

Faculty of Engineering
Joint Health and Safety Committee Minutes
Wednesday, November 12, 2014
9:30 am – 10:00 am - JHE A114

Management Member	Department	Attendance
Robert Fleisig	Engineering 1	Absent
Fei Geng	BTech	Absent
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	Present
Nigel Schofield	ECE	Present
Ken. S. Sivakumaran - (<i>Co-Chair</i>)	Civil Engineering	Regrets
Stephen Tullis	Mechanical Engineering	Present
Carm Vespi	Alumni	Absent
Jie Yu	Chemical Engineering	Absent

Worker Member	Department	Attendance
Tyler Ackland	Electrical Engineering	Absent
Dulcie Amaral	SEP	Regrets
Justyna Derkach - (<i>Certified Member</i>)	Chemical	Present
Paula Gremmen	BTech	Regrets
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	Regrets
Mohammed Tauhid	MMRI	Present
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
Campus wide issue regarding the removal of garbage from offices.	D. Stevanovic to follow up.

1. Minutes and Announcements

<p>Minutes Approval:</p> <p>Ken Sivakumaran, Management Co-Chair: _____</p> <p>John Nakamura, Worker Co-Chair: _____</p> <p>Minor changes were made and approval of October 2014 minutes by D. Stevanovic and seconded by J. Derkach.</p>	<p>Final October Minutes were submitted to EOHSS on Nov. 13, 2014</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------

2. Business Arising

<p>1. Yearly Summary Inspection Lists - Still pending</p> <p>2. Review of Terms of Reference</p> <p>D. DeMan: A couple of minor changes needed. Appendix A5.1 – Reference to CAW, should be changed to Unifor Appendix B Certification Training Courses: The title should be: Initial Radiation Safety. Biological Hazards: change to Biosafety Level 1 Training. Office Hazards is listed in the document: there is no official Office Hazards Two types of WHMIS (WHMIS and a WHMIS Core) - Dane recommends using WHMIS CORE – can inspect everything including offices J. Nakamura will make the changes and post new version</p>	
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

3. New Business

<p>SOP: Pizza Oven (Mechanical Eng)</p> <p>D. DeMan: EOHSS (SS should be written as Support Services) Training: List what EOHSS Training is required as well. Pg. 4, #10: “Turn on breakers” – students would be turning on electric panels. Clarify that it is a switch.</p>	
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

<p>J. Derkach: It is approved by supervisor, but there is no name or signature. - pg. 2 – to avoid “exposure” (spelling) - pg. 3 – Disconnect switch labelled as S1, S4, S3 – should they be identified better?</p> <p>D. Novog: They are labelled on the wall. Also: Get clarification Re: carbon monoxide detectors – with open flames. What is our policy?</p> <p>J. Derkach: - use matches to light? S. Tullis: Don’t need to be too specific if the more general description works</p> <p>J. Derkach: Operating after working hours. Should it reference the policy “working after hours”?</p> <p>D. Novog: It should reference the policy.</p> <p>D. Novog: What is our policy for carbon monoxide detectors where we have open flame?</p>	<p>D. DeMan to get back to us on if there is a policy on detectors</p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------

4. Incident Reports

<p>1. JHE-208: Mechanical Eng: Fire in one of their small ovens when heated to higher than normal temperature. Wax residue caught fire. Signage to be placed on oven instructing users to avoid using oven for experiments that involve temperatures higher than 80C. The oven must be thoroughly cleaned prior to use if higher temperatures are required. <u>Also note:</u> it was reported that during the fire alarm some individuals could not hear the fire alarm (Eng. Machine Shop & Eng. Phys. area). D. DeMan brought this to the attention of Facility Services and the Deans Office. Facility Services will scope out and determine what is needed to make sure all areas of the building are audible.</p> <p>DeMan: Can someone send email to him with specific areas that need looking into further for noise concerns.</p> <p>D. Stevanovic: An incident report was filed.</p> <p><u>Fire Warden’s responsibilities:</u> Security and the Fire Department go together to open locked doors. Fire Wardens are not meant to clear the building, but to act as a presence to point people in the direction to exit the building. Revisit the fire warden training to clarify their duties.</p> <p>2. On campus (outside): Student reports hitting curb while riding bicycle and losing balance and falling to ground and injuring hands, arms and ankle. Incident investigated. No workplace contributing factors identified.</p>	<p>send email communication to Fire Warden’s clarifying their responsibilities</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------

5. Safety Reports

AREA	REPORT SUBMITTED
1. MMRI	No, but will be scheduling inspections monthly.
2. Chemical Engineering	Yes – 4 labs and 4 offices. Labels missing and 2 offices minor issues.
3. Engineering Physics/CEDT	Yes –ETB 4 th floor office, ergonomics of chair. Many labs/offices in ABB, update door signs, squeeze bottles not labelled, biohazard label needs updating in a fridge. (Labs) Air filters are filthy (lab), need changing Grinding machine (should it be bolted down/sharp metal), not enough spill kits, uncapped needle lying on table, fridge needs defrosting (chemical fridge). Grad office: tidy cardboard boxes.
4. Civil Engineering	Yes – Hallways, no issues – will drop off for our records when printed and signed
5. Electrical Engineering	No
6. Engineering 1	No
7. Mechanical Engineering	Yes – few offices: MSDS sheets not up-to-date, electrical cable hanging loose (refer to report)
8. BTech	No
9. CAS	No
10. SEP	No
11. Materials Science & Eng	No
12. General Engineering	Yes: Nothing major

6. Central Committee Minutes/Incident

D. Stevanovic to bring up at Central Committee Meeting the issue of the removal of garbage by Facility Services campus wide.	
------------------------------------------------------------------------------------------------------------------------------	--

7. Other Business

<p>F. Lasowski: How is garbage removed in JHE? The garbage is not being removed from grad offices. Is there a general practice? She was asked to follow up.</p> <p>D. Keller: Students seal the bags and leave out and D. Wright and himself take out the garbage. How can we improve on this issue?</p> <p>D. Stevanovic: Will bring up this issue at Central Committee Meeting</p> <p>D. DeMan: Winter season approaching – slips, trips and falls were bad</p>	
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

last winter. Slow down, when travelling stay on designated pathways. Report if you see any issues. Heating season, minimum temperature indoor is 18C. Report if too cold.	
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

8. JHE Restructuring

None.	
-------	--

Motion to adjourn: J. Derkach and Seconded by N. Schofield.

NEXT MEETING: Wednesday, December 10, 2014 in JHE A114

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