

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

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

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

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>A couple of minor changes made and approval of August 2014 minutes by A. Robertson and seconded by D. Keller.</p>	<p>Final August Minutes were submitted to EOHSS on Sept. 5, 2014</p>
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2. Business Arising

<ol style="list-style-type: none"> 1. <u>Worker Co-Chair Selection</u>. Worker members voted and unani- mously voted to elect J. Nakamura to continue as Co-Chair for the Worker Members. 2. K. Sivakumaran: Inquired about the follow up comment to D. De- Man from last meeting regarding the high volume of incident reports filed during the summer months because of Summer Camps. D. De- Man stated that discussions were being held at EOHSS to address the concerns and also noted that this issue will be talked about at Central Committee. 3. D. Stevanovic: Page 4 (point 14) – ETB-420: Incident Report from August Minutes. Is there Sharps Training? D. DeMan stated that there is a bit on Sharps in WHMIS core, but it is very brief. EOHSS to look at additions to Sharps/needles. 	<p>D. DeMan will follow up when additional info becomes available</p>
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3. New Business

<p>1. <u>Yearly Summary Inspection Lists</u></p> <p>J. Nakamura: Every September each Department needs to hand in an inspection summary list that shows you have inspected all the rooms in your workplace area. You can print out a copy for the Deans office records. If you are using the on-line system you can just log in and the list of rooms with the dates are shown and you can just print that out.</p> <p>D. Keller: When will the database designed by J. Nakamura be enough so as to not have to print out the reports? What are the expectations for Ministry of Labour?</p> <p>D. DeMan: The results need to be publicly available so printing the Faculty of Engineering JHSC Minutes</p>	
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summaries is the only way to do that now.

2. Review of Terms of Reference

K. Sivakumaran: The latest Terms of Reference is dated October 9, 2013. K. Sivakumaran will send a revised version of the Terms of Reference to committee to review before the next meeting. The Deans office will send out an email to Department Chairs emphasizing the importance of each Department having a Faculty Representative attend safety meetings. An updated list of the Workers Members will also be sent out from the Deans Office.

4. Incident Reports

1. ABB-163: While using glue gun, camper burned hand. Campers are instructed to use caution when working with glue gun. EOHSS and Camp Program Manager are investigating methods to reduce glue gun related incidents (i.e. supervision, training, PPE, etc.).

2. JHE-326H: While proceeding to rest arm on table, camper burned arm on glue gun. Campers are instructed to use caution when working with glue gun. EOHSS and Camp Program Manager are investigating methods to reduce glue gun related incidents (i.e. supervision, training, PPE, etc.).

3. ABB-165: While using glue gun, camper burned hand. Campers are instructed to use caution when working with glue gun. EOHSS and Camp Program Manager are investigating methods to reduce glue gun related incidents (i.e. supervision, training, PPE, etc.).

4. JHE-Outside: While playing tag, camper scratched back on posted sign. Camper was advised to exercise caution while playing and to be aware of surroundings.

5. JHE-Outside: While playing football, camper collided with opposing player resulting in eyeglasses cutting eyebrow. No apparent workplace contributing factors identified. Inherent risk associated with sport.

6. JHE-Outside: While karate chopping chopsticks, camper got a splinter in hand. Counselor re-instructed camper on proper behaviour and safety practices

7. ABB-165: While using glue gun, camper burned hand. Campers are instructed to use caution when working with glue gun. EOHSS and Camp Program Manager are investigating methods to reduce glue gun related incidents (i.e. supervision, training, PPE, etc.).

8. JHE-Outside: EE reports assisting camper who was stung by wasp.

<p>No apparent workplace contributing factors identified</p> <p>9. JHE-Outside: After swatting at wasp, camper was stung. No apparent workplace contributing factors</p> <p>10. JHE-Lobby: After picking up litter and walking into lobby, camper slipped and fell resulting in object shattering. Camper cut hand on glass. Camper was advised not to pick up litter during break</p> <p>11. ABB-163: While using glue gun, camper burned hand. Campers are instructed to use caution when working with glue gun. EOHSS and Camp Program Manager are investigating methods to reduce glue gun related incidents (i.e. supervision, training, PPE, etc.).</p> <p>12. JHE-Outside: While climbing tree repeatedly after being told not to, camper fell to ground and hit head. Supervisor to increase number of junior counselors to assist with supervision.</p> <p>13. BSB-B101: While building a quad copter, EE attempted to stop blade with hand resulting in cut to thumb. Supervisor organized several safety meetings to discuss safety procedures and protocols.</p> <p>- Discussion was held regarding the safe use of the glue gun and improvements that can be made.</p> <p>D. DeMan will work with C. Vespi regarding glue gun safety, wearing gloves, signage, EOHSS will address safety to try to get the numbers down.</p>	
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5. Safety Reports

AREA	REPORT SUBMITTED
1. MMRI	No
2. Chemical Engineering	Yes – Labs inspected – noted 2 bags with polymer on floor for immediate use.
3. Engineering Physics/CEDT	Yes – JHE - Lab 2 nd fl – Door signs need updating. Improper labels. Trip hazard (backpack left on floor) Washrooms/corridors U.G. Labs 3 rd Fl - cluttered travel way - Door sign missing/missing contact/info sheet, light out
4. Civil Engineering	Yes – ADL Building – Many rooms inspected Labs/Offices. Lights out, minor issues
5. Electrical Engineering	Yes – Offices – ceiling tile misplaced– work order placed. (Yearly inspection sheet handed in)
6. Engineering 1	No

7. Mechanical Engineering	Yes – Updated emergency cell phone number sign
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

<p>D. DeMan: Health and Safety Orientation training is live on EOHSS website. If you haven't completed since July 1st and now, visit the site.</p> <p>D. Novog: Is there an on-line system to track the progress/status of individual and the courses completed?</p> <p>J. Nakamura: Check with MIETL, the McMaster Institute for Innovation & Excellence in Teaching & Learning (formerly CLL). They might be able to look into this question.</p>	
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8. JHE Restructuring

<p>D. Stevanovic: JHE-A413: This room was under the ownership of Engineering Physics, but is now listed as Civil Engineering. A. Robertson will add this room to her list</p>	
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Motion to adjourn: J. Derkach and Seconded by D. Keller

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

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