

Faculty of Engineering
Joint Health and Safety Committee Minutes
Wednesday, October 8, 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	Absent
Marek Niewczas	Materials Science	Absent
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	Regrets
Dulcie Amaral	SEP	Absent
Justyna Derkach - (<i>Certified Member</i>)	Chemical	Present
Paula Gremmen	BTech	Present
Peter Jonasson	Engineering Physics	Absent
Frances Lasowski	CUPE	Regrets
Michael Lee	Mechanical	Present
Ed McCaffery	Materials Science	Regrets
John Nakamura (<i>Co-Chair</i>)	Computing and Software	Present
Anna Robertson	Civil	Regrets
Doris Stevanovic	CEDT	Present
Elizabeth Takacs	MMRI	Present
Mohammed Tauhid	MMRI	Regrets
Teresa Trimboli	Computing and Software	Present
Kent Wheeler	Civil	Regrets
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 minor change made and approval of September 2014 minutes by D. Keller and seconded by R. Fleisig.</p>	<p>Final September Minutes were submitted to EOHSS on Oct. 8, 2014</p>
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2. Business Arising

<p>1. Yearly Summary Inspection Lists</p> <p>Mechanical Engineering and Computing and Software handed in their Yearly Summaries.</p> <p>2. Review of Terms of Reference</p> <p>The Revised version dated October 9, 2013 is on the Engineering Faculty WebSite – Under “About” – called “Health & Safety”</p> <p>Review of Terms of Reference will be postponed until the next meeting.</p> <p>3. Summer Camp Incident Reports</p> <p>D. DeMan: This issue will remain on the agenda for this committee for future discussions. These incidents are identified as camp related and the EOHSS is looking at breaking down the statistics in the Annual Incident Summary so that the camps can be identified separately. These incidents will still have to be discussed at the Engineering Health & Safety Meetings.</p> <p>J. Nakamura: There seem to be a great deal more incidents reported this summer.</p> <p>D. DeMan: Several years ago a minor incident report was developed that documented minor injuries in the summer camps. These weren't reported in the overall incident reports and now they are included and that is why the number seems so much higher.</p>	<p>G. Riddell will add the link to the Faculty H&S website in the email reminder</p>
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<p>N. Schofield: Is it worth the committee sending organizers of the summer camps a notice regarding the large number of incident reports?</p> <p>D. DeMan: We are working with C. Vespi and the summer camp organizers to try improve these numbers.</p>	
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3. New Business

None.	
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4. Incident Reports

<p>1. ETB-1st Floor: While jogging/rushing indoors, EE tripped and fell injuring arms and legs. EE was reminded to walk and not run when indoors.</p> <p>2. Parking Lot I: While walking from parking lot to office, EE tripped on damaged parking curb and fell to the ground injuring hands. Several curbs in the area have come off the rebar. EE contacted facility services to advise of trip hazards. Issue was forwarded to Parking Services for repair.</p> <p>3. ETB-425: While using syringe to transfer buffer solution containing fluorophore from one tube another, student pricked finger that was holding tube. Supervisor advised student to use holder to handle tube. Student was asked to retake Chemical Handling and Spills Response training.</p> <p>- Discussion was held regarding the safe use of the glue gun and improvements that can be made.</p>	
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5. Safety Reports

AREA	REPORT SUBMITTED
1. MMRI	No
2. Chemical Engineering	Yes – 1 office – all looks in order.
3. Engineering Physics/CEDT	<p>Yes – Medical Physics Offices – upgrading stickers, bookshelves need bracing, poor air quality, trip hazards – cords wrapped around a chair.</p> <p>Grad student office in ETB – broken chair and also the woman’s washroom toilet broken (will put in w/o)</p> <p>BSB – sub-basement: research labs (BSB-B202, B203). A</p>

	number of those labs are not occupied – but have door signs missing – General “dial 88” etc. It looks like they are being used as an office. D. DeMan will check out these labs.
4. Civil Engineering	Yes – Mostly faculty offices inspected – minimum distance within work areas – shelving not braced properly.
5. Electrical Engineering	No
6. Engineering 1	No
7. Mechanical Engineering	Yes – Some MSDS sheets expired. JHE-101 - Emergency exit sign not working.
8. BTech	No
9. CAS	No
10. SEP	No
11. Materials Science & Eng	No
12. General Engineering	No

6. Central Committee Minutes/Incident

<p>D. Stevanovic:</p> <p>MOSAIC will have a portal that you can log into to keep track of all EOHSS training records. The training courses will be housed in Avenue to Learn. Log in with your MACID. You can register and take the courses and your Training Manager/Supervisor will have access to your records. You have to register for your course and then wait 1 day before you can take the course, so you have to plan ahead.</p> <p>How will you capture the site specific training? This new Training site will only be for EOHSS training. All other training records will be kept separate.</p> <p>Part II of the JHSC Certification Training: The rules will change next year – it is recommended that everyone should take the training before then.</p> <p>Problem with pedestrian bicycle safety. Pedestrians step out in traffic and do not look and also riding bikes on the sidewalks.</p> <p>D. DeMan: Magnesium cutting in the Engineering Machine shop. Mechanical Engineering has developed a SOP for that and Dane has followed up with the Mechanical Engineering Technicians. This SOP</p>	
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will come back to the committee for review.	
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7. Other Business

None.	
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8. JHE Restructuring

None.	
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Motion to adjourn: J. Derkach and Seconded by N. Schofield.

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

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