

**Faculty of Engineering
 Joint Health and Safety Committee Minutes
 Wednesday, December 11, 2013
 9:30 am – 10:30 am
 JHE A114**

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

Worker Member	Department	Attendance
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	Regrets
Justyna Derkach (Certified Member)	Chemical	Present
Kent Wheeler	Civil	Present
Maneesh Khanna	MMRI	Regrets
Frances Lasowski	CUPE	Regrets
Jessica Anderson	Engineering 1	Absent
Paula Gremmen	BTech	Regrets
Peter Jonasson	Engineering Physics	Absent
Tyler Ackland	ECE	Present
Teresa Trimboli	Computing and Software	Regrets

Consultants/Guests	Department	Attendance
Dane DeMan	EOHSS	Present
Matiar Howlader (SOP submission)	Electrical Engineering	Present

ISSUES FOR CENTRAL TO ADDRESS	Action Items
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 corrections to wording on pages 3&4. Approval of November 2013 Minutes motioned by M. Niewczas and K. Wheeler</p>	<p>Final Nov. minutes were submitted to EOHSS on Dec. 12</p>
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2. Business Arising

<p>Terms of Reference</p> <p>D. DeMan stated that documented in the Risk Management Manual, Section 5.4, it is the responsibility of Senior Management to supply JHSC secretarial/clerical support</p> <p>D. Keller stated that the correction be documented and revised at the next Faculty meeting. J. Nakamura: K. Sivakumaran will follow up on this.</p>	<p>K. Sivakumaran will follow up on secretarial support for JHSC</p>
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<p>SOP: Glove Box (Eng Phys)</p> <ul style="list-style-type: none"> - Minor changes by J. Derkach. Leave on the Agenda for discussion in next meeting. <p>SOP: Hydrogen, Argon, BCL3, Nitrogen, Chlorine, CHF3, Oxygen</p> <ul style="list-style-type: none"> - J. Nakamura commented on the chlorine gas pictogram, issue cleared up. - J. Derkach – Argon SOP, Procedural Guidelines: specify the type of gloves. - D.Keller commented that you could wear any glove materials when working with inert argon. - J. Derkach – minor changes in wording of document - D. Stevanovic: add Security contact number for cell phones to document. - Take off table and send to J. Nakamura to post publicly if they want. - D. DeMan – next step: bring all of the involved groups together. 	
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SOPS: New Version of Gas Deposition Chamber and Gas Etching Chamber (discussion involved both SOP's)

- D. Stevanovic commented on the following:
 - has forwarded small changes she found in the SOP to M. Howlader
 - both documents state that you must have appropriate protection (personal protective equipment)– is the wording stated as appropriate or required? M. Howlader to change the wording to “required” in the SOP.
 - Pg. 3 – opening the door in the etching chamber. The system should be left under vacuum.
 - #32 - watch out for condensation at the lowest values - temperature fluctuates. What happens if you have condensation? Follow up on this discussion.
 - MSDS sheets are placed in 3 places, but they are all associated with that building. They must be also placed somewhere else and add more contact info.
 - Cylinder may rupture if heated.
- In the event of an emergency, like a gas leak, what happens/who to contact?
- D. DeMan stated that there are many facilities involved: EOHSS, Facility Services, Security, Fire Department etc. A follow up meeting will be held with all involved to discuss further.
- D. DeMan: Section 4, Procedural Guidelines: Discussion on what happens during the transportation of gases on campus. First point of contact in an emergency is Security. Sections 4.3&4.4: Leaks due to rupture – procedures to evacuate, question the wording.
- M. Howlader suggested adding a special sheet to the SOP's that includes what the special procedures will be
- D. Keller: If there is a power failure, what happens? He stated that you lose your exhaust fans. What is the response procedure? What happens to the proxy card system?
- D. Keller: Where do the fans feed into and what style of stack is being used. Recommends that Facility Services are included in the safety meeting so they can be informed on what kind of fans are being used.
- M. Howlader: We have our own stacks on the roof. They isolated the fans system from the building system. Praxir is the company that supplied the fans.
- D. DeMan: Verify with Facility Services that strobic fans are being used and not just stacks.
- M. Howlader: UPS is the power supply company.
- N. Schofield stated that a Loss of Power section to be added to the SOP procedures.

<p>Room inspection summary lists</p> <ul style="list-style-type: none"> - J. Nakamura: Who is checking these summary lists: right now the summaries go to the Deans office and kept on file. - Some departments hand in the summary a year later and defeats the purpose of the checking. - D. Stevanovic: someone should check the master checklist that is online to make sure all rooms are accounted for - J. Nakamura: if everyone gets online it will be easy to check if all rooms are inspected and also has many advantages and can be accessed from any wireless device - Room inspections: Who can do them? To inspect, you have to be associated with this committee and also D. DeMan stated: you have to be an appointed worker member. - Training is not mandatory, but it is recommended that workplace inspection training be done. - Leave the system the way it is and hopefully all departments will join up on-line. 	
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3. New Business

<ul style="list-style-type: none"> • D. Stevanovic: students try to look up training courses and they are not on-line yet. • D. DeMan: Contact EOHSS for upcoming training dates. May also accommodate special requests if reasonable. 	D. DeMan to follow up
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4. Incident Reports

<ol style="list-style-type: none"> 1. Student (ENG1) lost consciousness in a computer lab. First aid was applied. No apparent workplace contributing factors identified. Student returned to lab soon after. (JHE-233A) 2. Student (Mech) (while working alone), was removing a 4L bottle of acetone from flammable cabinet, bottle slips out of hands and breaks on floor. Student was not prepared to clean up spill. (JHE-A306) Supervisor instructed student to retake WHMIS and Chemical Handling and Spills Response training. Also received additional site specific training on spill cleanup and working alone procedures. 3. Employee (CAS) lost balance and fell to the ground (ITB side entrance) and hit their head. The employee walked further and fell again. EOHSS investigated. There was no apparent workplace contributing factors – employee was disoriented. 	
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4. Employee hit hand on corner desk while moving a box (less than 5lbs) to desk. Employee's hand was originally reported as fractured, but after reported to Ministry of Labour and further investigation, medical follow-up stated hand was not fractured.	
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5. Safety Reports

AREA	REPORT SUBMITTED
1. MMRI	No
2. Chemical Engineering	Yes –Basement labs – more labelling required, inventory not completed
3. Engineering Physics/CEDT	Yes Undergrad labs (Annex) – inventory for chemicals is old, MSDS old, minor infractions (water stains) – lights burnt out in a bunch of labs Undergrad labs (BSB)- epoxy glues, spray paint – need MSDS for those BSB-B111 – has come up again that Facility Services is using this storage cupboard for their own use. D. DeMan to look into this
4. Civil Engineering	No
5. Electrical Engineering	Yes- undergrad labs, everything in good order
6. Engineering 1	No
7. Mechanical Engineering	Yes – stains on ceiling tile in offices
8. BTech	No
9. CAS	No
10. SEP	No
11. Materials Science & Eng	No
12. General Engineering	No

6. Central Committee Minutes/Incident

None	
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7. Other Business

None	
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8. JHE Restructuring

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Motion to adjourn at 10:37 am by D. Stevanovic and D. Keller

NEXT MEETING: Wednesday, January 8, 2014 in JHE A114

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