

**Faculty of Engineering
Joint Health and Safety Committee Minutes
Wednesday, May 14, 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	Regrets
Doug Keller - (Certified Member)	Management Cert. Member	Present
Vladimir Mahalec	SEP	Absent
Marek Niewczas	Materials Science	Present
David Novog	Engineering Physics	Absent
Nigel Schofield	ECE	Present
Ken. S. Sivakumaran - (Co-Chair)	Civil Engineering	Present
Stephen Tullis	Mechanical Engineering	Present
Carm Vespi	Alumni	Absent
Jie Yu	Chemical Engineering	Absent

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

Consultants/Guests	Department	Attendance
Dane DeMan	EOHSS	Present
Matiar Howlader	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 April Minutes. Approval of April 2014 minutes by A. Robertson and seconded by P. Gremmen.</p>	<p>Final April Minutes were submitted to EOHSS on May 27, 2014</p>
--	--

2. Business Arising

<p>1. D. DeMan will circulate from the Central Committee the 2013 Annual Incident Summary comments after the meeting.</p> <p>2. D. DeMan has put in a work order with Facility Services about the JHE stairwell.</p>	<p>G. Riddell emailed the Summary to the Eng. Committee via D. DeMan on May 14, 2014</p>
--	--

3. New Business

<p><u>5 New SOPs were discussed</u></p> <p>Resist Spin-Coater – D. DeMan suggested that M. Howlader add lifetime of lamp (Operating Hours) in Section 4.3 under contingency planning of the SOP.</p> <p>D. Keller: If vapours got into the room is there a way that you can shut down quickly? He suggests the easiest way is to shut dampers to stop the flow. D. DeMan stated that further discussions on this matter should be held with Facility Services.</p> <p>M. Howlader: Should someone from Facility Services sit in on our meetings? D. DeMan suggested they be invited as a guest when a specific SOP is being discussed also a request can be sent for input from Facilities before a meeting.</p> <p>K. Sivakumaran: Will follow up with Facility Services regarding having one specific permanent member assigned to our committee to discuss specific SOP's as they come up in the future. They would not attend every meeting, but be invited when needed.</p> <p>UV NIL – D. DeMan: Ensure mechanical hazards are labelled on the equipment and proper training in place. D. Stevanovic suggested changing the wording to mandatory instead of appropriate when referring to eye wear protection.</p>	<p>K. Sivakumaran to follow up</p>
---	------------------------------------

<p>Adhesion Promoter – A. Robertson, suggested adding the CAS# for these chemicals. Refrigeration storage - flammable liquids fridge needed – not an explosion-proof fridge. Emergency procedure measures were discussed. Under maintenance add regular supervisor inspections are required.</p> <p>Hot Embossing NIL -- UV light/MSDS/Risks for mechanical hazards. Same comments are relevant here as in previous SOP's.</p> <p>Imprint Polymer – General comments and minor spelling error noted. Same general comments relevant here as in other SOP's</p> <p><u>General Comments for all 5 SOP's:</u> Reason for SOP – Procedure/Process could cause critical injury. Procedure/Process could cause damage to University property. Section 3.0 Responsibilities - In part 1 include reporting of hazardous situations Firefighting measures – include a statement about training and competency regarding the use of a fire extinguisher or consider removing this section altogether. Do you want individuals attempting to extinguish a fire or is it better to evacuate and have the Fire Department respond?</p> <p>Reference RMM 501 – Hazardous Waste Management Program in all sections pertaining to chemical waste disposal.</p> <p>List one lab emergency contact number for supervisor and staff. Security will not attempt to contact an entire list of people. Remove Security responsibilities and response as they have their own procedures for emergency response. Only include facility contact person number. Section for Security Response should only include the following; <i>In the event of an alarm or emergency involving the Facility, Security to contact....</i> Include a frequency of inspection under 'Maintenance and Inspection' – how often?</p> <p>Consider including Lock out/tag out and Machine Guarding as part of training requirements because of the identified mechanical hazards. I.e. moving parts, crush hazards, cutting hazards, etc.</p> <p>File SOPs for adhesion promoter and any other chemicals in a location outside of the building (i.e. office in another building) to ensure access during an emergency.</p> <p>What personal protective equipment is required for working with the UV light?</p> <p>Ensure 'No Eating or Drinking' signage is posted on lab entrance. Include fit testing training for anyone required to use a respirator. Use of</p>	<p>D. DeMan supplied general comments</p>
---	---

<p>SCBA is not recommended.</p> <p>Implement a process to ensure that UV lamp does not exceed operating hours to prevent lamp explosion. Include documentation and record keeping.</p> <p>Ensure that all electrical equipment is ESA compliant. What are the required protective measures for hot parts? PPE required? Are the hot parts labeled?</p> <p>J. Nakamura: As a committee, should these SOP's be brought back to the committee? D. DeMan: For the purpose of this committee we have reviewed and M. Howlader can follow up from here on.</p> <p>P. Gremmen: Schematics are wrong on maps in ETB by the elevators, so this would cause confusion for emergency response situations. M. Howlader will ask Scott Simpson for updated signage.</p>	
--	--

4. Incident Reports

<p>1. McMaster Solar Car team at the Ancaster Facility. Theft of a trailer. Incident reported to Security and Hamilton Police Services for investigation.</p> <p>2. Incident happened in June of 2013, (Mechanical Engineering – Rm 205). It was reported that a boiling apparatus turned on without fluid in vessel or cooling water. Apparatus was also not ESA certified and should be de-energized when not in operation. Apparatus has been rewired and ESA inspected. Supervisor will de-energize apparatus when not in operation. EOHSS will follow up with this supervisor upon their return.</p>	
---	--

5. Safety Reports

AREA	REPORT SUBMITTED
1. MMRI	No
2. Chemical Engineering	Yes. 2 labs inspected: can't locate MSDS binder – inventory posted was out of date – ESA sticker missing and minor maintenance. Chemical or biological spill kits – should the inspection list on-line be updated?
3. Engineering Physics/CEDT	Offices (JHE) – Bookshelves (dirty ceiling/air ducts – work order submitted multiple times), bookshelf issues. Water damage in some labs. Other maintenance issues noted.
4. Civil Engineering	5 labs: Housekeeping issues. Fire extinguishers not inspected, moldy shelves, labelling issues.
5. Electrical Engineering	No

6. Engineering 1	No
7. Mechanical Engineering	No
8. BTech	4 labs: Housekeeping: Electrical switches, replace bulbs, no fire evacuation plan on door, internet connection broken, new computer lab – no emergency posted notes, contact numbers, no fire extinguisher. Leak in lab, ceiling tiles need replacing.
9. CAS	No
10. SEP	No
11. Materials Science & Eng	No major inspection problems. Issues corrected same day
12. General Engineering	No

6. Central Committee Minutes/Incident

<p>D. Stevanovic: Video from UCLA. Woman working in a lab with a flammable liquid alone. Could have been saved if wearing proper lab equipment, was not wearing a lab coat. Want to stress to people to wear proper equipment when working with hazardous materials. D. DeMan will send out link to this video when he sends the Annual Report to the committee.</p>	
--	--

7. Other Business

<p>WHMIS GHS changes discussed. Courses offered during NAOSH week. Significant changes coming to MSDS. MSDS to become SDS (Safety Data Sheet). Labelling should be the same across the world.</p> <p>D. DeMan: CCOHS has good e-learning tools on website that are free. New Awareness training comes into effect July 1, 2014. Affects all employees. Looking at all training to make sure we are in compliance. Updating H&S Orientation training session. All employees are required recomplete that orientation and the launch date will be mid June.</p> <p>J. Nakamura: Doris Stevanovic and Paula Gremmen tied for the McMaster Health and Safety Award of Excellence this year. Several members were nominated, Tyler Ackland and Justyna Derkach – great job.</p>	
--	--

8. JHE Restructuring

None	
------	--

Motion to adjourn at by D. Stevanovic and Seconded by E. McCaffery.

NEXT MEETING: Wednesday, June 11, 2014 in JHE A114

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