

Faculty of Engineering
Joint Health and Safety Committee Minutes
September 9, 2015
9:30 am – 10:30 am – JHE-A114

Management Member	Department	Attendance
Robert Fleisig	Engineering 1	Regrets
Fei Geng	BTech	Absent
Ridha Khedri	Computing and Software	Regrets
Doug Keller - (Certified Member)	Management Cert. Member	Present
Vladimir Mahalec	SEP	Absent
Igor Zhitomirsky	Materials Science	Absent
David Novog	Engineering Physics	Regrets
Nigel Schofield - (Co-Chair)	ECE	Present
Ken. S. Sivakumaran	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
New member needed (Certified Member)		Regrets
Paula Gremmen	BTech	Present
Peter Jonasson	Engineering Physics	Present
Frances Lasowski	CUPE	Absent
Michael Lee	Mechanical	Present
Ed McCaffery	Materials Science	Regrets
John Nakamura (Co-Chair)	Computing and Software	Present
Anna Robertson	Civil	Present
Florence Rosato	Mechanical	Regrets
Doris Stevanovic	CEDT	Present
Elizabeth Takacs	MMRI	Present
Mohammed Tauhid	MMRI	Absent
Teresa Trimboli	Computing and Software	Regrets

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>Nigel Schofield, Management Co-Chair: _____</p> <p>John Nakamura, Worker Co-Chair: _____</p> <p>1 change required and approval of August 2015 minutes by T. Ackland and D. Keller</p>	<p>Final August Minutes were submitted to EOHSS on September 16, 2015</p>
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2. Business Arising

<p>Room Inspection Summary Lists</p> <p>J. Nakamura: The on-line system allows you to print out the first page which shows all of your rooms and dates and the status of each – can be used as your yearly Summary.</p> <p>(Sept – August) Mechanical, Computing & Software and Eng1 handed in Yearly Summaries.</p>	
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3. New Business

<p>Selection of Worker Co-Chair</p> <p>P. Jonasson nominated J. Nakamura. The committee unanimously voted to re-instate J. Nakamura as the Worker Co-Chair for another year.</p> <p>Has a Certified Worker Member been selected?</p>	
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-D. DeMan: has reached out and is currently working with a few members. Part 1 is complete for some members, but working on Part 2 to become certified.

-D. Keller: If needed, can we reach out to another Committee (like Science) and use one of their Worker Members until we have our own?

-D. DeMan: We could, but we would still need at least one, or two certified members.

Review of Terms of Reference

1. Inspection Lists (Summaries)

-The Lists (Summaries) are delayed in being submitted to the Committee.

-These lists are not mandatory – no other Committee on campus has the yearly summary lists.

-Departments are short on people to do the inspections.

-The data is on-line so can be easily gathered.

-Should we disband with these Summaries? - No. have a standing reminder in July and August to remind people to hand in Summaries for the completion of all rooms in specific department.

2. Level 2 Training Requirements

D. DeMan: Is everyone happy with the Level 2 training requirements? These are decided by the Committee based on the hazards in the work area.

- yes

4. Incident Reports

(Went down significantly from July: 15 Total – 14 camp related)

Burns have gone down with the addition of gloves and special tape for campers using glue guns)

1. (ITB 204) – Student burned forearm on rice cooker. (Grad room) – Rice cooker removed.
2. (GS – outside) – While, running, camper ran into a pole, injuring ear. – Campers reinstructed to pay more attention while running/playing outside.
3. (ETB-312) – While soldering, camper burned hand (3 more campers injured) – EOHSS advised supervisor to ensure Campers wear personal protective equipment, i.e. Tape on fingers, gloves. Alligator skin was suggested as a barrier due to varying size of campers’ hands.
4. (JHE 245) – While sanding metal, camper reports thumb rubbing against sandpaper, causing abrasion. – Campers reinstructed to use caution when sanding.
5. (BSB-108) – While using hot glue gun, camper burned finger. – EOHSS advised supervisor to ensure campers wear personal protect equipment, i.e. tape on fingers, gloves. Alligator skin was suggested as a barrier due to varying size of campers’ hands.
6. (JHE) – While watching computer and technology show, camper experienced nose bleed. – No apparent workplace contributing factors identified.
7. (BSB-121) – While working with an aluminum plate, camper reports scratching thumb on sharp edge – Campers reinstructed to be more careful. A question was brought up: Should we give them aluminum plates to work with in the first place.
8. (ITB-114A) – Camper scratched scab causing it to bleed. – No apparent workplace contributing factors identified.
9. (Outdoors) – While running and holding stick, camper fell, injuring area near eye – Camper instructed not to run while holding a stick.
10. BSB-field – While playing outside, camper stepped on a

<p>hornet nest. 8 other campers were stung by hornets.- Facility Services contacted to removed nest. – (Committee discussed the use of and distribution of an epi pen for the students)</p> <p>11. (JHE-field) – While playing Frisbee, camper reports Frisbee hitting head. – No apparent workplace contributing factors identified. Potential sport risk assumed by participant.</p> <p>12. (Outdoors) – While walking outdoors, camper tripped and scraped her knee – Campers instructed to use caution while walking outside.</p> <p>13. (JHE-376) – While running, camper tripped into chair – Camper instructed not to run in lecture hall.</p> <p>14. (ETB-228) – While working no breadboard, camper poked hand with wire – Campers reinstructed on proper handling of wires.</p> <p>15. (BSB-121) – While participating in a lesson, camper reports nose bleeding – No apparent workplace contributing factors identified.</p>	
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5. Safety Reports

AREA	REPORT SUBMITTED
1. MMRI	No.
2. Chemical Engineering	No.
3. Engineering Physics/CEDT	<p>Yes. BSB Basement Undergrad Labs (no infractions – a diffuser needs repair – the hinges snapped (a work order has been submitted) B204 is under construction and in the process of rebuilding so couldn't be inspected.</p> <p>Yes. JHE Undergrad Labs: General cleanup of storage areas, waste removal, stain in ceiling (work order placed), new stickers for the fumehood, (Facility Services ran out of stickers), updated door signs. Clean out some cupboards, fume hood needs sticker Clean Room: chemical fridge needs defrosting, lights are out (w/o put in), Question: If equipment is coming into the Clean Room and there</p>

	<p>are electrical disconnects, what are the rules for a disconnect?</p> <ul style="list-style-type: none"> - It shouldn't be able to open up - The panel should be bolted shut (the panel) - Only electricians should be able to get into panel - Call Facility Services (D. Stevanovic to follow up) <p>3rd Fl Lab: Thermostat problem and lights out (w/o put in), want to remove a fire marshall sign because it is no longer a classroom, but can't (send an email to D. DeMan to follow up), no custodial person is assigned to clean up this room – not on their list (contact Facility Services)</p>
4. Civil Engineering	No.
5. Electrical Engineering	Yes. Offices and Labs (ITB and ETB). Fume hood needs to be inspected. Unlabelled chemicals under the fume hood – contacted Supervisor, couldn't find MSDS (will follow up) 308C (Fume hood alarm is going off all the time (308C) Will follow up)
6. Engineering 1	No.
7. Mechanical Engineering	Yes. Hallway and offices (nothing major)
8. BTech	Yes. Basement labs (new shelving put in rooms but need to be braced), 2 stairways in ETB (lights need to be replaced), emergency sign need to be put up. Hallway has soundboards need to be removed, fluorescent lights, leaking ceiling tiles (only a couple of rooms left for yearly summary)
9. CAS	Yes. First floor Offices, nothing major. Student removed old computer, cleaned up area
10. SEP	No.
11. Materials Science & Eng	Yes. (Reported handed to G. Riddell) Nothing major for most, (ceiling tile damaged and mold?, water damage to some tiles)
12. General Engineering	No.

6. Central Committee Minutes/Incident

No meeting held in July and August for Central Committee	
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7. Other Business

<p>P. Jonasson: Witnessed a possible bike theft</p> <p>Tried to get security services. Used the University App to try to contact them. (It is supposed to open up emergency contact numbers)</p> <ul style="list-style-type: none"> - This App takes a long time to load (30 seconds) – this could be dangerous. - Tried calling security – was put on hold (ext. 24281) – got transferred to multiple people – hung up eventually because the whole process took about 15 minutes. - Is this Health and Safety issue or Security? - Seems to work on Apple iPhones <p>N. Schofield: Exterior door left open: Took 20 minutes to get someone from security to come out</p> <p>N. Schofield: Checked out Lecture Theatre: (PCE 155) – turned out lights to test for an emergency and couldn't see the lighting for the stairs (not illuminated) - secondary lighting should come up.</p>	<p>D. DeMan to send a note to Security</p> <p>D. DeMan to check this out</p>
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8. JHE Restructuring

ETB-429, 429A (Eng Phys inspects these now) the System still has these rooms listed under ECE.	J. Nakamura to update the database
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Motion to adjourn: First, A. Robertson and Seconded by D. Keller

*NEXT MEETING: Wednesday, October 14, 2015 in **JHE-A114**

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