

**Faculty of Engineering  
Joint Health and Safety Committee Minutes  
Wednesday, November 13, 2013  
9:30 am – 10:30 am  
JHE A114**

<b>Management Member</b>	<b>Department</b>	<b>Attendance</b>
<b>Nigel Schofield</b>	ECE	Present
<b>Adrian Cordova</b>	BTech	Regrets
<b>Carm Vespi</b>	Alumni	Absent
<b>Doug Keller (Certified Member)</b>	Management Cert. Member	Present
<b>Wolfram Kahl</b>	Computing and Software	Present
<b>Ken. S. Sivakumaran (Co-Chair)</b>	Civil Engineering	Present
<b>Marek Niewczas</b>	Materials Science	Present
<b>Jie Yu</b>	Chemical Engineering	Absent
<b>Stephen Tullis</b>	Mechanical Engineering	Present
<b>David Novog</b>	Engineering Physics	Absent
<b>Robert Fleisig</b>	Engineering 1	Regrets
<b>Vladimir Mahalec</b>	SEP	Absent

<b>Worker Member</b>	<b>Department</b>	<b>Attendance</b>
<b>John Nakamura (Co-Chair)</b>	Computing and Software	Present
<b>Anna Robertson</b>	Civil	Present
<b>Doris Stevanovic</b>	CEDT	Present
<b>Dulcie Amaral</b>	SEP	Absent
<b>Elizabeth Takacs</b>	MMRI	Regrets
<b>Michael Lee</b>	Mechanical	Regrets
<b>Ed McCaffery</b>	Materials Science	Absent
<b>Justyna Derkach (Certified Member)</b>	Chemical	Present
<b>Kent Wheeler</b>	Civil	Present
<b>Maneesh Khanna</b>	MMRI	Regrets
<b>Frances Lasowski</b>	CUPE	Present
<b>Jessica Anderson</b>	Engineering 1	Present
<b>Paula Gremmen</b>	BTech	Present
<b>Peter Jonasson</b>	Engineering Physics	Absent
<b>Tyler Ackland</b>	ECE	Present
<b>Teresa Trimboli</b>	Computing and Software	Present
<b>Florence Rosato (for Michael Lee)</b>	Mechanical	Present

<b>Consultants/Guests</b>	<b>Department</b>	<b>Attendance</b>
<b>Dane DeMan</b>	EOHSS	Present
<b>Matiar Howlader (SOP submission)</b>	Mechanical Engineering	Present

<b>ISSUES FOR CENTRAL TO ADDRESS</b>	<b>Action Items</b>
None	

## 1. Minutes and Announcements

<p>Minutes Approval:</p> <p>Ken Sivakumaran, Management Co-Chair: _____</p> <p>John Nakamura, Worker Co-Chair: _____</p> <p>Minor correction to wording on page 1. Approval of October 2013 Minutes motioned by D. Keller and seconded by D. Stevanovic</p>	<p>Final Oct. minutes were submitted to EOHSS on Nov. 21</p>
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## 2. Business Arising

<p><b>Room inspection summary lists</b> ECE, B.Tech., Mech Eng, and Eng 1 handed in summary lists.</p> <p><b>Terms of Reference</b> K. Sivakumaran brought to the attention of the committee that the Faculty By-Law and the JHSC terms of reference to assigning a Minutes-taker for the JHSC meetings do not match. (Reference 6.4.1). He stated that Faculty By-law says that the Minute-taker has to be a committee member.</p> <p>The Minutes-taker does not get a vote, therefore a present committee member would not be feasible. There are 2 votes per department so a committee member would not want to lose a vote.</p> <p>D. Deman stated that currently Faculty Management supplies their own Minutes-taker and he suggests adjusting the By-law to be comparative.</p>	<p>D. Deman will look into the discrepancy and get back to the committee</p>
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<p><b>SOP: Glove Box (Eng Phys)</b> J. Derkach stated that the following changes be made:</p> <ul style="list-style-type: none"> <li>- No authors name on the SOP</li> <li>- No location of glove box</li> <li>- Change revision date to November 2013</li> <li>- Wants to see detailed procedure how to regenerate glovebox</li> <li>- How to clean up spill in hood or outside hood</li> <li>- Discuss Accident/Injury reporting plan</li> <li>- Should follow SOP template</li> </ul>	
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<p><b>SOPS: Gas Deposition Chamber and Gas Etching Chamber</b> (discussion involved both SOP's)</p> <ul style="list-style-type: none"> <li>• A. Robertson commented on the length (# of pgs) of both SOP's, she felt they were excessive (25 pgs) and no one would read them. She also commented that there were many grammatical errors.</li> <li>• M. Howlader explained that there would be a simplified version explaining the procedures on hand as well as the original and that training would follow, but he felt that only a simplified version was fine for basic equipment, but not for these Chambers. A new Appendix has been added to the document.</li> <li>• N. Schofield explained that the length of the SOPs are justified because they are dealing with expensive equipment and the SOPs need to reflect that. A list will be available of only personnel that are trained to use the equipment.</li> <li>• D. Keller suggested that a new additional SOP could be written as a reference document and extract a checklist from it that lists as point-form for users to follow.</li> <li>• D. DeMan stated that the more detailed the SOP in this instance the better because of the extensive equipment and asked what has been done about the training?</li> <li>• M. Howlader/N. Schofield explained that the Gas Company will supply all of the training. Every year the students will be trained. Also commented that the area is secured with a proxy reader.</li> <li>• M. Howlader will re-submit the SOP's for another review. It was decided that we will leave both of these SOP's on the agenda and revisit the revised versions.</li> </ul>	<p>A new updated version has been posted on-line and can be re-addressed at the next meeting.</p> <p>Next step: Bring together the details of the SOP with better communication and looking into security issue</p>
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### 3. New Business

<ul style="list-style-type: none"> <li>• Rooms in ETB are updated on the on-line system. The 4<sup>th</sup> Floor is still up in the air. All others floors are ok.</li> <li>• Mech Eng equipment in hallway: must still maintain 1.1m distance for occupants to be able to evacuate.</li> <li>• No clarity regarding Health &amp; Safety (Research Groups) at the MARC (Automotive Research Centre) building. Do we need representation?</li> </ul>	
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#### 4. Incident Reports

1. ETB: Engineering1: First Aid was involved. A student was cutting paper (thermal plastic) and cut their finger. D. DeMan sent the info on cutting safety.	
2. ETB: Student cut hand on copper turnings. Instructor told the student to use tweezers instead of bare hands.	

#### 5. Safety Reports

AREA	REPORT SUBMITTED
1. MMRI	Yes
2. Chemical Engineering	Yes JHE-A108 – 2 holes on the wall (about 15 cm diameter) JHE-A109 – cracked sink B105 – some boxes on floor
3. Engineering Physics, CEDT	Yes BSB-B201 – no door sign, BSB-B204 – 1 lamp is missing a cover, BSB-B203/B – main entrance door binds to floor when opened, BSB-B203/A – filing cabinet and desk only have 16 in clearance  Yes ABB-137/A/A - Electric box blocked, remove excess boxes Hallway Exit Light (South end) not lit – Work order submitted. Hot water to be fixed (leaking) ABB-138 - Hanging tubes by optical table (SW wall). Raise or remove if not in use. ABB-138A - Remove excess boxes ABB-B110 – Chemical labelling IPA bottle, tidy up boxes
4. Civil Engineering	Yes JHE-329 (outside) – ceiling tiles – will follow up JHE-201/A/A needs shelf secured to wall
5. Electrical Engineering	Yes
6. Engineering 1	Yes Some lights out in hallways/walkways (different areas, request an order to be put in) ETB-101/106/107/108/111/113/114 will get dial 88 stickers for phones (106 cluttered but no hazard) – ETB122-ceiling tile leak
7. Mechanical Engineering	Yes
8. BTech	Yes ETB312 & 312/A – pot light not working and leak (work order initiated) – bulbs and fluorescent tubes needs

	replacement
9. CAS	No
10. SEP	No
11. Materials Science & Eng	No
12. General Eng	No

## 6. Central Committee Minutes/Incident

None	
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## 7. Other Business

<p>1. Work alone template file – D. DeMan stated that there is no template file, but there are examples in the appendix of the Work Alone policy.</p> <p>2. Room inspection re: training required: Training is not required, but Workplace training is available and is recommended. Room inspector must be appointed (Worker member – the Union would approve the person). Look at whether they have to come to the JHSC meetings.</p> <p>3. D. Keller discussed a new App from Security named “MUSST” – you can contact security if you forget the number. He feels that it is not well advertised.</p> <p>4. Laser Safety Committee – request assistance from people. You are asked to report to EOHSS any class 3B or 4 lasers so it can be added to the laser inventory list.</p> <p>5. N. Schofield discussed fire training. Improve signage. He will email about the wording (pink signage that is available now). Request changes that are approved by the Fire Department.</p>	D. DeMan will look into this
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## 8. JHE Restructuring

Civil Eng and Chem Eng had some room changes that were sent to J. Nakamura.	
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Motion to adjourn at 11:00 am by J. Derkach and F. Lasowski

NEXT MEETING: Wednesday, December 11, 2013 in JHE A114

PLEASE NOTE: If you cannot attend this meeting please send regrets to Ginny Riddell at [ginny@mcmaster.ca](mailto:ginny@mcmaster.ca)