

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

Wednesday, October 9, 2013

9:30 a.m. – 10:30 a.m.

JHE A114

<b>Management Member</b>	<b>Department</b>	<b>Attendance</b>
Nigel Schofield	ECE	Present
Adrian Cordova	BTech	Regrets
Carm Vespi	Alumni	Regrets
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	Absent
Stephen Tullis	Mechanical Engineering	Regrets
David Novog	Engineering Physics	Present
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	Regrets
Doris Stevanovic	CEDT	Present
Dulcie Amaral	SEP	Present
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	Regrets
Jessica Anderson	Engineering 1	Present
Paula Gremmen	BTech	Regrets
Peter Jonasson	Engineering Physics	Present
Tyler Ackland	Electrical & Computing Engineering	Present
Teresa Trimboli	Computing and Software	Present

<b>Consultants/Guests</b>	<b>Department</b>	<b>Attendance</b>
Dane DeMan	EOHSS	Present

ISSUES FOR CENTRAL TO ADDRESS	Action Items

### 1. Minutes & Announcements

<p><b>Minutes Approval:</b></p> <p>Ken Sivakumaran, Management Co-Chair: _____</p> <p>John Nakamura, Worker Co-Chair: _____</p> <p>Minor Correction to wording and spelling. Approval of September minutes motioned by D. Keller and seconded by J. Derkach.</p>	<p>Final Sept minutes were submitted to EOHSS on Oct 9, 2013</p>
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### 2. Business Arising

<p>Annual Summary list</p> <ul style="list-style-type: none"> <li>• CEDT, EP and GE handed in</li> </ul> <p>Terms of Reference Review</p> <ul style="list-style-type: none"> <li>• Add reviewed date - it was reaffirmed. (D. Stevanovic)</li> <li>• 4.4 - Revise wording to “Ensure the entire workplace is inspected annually. Departments/Units should strive to inspect part of their workplace every month”. Reissue with a new date.</li> <li>• Discussion on what “ensure” means. (D. Novog) Is there closure/confirmation that all rooms have been done?</li> <li>• Discuss at next meeting how compliance is shown within the Deans office. Online inspection may solve a lot of these problems.</li> <li>• Motion to approve 4.4 changes (D. Novog), second K. Wheeler. Approved.</li> </ul>	
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### 3. New Business

<ul style="list-style-type: none"> <li>• Three SOP waiting for review. Glove Box (Eng Phys), Gas deposition and etching chambers (ECE in ETB). Please look at them for Nov. Meeting.</li> <li>• ESA signs for electrical panels regarding 1m clearance.</li> </ul>	
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<ul style="list-style-type: none"> <li>• Mech. Eng. (2<sup>nd</sup> floor) has equipment in the hallway. An inspector came in and said it is an en suited area, not a public corridor and therefore the equipment can stay in the hallway. There still needs to be a clearance of 1100mm in the hallway.</li> <li>• An inspection was done in JHE A302 to determine whether or not the second eyewash station could be removed. Yes it can.</li> </ul>	
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#### 4. Incident Reports

<p>Four for September.</p> <ol style="list-style-type: none"> <li>1. Chem. Eng.: Student did not feel well while participating in a lab.</li> <li>2. ETB: BioMed lab, student splashed Methanol in their eye. Student was advised to use goggles.</li> <li>3. MatSci.: Follow up on roller machine. A guard specialist recommended guards be put in. The machine is currently locked out until the guards are installed.</li> <li>4. TAB: Building vents shutdown to aid in asbestos abatement. Solvent fumes accumulating. Building evacuated. Result is change of solvent and HVAC returned to service.</li> </ol>
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#### 5. Safety Reports

Area	Report Submitted
B Tech	No.
CAS	No.
Chemical Engineering	Yes – the several offices, the vent grills were very dirty. The 88 signage in JHE 2 <sup>nd</sup> floor is missing.
Civil Engineering	No.
ECE	Yes. Grad offices checked. Many power bars were used. They have been removed.
Engineering 1	No
General Engineering	Yes – No major issues. Could not get into JHE B101, A415, B134A. Looking into getting access.

Eng Phys/CEDT	<p>Yes – ETB 111 faculty office, O.K.</p> <p>ETB 529, grad office, fridge needs defrosting, trip hazards with some power cables and power bars under desks</p> <p>JHE-annex offices, return air grills need cleaning (JHE-A318, A318/A,A326, A401)</p> <p>JHE-A 3rd floor research labs, update door signs, bulbs burnt out, update MSDS, post no eating and drinking signs.</p> <p>ABB-140A, grad office, air supply very noisy, room temperature fluctuates, hot in fall winter 26C/ cold in summer. Noise because of adjacent women's washroom.</p> <p>JHE-research labs, JHE-214, 320, 322: update or add door signs.</p> <p>JHE-320, extensive use of extension cords, poor housekeeping</p> <p>JHE-322, eye-wash, shower stations and fire extinguisher not tagged, Eyewash not working properly. Work order has been put in.</p>
Materials Science and Engineering	No
Mechanical Engineering	Yes – Some MSDS sheets were out of date
MMRI	No
SEP	No

## 6. Central Committee Minutes/Incidents

None	
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## 7. Other Business

<ul style="list-style-type: none"> <li>• E. McCaffery asked if there was any time limit rule on getting access to a phone to dial 88. D. DeMan mentioned there is not, but since many people have cell phones, security has been promoting using 905-522-4135 as the dial 88 equivalent.</li> <li>• T. Ackland asked if there was a mailing list for EOHSSs' training schedule. D. DeMan said there is not, but a schedule is on the EOHSS website.</li> <li>• M. Lee asked if the people doing room inspections have to be appointed. D. DeMan did not think they had to be appointed, but suggested that it would be a good idea if a member of this committee</li> </ul>	
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<p>be part of the inspection group.</p> <ul style="list-style-type: none"> <li>• D. Stevanovic asked if there was any template for the Work Alone Policy. D. DeMan was going to look into this.</li> </ul>	<p>D. DeMan to look into Work Alone template.</p>
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## 8. JHE Restructuring

<p>J. Nakamura asked if anyone wants access to online room inspection system. The online room information should now be up to date with the spreadsheet version. D. Stevanovic asked to be added to the online room inspection system. D. Stevanovic mentioned that JHE A414 is now back with the Dean's office.</p>	
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Motion to adjourn at 10:30 am by D. Keller, seconded by J. Derkach

**NEXT MEETING: Wednesday, November 13, 2013 in JHE A114.**

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