

Faculty of Engineering
Joint Health and Safety Committee Minutes
November 11, 2015
9:30 am – 10:30 am – JHE-A114

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

Worker Member	Department	Attendance
Tyler Ackland	Electrical Engineering	Present
Dulcie Amaral	SEP	Regrets
Paula Gremmen	BTech	Present
Peter Jonasson	Engineering Physics	Regrets
Frances Lasowski	CUPE	Regrets
Michael Lee	Mechanical	Present
Ed McCaffery	Materials Science	Present
John Nakamura (<i>Co-Chair</i>)	Computing and Software	Present
Anna Robertson	Civil	Present
Florence Rosato	Mechanical	Regrets
Doris Stevanovic	CEDT	Present
Timothy Stephens	Chemical Engineering	Present
Elizabeth Takacs	MMRI	Regrets
Teresa Trimboli	Computing and Software	Present
Kent Wheeler	Civil	Regrets
Jerome Yuan	MMRI	Present
New member needed	Biomedical	
New member needed	Engineering 1	

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>A couple of changes required and approval of October 2015 minutes by A. Robertson and 2nd by P. Gremmen</p>	<p>Final October Minutes were submitted to EOHSS on November 26, 2015</p>
--	---

2. Business Arising

<p>Room Inspection Summary Lists</p> <p>BTech, Electrical Engineering, Materials Science handed in their Yearly Summaries</p>	
--	--

3. New Business

<p>1. Construction of HATCH Building</p> <p>M. Lee: How are the occupants of JHE going to be affected? Re: For example, the noise levels and ventilation (exhaust from the Machine Shop and other issues.)</p> <p>D. DeMan: Project Manager can attend a JHSC Meeting. (K. Friedrich to possibly set this up)</p> <p>N. Schofield: Committee to make up a list of issues that need to be addressed.</p> <p>2. Fire Alarm (JHE)</p> <p>M. Lee: Could not hear the alarm (in Mech Eng Machine shop JHE-207 B/C). Magnetic doors close when the alarm goes off and shuts off the hallway and the Machine shop.</p> <p>D. DeMan: A quote was supplied to the Dean Office, he will check on the approval from the Dean Office to move forward on making the necessary improvements (to improve awareness). He will send a follow up to see the status.</p>	<p>N. Schofield to follow up with Kelton</p> <p>D. DeMan will follow up (N. Balfourt – Deans office)</p>
---	--

<p>M. Lee: Why did the alarm go off for approximately 30 seconds on Nov 10, 2015 about 3:00 pm and then turn off? Security did not inform anyone about this. The Fire Wardens had to call to find out what was happening and if it was safe to go back in? Is this connected to construction?</p> <p>3. Follow up to action item (D. DeMan): (1) Rollerbladers/skaters, bike safety issue. Security is aware of this issue. Follow up on this issue in the future (Further discussion will be held and it is on the EOHSS agenda)</p> <p>4. Ministry of Labour Inspection – ADL Building (2 orders issued and rectified immediately) There were a number of comments to resolve some items.</p> <p>Inspector asked for JHSC inspections – none of items were found in the inspection sheets from the past year. How can we be more diligent in our inspections?</p> <p>Proposal for the group: How do we improve the JHSC Inspections? Should people be inspecting their own area? Would it be helpful if we teamed up and cover areas not assigned directly to an individual's Department? Combine different Departments to get additional perspectives? Should we limit the new procedure to the Labs first as a trial.</p> <p>5. Is there a call out to recruit 2 new members for the Committee (Biomedical and Engineering 1). UNIFOR Rep knows about this issue.</p> <p>D. Keller: Suggestion: Who would be enthusiastic about sitting on this committee? Contact the Department directly for input.</p>	<p>D. DeMan will follow up right away with security as to why the alarm went off</p> <p>Next Meeting: Strategize a plan to put something formal together (Everyone think about it and bring ideas/comments to next meeting)</p> <p>N. Schofield will contact M. Noseworthy and P. Wood to follow up about Committee members for their area</p>
--	--

4. Incident Reports

<p>1. ETB-312: While performing titration, Student reports overfilling buret and small amount of acid pouring under labcoat sleeve. Supervisor re-instructed student to tuck sleeve of labcoat into glove when performing labwork.</p> <p>2. ETB-312: While performing an experiment, Student touched face with gloved hand that had contacted concentrated nitric acid, resulting in stinging and subsequent</p>	
---	--

<p>burn to face after time. Skin was not rinsed immediately. Students instructed to wash gloved hands after this part of experiment and to refrain from touching face while in the lab. Instructor reminded to ensure immediate flushing of skin if contact is suspected.</p> <p>3. ABB-140A: Eng Phys – Smelled cigar smoke in office. Received ash tray relocated away from circulation intake. (D. DeMan to put a work order in)</p>	
---	--

5. Safety Reports

AREA	REPORT SUBMITTED
1. MMRI	No
2. Chemical Engineering	Yes. JHE-141C (Res Lab) – Small pcs of equipment only CE approved and not CSA. Labels on fridges (2) not clear (no food or drink sign in place), countertops some clutter, and only a partial spill kit.
3. Engineering Physics/CEDT	<p>Eng.Phys – 2 sets of Labs (ABB-B110) update door signs, housekeeping issues, and air filters dirty. JHE-322 – no spill kits, JHE-214 update door signs, powerbox (homemade) cover was off/Doris unplugged. General cleanup.</p> <p>Labs 1st Floor (ABB) – work order placed for a light out, door signs need updating, Ceiling lamp fixtures falling down, chemicals in an office area/they were moved. Homemade guard wasn't on lathe – asked to make something better/safer. Hadn't disposed of spillkits. Update MSDS sheets.</p>
4. Civil Engineering	No
5. Electrical Engineering	Yes. Grad Offices: Old computer tower (moved for safety), All Undergrad labs –, one room lights out, minor issues.
6. Engineering 1	No
7. Mechanical Engineering	M. Lee: Updating of MSDS Sheets. Received a letter from Ministry of Labour A new regulation (GHS) – SDS Safety Data Sheets (will not expire after 3 years). EOHSS will provide training on GHS in early

	2016. More communication to come. Yes. Hallways, electrical boxes are open/unlocked. People can flip switches/ put in a work order to find resolution.
8. BTech	Yes. Basement – Shower light (women’s washroom light out), Labs: eyewash station blocked by a crate, cluttered/not organized, fire extinguisher was blocked, ladder was stored standing up (a strap was put on to hold it up)
9. CAS	No
10. SEP	No
11. Materials Science & Eng	Yes. Nothing major.
12. General Engineering	No

6. Central Committee Minutes/Incident

None	
------	--

7. Other Business

J. Nakamura: Anna Robertson is retiring and the Committee would like to thank her for all her years of service.	
---	--

8. JHE Restructuring

None	D. Stevanovic to send list of rooms that need to be edited to J. Nakamura again
------	---

Motion to adjourn: E. McCaffery and 2nd D. Stevanovic.

*NEXT MEETING: Wednesday, December 9, 2015 in **JHE-A114**

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