

Faculty of Engineering
Joint Health and Safety Committee Minutes

Wednesday, September 11, 2013

9:30 a.m. – 10:30 a.m.

JHE A114

Management Member	Department	Attendance
Nigel Schofield	ECE	Present
Adrian Cordova	BTech	Regrets
Carm Vespi	Alumni	Present
Doug Keller (Certified Member)	Management Cert. Member	Present
Wolfram Kahl	Computing and Software	Present
Ken. S. Sivakumaran (Co-Chair)	Civil Engineering	Present
Marek Niewczas	Materials Science	Present
Jie Yu	Chemical Engineering	Regrets
Stephen Tullis	Mechanical Engineering	Present
David Novog	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	Absent
Elizabeth Takacs	MMRI	Present
Michael Lee	Mechanical	Present
Ed McCaffery	Materials Science	Present
Justyna Derkach (Certified Member)	Chemical	Present
Kent Wheeler	Civil	Present
Maneesh Khanna	MMRI	Regrets (until Nov 30,teaching)
Frances Lasowski	CUPE	Present
Jessica Anderson	Engineering 1	Regrets
Paula Gremmen	BTech	Present
Peter Jonasson	Engineering Physics	Absent
Tyler Ackland	Electrical & Computing Engineering	Regrets
Teresa Trimboli	Computing and Software	Present

Consultants/Guests	Department	Attendance
Dane DeMan	EOHSS	Present

ISSUES FOR CENTRAL TO ADDRESS	Action Items

1. Minutes & Announcements

<p>Minutes Approval:</p> <p>Ken Sivakumaran, Faculty Co-Chair: _____</p> <p>John Nakamura, Worker Co-Chair: _____</p> <p>Minor Correction to wording and spelling. Approval of August minutes motioned by J Derkach and seconded by D. Keller.</p>	<p>Final Aug minutes were submitted to EOHSS on Sept 20, 2013</p>
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2. Business Arising

<p>D. DeMan – Action item from last month’s meeting</p> <p>D.DeMan is meeting with the researcher who is taking over lab in JHE A302 to look at the eye wash station and safety shower. The eye wash station and the safety showers may be situated too close to some electrical equipment.</p> <p>D.DeMan will report back on this during next month’s meeting.</p>	
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3. New Business

<p>Terms of Reference Review</p> <ul style="list-style-type: none"> • K. Sivakumaran emailed the terms of reference. If there are any issues or concerns with the Terms, kindly bring them up now. • D. DeMan commented on Section 5.3: Certification. – 2 parts – part 1 is a 3 day course and part 2 is workplace specific training. Details listed in Appendix B. • J. Derkach said if summer meeting could be skipped (1 month), since Central Health and Safety committee doesn’t meet in summer. D. Keller says that skipping summer meetings may not be appropriate because a lot of grad students and summer students are working in labs during the summer. D. DeMan added that due to the nature of risk associated with some of the work being done in Engineering, we 	
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<p>should keep the meetings 12 times a year (every month).</p> <ul style="list-style-type: none"> • It is suggested that two dates be added to the Terms of Reference. One is when it was reviewed and the other is a revised date if changes are done. <p>Room inspection summary list</p> <ul style="list-style-type: none"> • J. Nakamura - Summary list – every year you go through the list and make sure you have inspected all the rooms that you are supposed to inspect • D.DeMan added that the inspection requirement is on a monthly basis, but because of the nature of the workplace, one area of the workplace should be inspected monthly so that the entire workspace inspection is complete at least once every year. • A. Robertson – Since the inspection reports are done online, would the summary page from online that lists the date of the inspection is adequate. J. Nakamura confirmed that the summary page is adequate. • Next workplace inspection training is Sept 24 in MDCL at 1:30 – K. Sivakumaran said each dept should identify one or two people and send them to this training <p>Worker Co-Chair Selection – will be done last thing at the meeting</p> <ul style="list-style-type: none"> • J. Nakamura will continue as co-chair. All members are in favour of this motion. 	
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4. Incident Reports

<p>1. Civil – student dropped a beaker, the beaker broke and the student knelt on the ground to clean the beaker and scraped the knee. Supervisor instructed student on safe clean up procedures and to refrain from kneeling on the floor when cleaning up broken glass.</p> <p>2. Eng Phys – After washing beakers containing hydrogen fluoride and changing gloves, student reports brushing hand on wet area of gown. Student applied calcium gluconate to hand as precaution. Supervisor reinstructed on correct chemical handling procedures.</p> <p>3. Mat Science – student cleaning rollers on rolling machine. They did not shut off the machine and the student’s finger got caught in the roller. Material Science is conducting a full review of the incident. J. Derkach asked if there should be another person with her during while she’s operating this machine. E. McCaffery added that yes, there was suppose to be a partner as</p>
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outlined in the SOP, but this rule was ignored by the student. The SOP requires that the machine be shut off before cleaning, but the student also ignored this step of the SOP as well. The machine does not have an emergency power off button. This incident is still under investigation by Material Science and it will be discussed further during the next meeting.

5. Safety Reports

Area	Report Submitted
B Tech	No.
CAS	Yes. – some offices – no major issues, ceiling tiles
Chemical Engineering	Yes – general engineering areas – no major issues
Civil Engineering	Yes – finished rooms, mostly offices with no major issues.
ECE	No
Engineering 1	No
General Engineering	Yes – no major issues
Eng Phys/CEDT	<p>Yes –</p> <p>Labs in BSB basement</p> <ul style="list-style-type: none"> • updating door signs and dial 88 stickers. • First aider wasn't posted in BSB. Filing cabinet desk is only 16 inch clearance instead of 2 feet. • Ceiling tile has water damage <p>Labs in ABB</p> <ul style="list-style-type: none"> • Lots of Chemicals, but MSDS sheets are out of compliance. Improper labels. First Aider was not noted in ABB. • Flammables, but no flammable cabinets • Safety glasses are used instead of safety goggles. Advised to purchase goggles. • No chemical inventory, missing labels. <p>Labs in JHE</p> <ul style="list-style-type: none"> • No door templates • Methanol bottle, but no MSDS • Laser goggles for various different lasers, but not labelled properly that which goggles are for which type of laser. • Trip hazards on cables
Materials Science and Engineering	No

Mechanical Engineering	Yes – Hallways Exit signs seemed dim compared to other. Slipping hazard on stairs to basement. No anti-slip paint
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

J. Nakamura asked if anyone wants access to online room inspections. JHE 317 – 19 used to be classrooms but they are part of CEDT. The inspection for these rooms will go back to CEDT.	
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Motion to adjourn by D. Keller, seconded by P. Gremman

NEXT MEETING: Wednesday, October 09, 2013 in JHE A114.

PLEASE NOTE: If you cannot attend this meeting please send regrets to John Nakamura at nakamura@mcmaster.ca