

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

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

<b>Worker Member</b>	<b>Department</b>	<b>Attendance</b>
Tyler Ackland	Electrical Engineering	Present
Dulcie Amaral	SEP	Present
Justyna Derkach - ( <i>Certified Member</i> )	Chemical	Regrets
Paula Gremmen	BTech	Regrets
Peter Jonasson	Engineering Physics	Absent
Frances Lasowski	CUPE	Present
Michael Lee	Mechanical	Absent
Ed McCaffery	Materials Science	Present
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	Regrets
Kent Wheeler	Civil	Regrets
New member needed	Biomedical	Absent
New member needed	Engineering 1	Absent

<b>Consultants/Guests</b>	<b>Department</b>	<b>Attendance</b>
Dane DeMan	EOHSS	Present

ISSUES FOR CENTRAL TO ADDRESS	Action Items

## 1. Minutes and Announcements

<p>Minutes Approval:</p> <p>Ken Sivakumaran, Management Co-Chair: _____</p> <p>John Nakamura, Worker Co-Chair: _____</p> <p>No changes were required and approval of November 2014 minutes by D. Stevanovic and seconded by R. Fleisig.</p>	<p>Final November Minutes were submitted to EOHSS on Dec. 12, 2014</p>
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## 2. Business Arising

<p><b>1. Yearly Summary Inspection Lists</b></p> <p>- MMRI, submitted some of the rooms, couldn't access some of the rooms. Will submit full list.</p> <p>E. Takacs: Questions: Map of lab layout. Does Engineering have one?</p> <p>J. Nakamura: Put N/A for now – until we have one.</p> <p>What is needed to post of the Health &amp; Safety Board?</p> <p>D. DeMan: EOHSS has an official list of all Health &amp; Safety boards, let them know if a board is missing. Let EOHSS know what is supposed to be on them, or if changes are needed.</p> <p>- Mechanical Yearly Summary was submitted (by F. Rosato)</p> <p><b>2. Fire Wardens: Clarification of duties</b></p> <p>D. DeMan – passed information on to person in EOHSS that handles Warden training (duties are outlined in the training) and stated that communication be sent out to Wardens to clarify their actual role/responsibilities. The role is assisting in the evacuation, acting as a presence during the evacuation, while they are evacuating and not meant to clear the building.</p> <p>Deans office has authorized the submission of a work order to check fire alarms (improvements in sound – find out what is needed to improve audible in a couple of areas within JHE).</p> <p><b>3. CO Detectors:</b></p> <p>D. DeMan: No official policy on this. (Related to the SOP pizza oven)</p> <p>Recommendation: you should have them if a hazard exists or is present.</p>	
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#### 4. Trash Removal

D. DeMan: Hoped to have someone from Facility Services attend the meeting regarding the trash removal issue in JHE. Unfortunately, no one could attend. Facility Services has a document that outlines what their expectations are of trash removal on their website. Dane will circulate the link.

D. Keller: Has offered to show individuals (Supervisors) in Facility Services where the issues are and that some rooms need more attention than others.

D. Stevanovic: (Re: Toilet maintenance – comments referred from Central.) Facility Services website contains info on the maximum number of days that toilets are bagged. C. MacDonald encouraged anyone to call in if they notice a toilet bagged longer than two days. Having more than one individual report a toilet problem is never a bad thing. He reported that 90% of Priority 1 incidents and 85% of Priority 2 are fixed within the appropriate timeframe.

D. Keller: Communication does not seem to get to the source that would perform the repairs. Chain of accountability – there does not seem to be one.

D. DeMan File an incident report. It will put this issue on their radar.

Committee to write a Letter to Supervisor of Facility Services from the Dean of Engineering outlining the issues.

J. Nakamura: Write a recommendation request.

D. Keller to send D. DeMan his/our specific needs regarding which rooms need more attention and he will forward to Facility Services

#### 3. New Business

None

#### 4. Incident Reports

1. JHE-207B/C: First Aid, While adjusting table height of drill press, table was not supported appropriately and slid down pinching finger. Student was re-instructed on proper procedure for table adjustment.

## 5. Safety Reports

AREA	REPORT SUBMITTED
1. MMRI	Yes. 2 labs. Submitted on-line. Nothing major.
2. Chemical Engineering	No
3. Engineering Physics/CEDT	No
4. Civil Engineering	No
5. Electrical Engineering	Yes. Undergraduate labs, staff offices and storage rooms. Clutter was cleaned up.
6. Engineering 1	No
7. Mechanical Engineering	No
8. BTech	No
9. CAS	Yes. Nothing major. Extinguishers – not dated for December.
10. SEP	Yes. Nothing major.
11. Materials Science & Eng	No
12. General Engineering	No

## 6. Central Committee Minutes/Incident

<p>D. Stevanovic: Traffic, pedestrian and bicycle safety issue. Security/Parking is conducting a traffic survey to look into resolutions.</p> <p>Training on checking eye wash stations. Check every week. Let water run for a number of minutes. It is the supervisor's responsibility to make sure that it is done – this can be delegated. Should be tagged.</p> <p>Help from Facility Services to improve the accessibility of the eye wash stations.</p>	
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## 7. Other Business

None.	
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## 8. JHE Restructuring

None.	
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Motion to adjourn: E. McCaffery and Seconded by F. Lasowski.

NEXT MEETING: Wednesday, January 14, 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)