

**Faculty of Engineering**  
**Joint Health and Safety Committee Minutes**  
**Wednesday, January 8, 2014**  
**9:30 am – 10:30 am**  
**JHE A114**

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

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

<b>Consultants/Guests</b>	<b>Department</b>	<b>Attendance</b>
<b>Dane DeMan</b>	EOHSS	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 on page 2 made to minutes. Approval of December 2013 minutes by Elizabeth Takacs and seconded by Paula Gremmen.</p>	<p>Final Dec. minutes were submitted to EOHSS on Jan. 10, 2014</p>
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## 2. Business Arising

<p><b>Terms of Reference: Secretarial Support of JHSC Minutes</b> K. Sivakumaran will follow up on this and report back to Committee with final decision. Dean's office will continue to support.</p> <p><b>SOP: Glove Box (Eng Phys)</b> J. Nakamura received new version from D. Stevanovic. Leave on the Agenda for discussion in next meeting.</p>	
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<p><b>Room inspection summary lists</b></p> <ul style="list-style-type: none"> <li>- D. Stevanovic questioned who follows up on the Departmental Summary inspection sheets? For an example, her department was a year late in submission and if told would have known and made sure it was submitted on time. Stated that Management (Deans Office) is responsible to signing off for the Faculty</li> <li>- J. Nakamura stated that if rooms are inspected using the on-line system, that record would be complete. Each group hands in their summary list generated from the on-line system.</li> <li>- A. Robertson – when rooms get shuffled within departments, is someone updating the system?</li> <li>- J. Nakamura has been updating the system. As soon as you log in to the online system the new room will appear on your list</li> <li>- N. Schofield: How do we close the circle/process to ensure all rooms in the Faculty are inspected?</li> <li>- D. Keller: Remind the new Business Manager that it is her responsibility to follow up on these summaries.</li> <li>- D. DeMan stated that we have 1 worker member and 1 management member, if each reviews their summary and signs off on it and sends up to the Faculty of Engineering office for a quick check off that would suffice</li> <li>- Follow up with the Deans office to see how many inspection summary sheets have been handed in for 2012-2013.</li> </ul>	<p>K. Sivakumaran to follow up with Deans office</p>
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- Will re-visit this in future meeting.	
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D. DeMan: followed up on training website and stated sessions are up and running on EOHSS training website.	
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### 3. New Business

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### 4. Incident Reports

<p>1. ETB-Stairwell. While descending stairs, student reports turning to engage in conversation and missing step, injuring leg. Supervisor instructed student to look forward and hold handrail while descending stairs.</p> <p>2. Life Sciences Bld. Student picked up glass flask heated by Bunsen burner and burned fingers. Supervisor reinstructed student to allow glass flask to cool down before handling.</p>	
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### 5. Safety Reports

AREA	REPORT SUBMITTED
1. MMRI	No
2. Chemical Engineering	Yes –minor issues
3. Engineering Physics/CEDT	No
4. Civil Engineering	2 issues: offices, a few book cases attached and have been done
5. Electrical Engineering	No
6. Engineering 1	No
7. Mechanical Engineering	Yes – minor issues
8. BTech	No
9. CAS	Yes – General inspections of hallways. 2 extinguishers didn't get dated. (ITB-103-114 area and the other near ITB-216) – D. DeMan will report to facility services.
10. SEP	No
11. Materials Science & Eng	No
12. General Engineering	No

### 6. Central Committee Minutes/Incident

Snow removal: D. DeMan stated that the university is working at trying to salt the walkways/parking lots. Be extra cautious when	D. DeMan to send a note to
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walking. If you notice spots not done, do not hesitate to contact Facility Services.	Facility Services on Lot I and M for ice issues.
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## 7. Other Business

<p>A. Robertson: Wear strips on many staircases have come off or worn off- when wet the stairs are slippery. A student slipped on the main staircase - but no incident report was filed.</p> <p>W. Kahl stated that he came to the university during a power outage and couldn't get into the building (the building is on a proxy reader) – he called security to report. When the power goes out, what is the protocol?</p> <p>D. DeMan: You have to contact security - this is their responsibility.</p>	<p>D. DeMan to contact Facility Services to check on this issue</p>
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## 8. JHE Restructuring

None	
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Motion to adjourn at by J. Derkach and D. Keller

NEXT MEETING: Wednesday, February 12, 2014 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)