

**Faculty of Engineering**  
**Joint Health and Safety Committee Minutes**  
**February 10, 2016**  
**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
Wolfram Kahl	Computing and Software	Present
Doug Keller - ( <i>Certified Member</i> )	Management Cert. Member	Present
Vladimir Mahalec	SEP	Absent
David Novog	Engineering Physics	Present
Nigel Schofield - ( <i>Co-Chair</i> )	ECE	Present
Ken. S. Sivakumaran	Civil Engineering	Present
Stephen Tullis	Mechanical Engineering	Present
Carm Vespi	Alumni	Absent
Jie Yu	Chemical Engineering	Absent
Igor Zhitomirsky	Materials Science	Absent
<b>Worker Member</b>	<b>Department</b>	<b>Attendance</b>
Tyler Ackland	Electrical Engineering	Present
Dulcie Amaral	SEP	Absent
Paula Gremmen	BTech	Present
Peter Jonasson	Engineering Physics	Absent
Frances Lasowski	CUPE	Present
Michael Lee	Mechanical	Present
Ed McCaffery	Materials Science	Present
John Nakamura ( <i>Co-Chair</i> )	Computing and Software	Present
New member needed	Civil	
Florence Rosato	Mechanical	
Doris Stevanovic	CEDT	Present
Timothy Stephens	Chemical Engineering	Present
Elizabeth Takacs	MMRI	Regrets
Teresa Trimboli	Computing and Software	Present
Kent Wheeler	Civil	Present
Jerome Yuan	MMRI	Present
New member needed	Biomedical	
New member needed	Engineering 1	
<b>Consultants/Guests</b>	<b>Department</b>	<b>Attendance</b>
Dane DeMan	EOHSS	Present
Norm Hawton	Facility Services	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>The minutes, with minor changes, for January 2016 were approved first by E. McCaffery and seconded by N. Schofield.</p>	<p>Final Jan. Minutes were submitted to EOHSS on February 11, 2016</p>
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## 2. Business Arising

<p><b>1. Hatch Building Update (by Norm Hawton)</b></p> <p>-An engineer has been retained to modify the ventilation on a spot-by-spot basis (if someone is running an activity that is generating an off gas the system will respond and exhaust it appropriately and bring in fresh air) – prep work will start now and run into April, the work will probably take place in the summer of 2016.</p> <p>- Lane reduction on College Crescent and temporary sidewalk will be unusable (during Reading Week) to work on pipe issue.</p> <p>- Discussion regarding the possibility of a temporary light installed at the current “hidden” crosswalk (can’t see pedestrians coming from behind a fence/especially if dark) so that would offer a better view of pedestrians crossing in front of the construction area.</p> <p>- Mid-March construction will start on the structural steel (to take approx. 2 months)</p> <p>- Generally speaking, the structure will tie into JHE beginning mid-June and continue with the addition of the windows into August. Will try to stay away from the academic year. JHE occupants will be updated regularly (week by week) of upcoming changes – look at updating the Distribution List to include a more targeted list for the notification of the construction progress.</p>	<p>N. Hawton to speak with Security and Grounds and get back to Committee</p> <p>D. DeMan to follow up with R. Lodewyks re: extending distribution list</p>
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## 2. Room Inspection Summary Lists

Civil handed in a summary list.

### 3. Suggestions for improvements to current Room Inspection Procedures:

- Committee decided to go with a general sign-up list to cross over different departments. Will try for a month and follow up. Start with higher risk areas (labs etc.)
- Start with list from each Department showing relevant rooms and dates that were checked.

### 4. Fire Alarm Issue

- Testing to be done Reading Week – Building wide audit of the system (testing was arranged via Facility Services) – occupants in certain areas could not hear the alarm (Mechanical Machinshop/Eng Phys) this will discover if there are other areas in the building with issues.

#### Discussion:

- Do contractors have access to all of the rooms? Do they actually enter all rooms/back rooms etc.
- N. Schofield: Propose that someone attend during the time of the testing.
- N. Hawton (Building is officially closed (at 11:00 pm) during the time of testing so no one is allowed to enter)
- Can the equipment in the Machinshop be run at the time of testing to see if you can hear the alarms?
- Follow up after the testing to see what transpires from the audit

D. DeMan to ask Scott Simpson (contractor) if people allowed in during testing

## 3. New Business

D. DeMan distributed new WHMIS 2015 posters to put in Labs.

- New: MSDS will become SDS (Safety Data Sheets).
- Training sessions will launch in the next month or two online for the new WHMIS 2015 training.
- Chemicals received from suppliers have until the end of 2018

<p>to change over to the new WHMIS</p> <p>-CCOHS website holds lots of information on this new WHMIS (timelines and general info)</p> <p>- No longer have to update Safety Data Sheets every 3 years (no expiry)</p> <p><b>Updates:</b></p> <ol style="list-style-type: none"> <li>1. ABB Smoking Issue (no signage by the door indicating the 9 metre rule) - Facility Services will now follow up</li> <li>2. Posting to Health &amp; Safety Board for Engineering – make sure to put up the New H&amp;S Policy &amp; Procedures for 2016 is signed by President</li> </ol>	
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#### 4. Incident Reports

<ol style="list-style-type: none"> <li>1. ITB-A103 (computer lab): Unclean microwave in working area and flies present in area as a result. Microwave was removed because of proper hygiene practices are not followed.</li> <li>2. ETB-428: While working on equipment, student rose from crouched position, hit their head on PVC pipe and subsequently hit tooth on another pipe resulting in chip to tooth. (Crouching under pipe to operate testing apparatus – supervisor advised student to work cautiously in the area as there is limited space. Supervisor will review work procedures to identify areas for improvement.</li> </ol>	
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#### 5. Safety Reports

AREA	REPORT SUBMITTED
1. MMRI	Yes – Nothing major (JHE-109A and 112)
2. Chemical Engineering	No
3. Engineering Physics/CEDT	Yes – BSB Basement Labs: Updated door signs; w/o need to be placed for replacing fluorescent bulbs; emergency cut-off switch (not working properly); storage cabinet; hole in ceiling; broken glass container to be disposed of; technicians had to

	advise students to have no food or drink in Labs.
4. Civil Engineering	Yes. Nothing major.
5. Electrical Engineering	Yes – 5 offices – all in good order
6. Engineering 1	No
7. Mechanical Engineering	Yes – nothing major
8. BTech	No
9. CAS	Yes – General rooms on 1 <sup>st</sup> floor – fluorescent bulbs out, otherwise, nothing major
10. SEP	No
11. Materials Science & Eng.	Yes – nothing major
12. General Engineering	No

## 6. Central Committee Minutes/Incidents

None.	
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## 7. Other Business

<p>E. McCaffery: Are other Departments/Groups required to do risk assessment? If so, how do they police it?</p> <ul style="list-style-type: none"> <li>- Eng Phys offers Welcome Training to new students (at the Grad Student Level), then a mini risk assessment is done and collected and stored</li> <li>- Chemical Engineering – UG students do a mini-risk assessment, students don't get keys until they do a risk assessment (safety reports)</li> <li>- CEDT – access is not given to clean room until training is done</li> </ul> <p>Hot Water Follow-up: P. Jonasson filled in an incident report and put in a w/o to look into the domestic hot problem in the washrooms in JHE Annex - posted warning signs on the washroom doors.</p>	<p>D. DeMan to follow up with Facility Services</p>
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## 8. JHE Restructuring

None.	
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Engineering JHSC Minutes

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Motion to adjourn, 1<sup>st</sup> by K. Wheeler and 2<sup>nd</sup> by E. McCaffery

\*NEXT MEETING: Wednesday, March 9, 2016 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)