

**Faculty of Engineering  
Joint Health and Safety Committee Minutes  
Wednesday, August 13, 2014  
9:30 am – 10:00 am - JHE A114**

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

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

<b>Consultants/Guests</b>	<b>Department</b>	<b>Attendance</b>
Dane DeMan	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>Approval of July 2014 minutes by D. Keller and seconded by E. Takacs.</p>	<p>Final July Minutes were submitted to EOHSS on Sept. 5, 2014</p>
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## 2. Business Arising

<p><b>Follow up of Action Items:</b></p> <p>1. D. DeMan followed up on a question raised in last meeting regarding whether further re-training of students was needed when cutting magnesium or was an SOP required for cutting? He spoke with R. Lodewyks regarding this issue and Ron stated that he feels very strongly that he has a proper procedure in place and that the proper training is being given to students.</p> <p>A. Robertson: Does not want to put an SOP on some equipment in her lab because after hours one might feel that they can take a shortcut by using the SOP to run the equipment, but in fact they need sufficient training first. Also it has been discovered that some students are sharing their access cards and entering the lab and it is not possible to know if they have had sufficient training or not.</p> <p>P. Gremmen: Is there a document in place that the student signs and state they have had proper training and that the supervisor then signs?</p> <p>S. Tullis: There is very specific Machine shop training procedures in place. Students would not do anything without the supervision of the technicians.</p> <p>Discussion with the committee resulted in that proper procedures were in place.</p> <p>2. Anna Robertson: EOHSS was supposed to follow up on lifted floor tiles in JHE.</p>	<p>D. Deman to follow up with C. Beecroft and then EOHSS if needed</p>
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## 3. New Business

None	
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#### 4. Incident Reports

<p>K. Sivakumaran: In the Annual Report will the number of incidents recorded by the summer camps be attributed to the Faculty of Engineering stats and is it possible to have the summer camp incident reports removed/separated from our statistics?</p> <p>D. Man: EOHSS has a thorough safety training (WHMIS) process that is followed before camps begin. Incident reports are now being filled out for all camps on campus. More detailed reports are now being filled out.</p> <p>D. Man: EOHSS will look at ways to reduce the glue gun and soldering incident reports.</p> <ol style="list-style-type: none"> <li>1. JHE-2<sup>nd</sup> Fl.: While walking in hallway, camper tripped and fell to ground, injuring elbow. Incident investigated. No work related contributing factors identified.</li> <li>2. ETB-312: While dissecting a tarantula, preserving agent splashed onto camper's lower lip. Campers instructed to work slowly during dissections to avoid splashing preserving agent.</li> <li>3. JHE-210: EE reports camper falling from chair onto ground, injuring back and arm. Incident investigated. No apparent workplace contributing factors identified.</li> <li>4. JHE-219: While using hotplate to melt sugar in a pot, camper burned finger. Campers reinstructed to never touch or reach over hotplate.</li> <li>5. ETB-504: While placing magnet into box with another magnet, EE reports magnets coming together, cutting thumb. Supervisor instructed EE to keep magnets in separate boxes.</li> <li>6. ETB-312: While using soldering iron, camper burned hand. Campers reinstructed to use caution when working with soldering iron.</li> <li>7. JHE-342: While using glue gun, camper burned hand. Campers reinstructed to use caution when working with glue gun.</li> <li>8. JHE-342: While using glue gun, student burned finger. Campers reinstructed to use caution when working with glue gun.</li> <li>9. ETB-237: While using scissors to cut paper, camper cut finger. Camper was instructed to use caution when working with scissors.</li> </ol>	<p>D. DeMan will follow up with EOHSS re: statistics</p>
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<p>10.JHE-342: While using glue gun, camper burned hand. Campers reinstructed to use caution when working with glue gun.</p> <p>11.JHE-outside: Camper was stung by wasp after throwing objects at wasp nest. Campers instructed not to throw objects at wasp nest. Wasp nest to be removed.</p> <p>12.JHE-outside: While playing capture the flag, camper injured ankle. Incident investigated. No apparent workplace contributing factors identified. Potential sport risk assumed by participant.</p> <p>13.JHE-outside: Camper was stung by wasp after throwing objects at wasp nest. Campers instructed not to throw objects at wasp nest. Wasp nest to be removed.</p> <p>14.ETB-420: While removing bent needle from syringe, student punctured finger. Supervisor reinstructed student on proper procedures and instruments while working with sharps.</p> <p>15.JHE-A102: EE reports campers walking into each other resulting in camper cutting tongue. Incident investigated. No work related contributing factors identified.</p> <p>16.ABB-165: EE reports camper raised hand and touched light fixture resulting in scratch to hand. Camper reinstructed to avoid touching light fixtures.</p> <p>17.ABB-165: While using glue gun, camper burned hand. Campers are instructed to use caution when working with glue gun.</p> <p>18.ETB-312: While using soldering iron, camper burned finger. Campers reinstructed to use caution when working with soldering iron.</p> <p>19.JHE-A101: EE reports camper punching another camper in the head. Incident investigated. No apparent workplace contributing factors identified.</p> <p>20.ETB-312: While using soldering iron, camper burned finger. Campers reinstructed to use caution when working with soldering iron.</p> <p>21.JHE-Front lawn: While playing, camper experienced nosebleed. Incident investigated. No apparent workplace contributing factors identified.</p> <p>22.ITB-outside: Upon being dropped off to camp, camper experienced nose bleed. Incident investigated. No apparent workplace contributing factors identified.</p> <p>23.JHE-342: EE reports glass window shattering in classroom during construction resulting in glass cutting camper's ankle. Facility Services to ensure contractors do not perform construction work in classrooms occupied by campers.</p> <p>24.JHE-219: While sitting in chair, camper squeezed finger between</p>	
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<p>chair arm and desk. Incident investigated. No work related contributing factors identified.</p> <p>25.JHE-outside: While playing ultimate frisbee, camper was hit in head with frisbee. Incident investigated. No apparent workplace contributing factors identified. Potential sport risk assumed by participant.</p> <p>26.ABB-164: While using glue gun, camper burned hand. Campers instructed to use caution when working with glue gun.</p> <p>27.JHE-219: EE reports camper receiving paper cut while handling a textbook. Incident investigated. No apparent workplace contributing factors identified.</p> <p>28.ETB-312: While using soldering iron, camper burned hand. Campers instructed to use caution when working with soldering iron.</p> <p>29.ETB: While using glue gun, camper burned hand. Campers instructed to use caution when working with glue gun.</p> <p>30.ETB-312: While using soldering iron, camper inhaled soldering fumes and felt unwell. Campers instructed hold soldering iron away from the body to prevent inhaling fumes, and take frequent breaks.</p> <p>31.JHE-A101: Camper leaned against desk and burned arm on glue gun. Glue gun was relocated to the glue gun station which is supervised by an instructor.</p> <p>32.ABB-107: Student reports touching a live electrical wire and experiencing a minor shock. Supervisor instructed student to turn on power only prior to start of experiment. The power supply has been relocated to avoid contact with wires.</p>	
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## 5. Safety Reports

AREA	REPORT SUBMITTED
1. MMRI	No
2. Chemical Engineering	Yes – 2 grad offices, garbage bins near exit doors – relocated. Storage on window sills – items removed.
3. Engineering Physics/CEDT	Yes – 20 plus offices done. JHE-A413 – Who owns this room – E.P. did not know. Follow up. JHE-327 – no number on the door. Work-order should be submitted. Custodial staff have not gone into many of these rooms to clean or remove garbage.

	Ergonomic issue: Grad student does not fit properly at desk. Does EOHSS handle ergonomic requests. D. DeMan: Yes. Fill out a form and send to EOHSS.
4. Civil Engineering	No
5. Electrical Engineering	No
6. Engineering 1	No
7. Mechanical Engineering	No
8. BTech	No
9. CAS	Yes – offices, nothing major, burnt out lights
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

<p>D. DeMan:</p> <p>New H&amp;S Orientation training is live July 1<sup>st</sup>. Over 2,000 people have completed it. Can be done online.</p> <p>Green empty bottle labels (D. DeMan has brought labels for distribution) put on bottle and then put out for pick up.</p> <p>Joint H&amp;S Certification Training. End of this year certification is changing so any individual who receives after this year will be required to take a refresher every couple of years. D. DeMan has a list of everyone on this committee who has not done part 2 of the training. He will follow up with the people missing courses.</p> <p>D. Stevanovic: Office WHIMIS (not working with chemicals): Is there something covered in office WHMIS that is not covered in WHMIS core? D. DeMan: No.</p> <p>K. Sivakumaran: For September 10, 2014: Look at the Worker Member &amp; Managements Lists and let him know if there are any changes or updates. K. Siva will follow up on the Management List</p>	
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Co-chair: K. Sivakumaran will continue to Co-Chair.	
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Election for Worker Co-Chair scheduled for next meeting.	
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J. Nakamura has offered his name for Co-Chair again. The committee would like to thank John for his continued service.	
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## 8. JHE Restructuring

None	
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Motion to adjourn: A. Robertson and Seconded by D. Keller

NEXT MEETING: Wednesday, September 10, 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)