

Faculty of Engineering
Joint Health and Safety Committee Minutes
July 8, 2015
9:30 am – 10:30 am – ITB-201

Management Member	Department	Attendance
Robert Fleisig	Engineering 1	Regrets
Fei Geng	BTech	Absent
Ridha Khedri	Computing and Software	Regrets
Doug Keller - (<i>Certified Member</i>)	Management Cert. Member	Present
Vladimir Mahalec	SEP	Absent
Igor Zhitomirsky	Materials Science	Present
David Novog	Engineering Physics	Absent
Nigel Schofield - (<i>Co-Chair</i>)	ECE	Present
Ken. S. Sivakumaran	Civil Engineering	Absent
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
(<i>Certified Member</i>)		Regrets
Paula Gremmen	BTech	Regrets
Peter Jonasson	Engineering Physics	Regrets
Frances Lasowski	CUPE	Present
Michael Lee	Mechanical	Present
Ed McCaffery	Materials Science	Present
John Nakamura (<i>Co-Chair</i>)	Computing and Software	Present
Anna Robertson	Civil	Regrets
Florence Rosato	Mechanical	Absent
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	Regrets
Chris Hurley	EOHSS	Present
Brian Jamieson	Materials Science	Present
Kifah Takrouri	Mechanical Engineering	Present

ISSUES FOR CENTRAL TO ADDRESS	Action Items
--------------------------------------	---------------------

None	
------	--

1. Minutes and Announcements

<p>Minutes Approval:</p> <p>Nigel Schofield, Management Co-Chair: _____</p> <p>John Nakamura, Worker Co-Chair: _____</p> <p>No changes required and approval of June 2015 minutes by N. Schofield and D. Stevanovic.</p>	<p>Final June Minutes were submitted to EOHSS on July 9, 2015</p>
--	---

2. Business Arising

<p>1. Yearly Summary Inspection Lists On-going</p> <p>2. SOP PSH Furnace: Kifah Takroui (represents) Following questions were discussed:</p> <ol style="list-style-type: none"> 1. What kind of materials are going into the furnace? <ul style="list-style-type: none"> - Liquids, no metals go into the furnace. 2. Air Quality/Exhaust. Discussion on meaning of description in SOP. Are there fumes going into the room? (Air quality) <ul style="list-style-type: none"> - There are 2 working exhaust fans in the room. This will be added as part of the procedure for this SOP 2. Risk of broken arm, is this from the door falling? <ul style="list-style-type: none"> - Yes, pins/bolts are inserted in the door to prevent from falling accidentally. Will add a yearly check-up of this door (for lubrication/working condition). 3. Personal protective clothing needed. Is there a face shield or special jacket required? Further define SOP be more specific and check that the requirements are met? <ul style="list-style-type: none"> - Yes. Will update the SOP and specify clearly what is needed and whether the proper clothing is supplied. 	
---	--

3. New Business

<p>1. Design Substance Assessment – Silica (SOP) (Brian Jamieson represents)</p>	
---	--

Following questions were discussed:

1. Under “Preparing Samples”: Are the containers sealed until they make it into the fume hood? If so, add more detail to the description in the SOP.
 - Yes. Will add more info to the description

2. Fit testing for your mask. This has to be done before mask is used.
 Add more detail/description to the SOP
 - Will update SOP

3, Skin or eye contact a problem – especially if not wearing goggles?
 - No. Fume hood should minimize the problem. Also to add under “Testing” for your mask

4. A.5 “Emergency Procedures” - Add “HEPA” to vacuum when mentioning “vacuum” in the SOP.

2. **Hearing Baseline Test for noisy rooms.**

- Health & Safety Officer (for UNIFOR), brought to J. Nakamura’s attention an insurance issue. A worker member claims to have lost some hearing while working in a Machine Room - How do we know/or can prove hearing loss was directly linked to working in the Machine Room?

- Perform a Hearing Baseline Test on the person, so we have a measurement for proof when dealing with insurance issues.

EOHSS will come and do an Assessment to test for noise for rooms that The Faculty of Engineering will provide that are deemed noisy

- When doing inspections, let EOHSS know if you see an employee working, check that they are wearing proper ear protection

- Send J. Nakamura an email if you know of any concerns and he will start a list of rooms that can be used/checked for noise testing

3. **NEW SOP – DJIS 1000 robot (ECE).** Committee to discuss at next meeting.

4. **MARC building:** Do they have their own H&S committee?

- Yes. If you have 20 employees at a Facility you need a Committee of your own. Much smaller committee, building reps/landlords can attend meetings if issue arise.

4. Incident Reports

<p>1. Engineering Alumni – EE reports scissors slipping while cutting Bristol board, injuring EE’s thumb. EE was instructed to use more care when using scissors.</p> <p>2. Materials Science and Engineering (MARC bld) – While washing magnesium alloy samples with acid, student reports removing gloves and hand contacting acid on glove surface. Student instructed to rinse/wipe gloves before removal and take more care when performing tasks.</p> <p>3. Engineering Alumni – EE using a utility knife to slice through a plastic whiffle ball. The knife slipped and cut the EE’s left palm. Group has been instructed to use retractable utility knives.</p>	
--	--

5. Safety Reports

AREA	REPORT SUBMITTED
1. MMRI	No
2. Chemical Engineering	No – Looking for a new Rep for this Department
3. Engineering Physics/CEDT	Yes. TAB Labs, fire extinguishers not checked for May and June. Unplugged some cords, loose bookshelves, nothing major. Medical Physics, 2 nd Floor – trip hazards
4. Civil Engineering	No
5. Electrical Engineering	Yes. 11 Offices. No major issues.
6. Engineering 1	No
7. Mechanical Engineering	Yes
8. BTech	No
9. CAS	No
10. SEP	No
11. Materials Science & Eng	Yes. 3 Rooms, no major issues.
12. General Engineering	No

6. Central Committee Minutes/Incident

<p>D. Stevanovic: New GHS (Globally Harmonized System) has been developed to standardize chemical hazard classification and communication. WHMIS will have to be taken after GHS is completed. New Labels and Pictograms are being used in the new system.</p> <p>There will be more traffic around campus because of the Pan Am Games so be aware.</p>	
---	--

7. Other Business

None	
------	--

8. JHE Restructuring

J. Nakamura: Wrote a User's Manual (will put up on the Members Site) for the online room inspection system. Please look it over and offer opinions. There is also a link in the member's area to a webpage that shows all of the Departments/groups and you can view room inspections. This is a site that could be made available if the Ministry of Labour needed access to this data.	
--	--

Motion to adjourn: Tyler Ackland and Michael Lee

*NEXT MEETING: Wednesday, August 12, 2015 in **ITB-201**

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