

**Faculty of Engineering
Joint Health and Safety Committee Minutes
Wednesday, February 12, 2014
9:30 am – 10:30 am
JHE A114**

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

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

Consultants/Guests	Department	Attendance
Dane DeMan	EOHSS	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 made. Approval of January 2014 minutes by E. Takacs and seconded by P. Gremmen.</p>	<p>Final January Minutes were submitted to EOHSS on February 19, 2014</p>
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2. Business Arising

<p>Room inspection summary lists</p> <p>K. Sivakumaran stated that he has spoken with the Dean's office and will keep the discussion open regarding the next step in how they will proceed in closing the loop on whether all rooms are inspected and if all departmental summary lists are handed in yearly. Check with G. Riddell as to how many Summary Lists have been submitted so far and if any are missing.</p>	<p>K. Siva to report back to committee</p>
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<p>Terms of Reference: Secretarial Support of JHSC Minutes</p> <p>Deans office will continue to provide support for JHSC Minutes. This issue is now complete.</p>	
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<p>SOP: Glove Box (Eng Phys)</p> <p>J. Nakamura: New version of Glove Box was put up and put into the suggested template that we have.</p> <p>D. DeMan: Is there any chance of environmental impact or injury? If so, should it be indicated on the SOP under Environmental Responsibilities? Also, on the SOP under "Training" it is checked as N/A. He recommends adding "Training supplied by the Lab Supervisor"</p> <p>This SOP is now removed from the Agenda (complete)</p>	
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3. New Business

<p>1. ETB fume hood exhaust system project</p> <p>P. Gremmen stated that a letter was sent to the employees occupying the 3rd and 4th floors in ETB. She stated that she was concerned that the</p>	
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<p>clean room on 3rd floor was not added because Matar Howlader's name was not listed on the letter received from Facility Services. The occupants need to supply a list of chemicals (hazardous materials) in an assessment report and submit to Mike Wright of Facility Services by February 14, 2014.</p> <p>T. Ackland stated that he added 3 rooms (which included the clean room) to the inspections lists. These 3 rooms did indeed have fume hoods.</p> <p>2. ETB-429 Chemical Lab (Biointerfaces). D. Stevanovic stated that while doing EngPhys/CEDT inspections, she witnessed occupants working at three fume hoods had all the sashes up and also that the occupants wore no goggles.</p> <p>3. Power outage question. D. Stevanovic stated that a professor working in a Science Building during a power outage lost his lasers on his computer and he couldn't back up his data. Is there any way that Facility Services can contact him?</p> <p>D. Keller: It would be impossible for Facility Services to contact everyone. You can set up something yourself that can send you an email.</p> <p>J. Nakamura: Is there any other messaging if the website goes down and we can't read the Daily News message anyway?</p> <p>D. DeMan: Messages are left on the Daily News very early when an outage is happening. Also: Security has their M.U.S.T. (McMaster University Safety Security & Transit" app will message back to your smartphone.</p>	<p>D. DeMan will look into whether this app can be used for power outages or just emergencies – he will report back</p>
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4. Incident Reports

<p>1. JHE-A110: A student reported chemical splashing into eyes from syringe. Student wore goggles, but removed them just prior to incident. Supervisor instructed students to wear safety goggles at all times when working with chemicals. Student was told to repeat WHMIS and Chemical Handling and Spills Response training.</p> <p>2. Large power outage was caused by a water pipe that ruptured and caused a serious flood in the basement of Applied Dynamic Lab. Equipment damage and transformer. Working with insurance adjustor to get the facilities and equipment back to working order. Civil Engineering will reopen the building for limited access. Safety issues for the building have been back on-line. Environmental Assessment was done.</p> <p>D. Stevanovic: Did that water pipe burst because of the weather temperature? D. DeMan: We don't know for sure.</p>	
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5. Safety Reports

AREA	REPORT SUBMITTED
1. MMRI	No
2. Chemical Engineering	Yes – Graduated to on-line safety inspections (just housekeeping issues noted)
3. Engineering Physics/CEDT	Yes (Multiple small issues) – Specific details kept on file in hard copy report JHE-317-318 – TAB labs 110-111, 205 - ABB-139-140, 143 <u>Question:</u> D. Stevanovic: Not all questions are captured on the on-line system. Paper copy has more questions. J. Nakamura and D. DeMan had originally gone through the on-line questionnaire and have removed some redundant questions and re-worded some.
4. Civil Engineering	No
5. Electrical Engineering	Yes Offices in CRL and ITB – They look good.
6. Engineering 1	No
7. Mechanical Engineering	No
8. BTech	Yes – Washroom backed up (1 st fl) (workorder placed and problem fixed) ETB-310 – door sticks and fixed (taped down)
9. CAS	No
10. SEP	No
11. Materials Science & Eng	Yes – JHE-350 – Serious issues noticed and fixed within an hour of the inspection
12. General Engineering	Yes – but did not print it out

<p>D. Keller: Can we just submit the inspections electronically? We need a user name and password to log in so it is the same as an electronic signature. Electronically would save storage space with no paper copies.</p> <p>J. Nakamura stated that he did send them electronically to the Dean's office previously, and it was ok to do so. Also, when we are all on-line he can put another "public" link up so that anyone can check any room in any building at any time which will make it easy to confirm inspection summaries are complete. This would help close the loop.</p> <p>P. Gremmen: Online shows that her area still has ETB-4th Floor. Need to remove ETB 480-486, her list still shows 4th floor. Stairwell in the basement ETB-183B is behind a locked door and they cannot get to it to inspect it.</p>	<p>J. Nakamura to look into this.</p>
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6. Central Committee Minutes/Incident

None	
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7. Other Business

<p>J. Derkach: Can we get an update on the status of the SOP's from Electrical Engineering? Are we finished reviewing them?</p> <p>J. Nakamura: During last meeting it was decided that we take it off the table.</p> <p>T. Ackland: Electrical connections have been made to the security system and they are working with axiom to do some software upgrades. Committee comments have been incorporated.</p>	
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8. JHE Restructuring

None	
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Motion to adjourn at by K. Wheeler and D. Stevanovic

NEXT MEETING: Wednesday, March 12, 2014 in JHE A114

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