on one of the incidents that was reported in September. The incident involved mice droppings on an employee’s desk. C. Hurley made a comment that incidents like these shouldn’t really be reported, but Central does not want to discourage anyone from reporting incidents and all incidents should be reported.</p> <ul style="list-style-type: none"> • If you are finding mouse droppings, contact facility services because they have been installing bait stations around campus to deal with mice. D. DeMan said people should file incident reports on anything like this. EOHSS is pushing facility services to install more bait traps and more incident reports submitted regarding this problem will prompt facility services to take action. • In November minutes someone asked about labs and whether supervisors can delegate room inspections. Supervisors can indeed delegate it to a staff member (not student) but the supervisor is still responsible for it ultimately. • Gaps in training noticed by the accreditation board. Students in labs (undergrad students as well as TAs) do not always know important details such as; who is in charge, who is the first aider or what number to call in case of an emergency. • What to do in case a fire alarm goes off while in the middle of an experiment. Sometimes it takes more than a few minutes to shut down a specialized piece of equipment that was being used for the experiment. D. DeMan advised that in case of a fire, life safety should be given first priority and people should clear the building right away. If there is something in the building that needs to be addressed urgently (i.e. 	
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<p>equipment that needs to be shut down etc.), then this information should be communicated to the Fire Department reps that are at the scene.</p> <p>D. DeMan</p> <ul style="list-style-type: none"> • Facility Services Asbestos abatement protocol will be reviewed this month at Central. 	
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7. Other Business

None	
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8. JHE Restructuring

Civil has acquired JHE 119 back. Office in the back stairwell. Office is being used for retired faculty member.	
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NEXT MEETING: Wednesday, February 13, 2013 in JHE A114.

Meeting adjourned by J. McLaren and Justyna .

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