

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

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

<b>Worker Member</b>	<b>Department</b>	<b>Attendance</b>
Tyler Ackland	Electrical Engineering	Present
Dulcie Amaral	SEP	Present
Paula Gremmen	BTech	Present
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
Florence Rosato	Mechanical	Regrets
Doris Stevanovic	CEDT	Present
Timothy Stephens	Chemical Engineering	Regrets
Elizabeth Takacs	MMRI	Regrets
Teresa Trimboli	Computing and Software	Regrets
Kent Wheeler	Civil	Present
Jerome Yuan	MMRI	Absent
New member needed	Biomedical	Regrets
New member needed	Engineering 1	Regrets

<b>Consultants/Guests</b>	<b>Department</b>	<b>Attendance</b>
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 for November 2015 Minutes, but no motion to accept because we did not have quorum.</p>	<p>Final November Minutes were submitted to EOHSS on January 15 , 2015</p>
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### 2. Business Arising

<p><b>Room Inspection Summary Lists</b></p> <p>Submitted:</p> <p>Civil: Re-did the inspections for 2015 and handed in complete year.</p> <p>BTech, Electrical Engineering, Materials Science handed in their Yearly Summaries</p>	
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### 3. New Business

<p><b>Follow up on 4 Action Items</b></p> <p>1. Suggestions for improvements to current Room Inspection Procedures:</p> <ul style="list-style-type: none"> <li>- Team up with individuals from other/different areas.</li> <li>- Circulate a sign-up sheet that includes individuals from all Departments and their contact info.</li> <li>- Ministry of Labour recommends that high risk areas (which includes labs and areas with machinery) should be formally inspected 4 times a year (this is not mandatory) - if enforced, this would increase the workload tremendously.</li> <li>- High risk definition includes the fact that a lab would be</li> </ul>	
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considered in this list if it has/uses a lot of chemicals

- EOHSS will be showing up unexpectedly to do inspections on labs.

## 2. Hatch Building (Noise level concerns)

D. DeMan to follow up with N. Schofield (to communicate with the Project Manager) – There is a plan for pedestrian safety (construction has encroached on sidewalk so have implemented a pedestrian walking lane). Plans to put up stop signs as well.

## 3. Fire Alarm Issue in Machine shop Area

D. DeMan: Earlier this year a quote had been written up and sent to the Engineering Dean's Office re: complaints of not hearing the fire alarm in the Machine shop and Engineering Physics areas in JHE (re-sent the info but haven't received a reply).

Facility Services has planned a building-wide audit of the fire alarm system. – If they do this during the Holiday shut down they must notify Deans office and send notification of this activity.

The following recommendation was submitted to the Dean's Office:

- Don't work in rooms (or use the machinery) where you do not hear the fire alarm until a decision is made between Dean's office and Facility Services.

4. Two new Committee Members needed: If anyone is interested in volunteering to sit on the Committee please notify EOHSS, J. Nakamura or N. Schofield.

Central Committee:

D. Stevanovic: Take back corrective measures from Incident #2 (pg. 3) from our October 2015 Minutes. "The student was instructed to wash their gloved hands" - this statement is not recommend by EOHSS or Committee – the issue with this incident is the contamination of the taps.

P. Gremmen: the incident took at least 2 hrs to report – the instructor and student were re-instructed to wash the goggles and gloves right away. The gloves used were not the dispos-

able ones - This should have been captured in our Minutes.

Two New Emergency Exits have been added to JHE Coffee Shop Area (because of construction).

You have to go down stairs to get out of the building – we have to make sure that the snow is cleared – exits have to be kept clear.

Fire department would have had to review these exits.

#### **4. Incident Reports**

1. Outside of McMaster Univ. Medical Centre – Pedestrian (ECE) was hit in the right ankle by a cyclist who was weaving in and out of pedestrian traffic. Incident was reported to security – Pedestrian and cyclist safety awareness and education an ongoing initiative.

## 5. Safety Reports

AREA	REPORT SUBMITTED
1. MMRI	No
2. Chemical Engineering	No
3. Engineering Physics/CEDT	Yes. Undergrad labs/inventory lacking from all the chemicals – minor infractions
4. Civil Engineering	Yes. ADL Building.
5. Electrical Engineering	Yes. General areas – lights out on 1 stairwell on 2 floors – it was reported.
6. Engineering 1	
7. Mechanical Engineering	Yes. Minor infractions.
8. BTech	No
9. CAS	Yes. Hallway/washrooms/general minor issues.
10. SEP	No
11. Materials Science & Eng	No
12. General Engineering	No

## 6. Central Committee Minutes/Incident

<p>1. Ministry of labour visit (ADL) – See notes as discussed #1 follow up item.</p> <p>2. Looking for feedback on Facility Services' website.</p> <p>3. MUSST App is now working for other cellphone brands</p>	
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## 7. Other Business

<p>D. DeMan: Ministry of Environment visit late October – they are conducting ozone inspections – the focus is on refrigerant gases and have asked for university-wide inventory of all walk-in freezers and coolers (by the end of January). Committee to send list to D. DeMan.</p>	
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## 8. JHE Restructuring

J. Nakamura and D. DeMan – looked at the on-line room inspection system and compared it with the paper forms. It should now match.	
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Motion to adjourn: no motion to adjourn because we did not have quorum.

\*NEXT MEETING: Wednesday, January 13, 2015 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)