

Faculty of Engineering
Joint Health and Safety Committee Minutes
September 14, 2016
9:30 am, JHE-114

Management Member	Department	Attendance
Robert Fleisig	Engineering 1	Present
Fei Geng	BTech	Absent
Wenbo He	Computing and Software	Present
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>)(<i>Certified Member</i>)	ECE	Present
Ghani Razaqpur	Civil Engineering	Present
Stephen Tullis	Mechanical Engineering	Regrets (term)
Carm Vespi	Alumni	Absent
Todd Hoare	Chemical Engineering	Present
Igor Zhitomirsky	Materials Science	Regrets
Worker Member	Department	Attendance
Tyler Ackland	Electrical Engineering	Absent
Dulcie Amaral	SEP	Absent
Paula Gremmen	BTech	Present
Peter Jonasson	Engineering Physics	Absent
Frances Lasowski	CUPE – Unit 2	(on Leave)
Adam Lenarcic	CUPE – Unit 1	Present
Michael Lee	Mechanical	Absent
Ed McCaffery	Materials Science	Present
John Nakamura (<i>Co-Chair</i>)	Computing and Software	Present
New member needed	Civil	
Florence Rosato	Mechanical	Present
Doris Stevanovic (<i>Certified Member</i>)	CEDT	Present
Timothy Stephens (<i>Certified Member</i>)	Chemical Engineering	Regrets
New member needed	MMRI	-
Teresa Trimboli	Computing and Software	Regrets
Kent Wheeler	Civil	Present
Jerome Yuan	MMRI	Absent
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>No changes required. Motion to accept August 2016 Minutes: 1st by P. Gremmen and 2nd by D. Stevanovic)</p>	<p>Final August Minutes were submitted to EOHSS on September 14, 2016</p>
--	---

2. Business Arising

<p>1. Start of new year with new members, committee introduced themselves and stated the inspection areas/department they represented.</p> <p>2. Follow up comments: Re: Are gloves appropriate for soldering?</p> <p>K. Wheeler: He has a lamb skin glove used for welding that is heat resistant.</p> <p>D. DeMan: Will forward this information to EOHSS and share with C. Vespi for use in Summer Camps.</p> <p>3. Hatch Building Update</p> <p>Follow up comments action item: Re: Install of a flashing light (Hatch Bld.)</p> <p>- D. DeMan: Issue was looked into (Parking) and nothing further is going to be done – what is installed is sufficient. If you see an issue (for example, running stop sign) put in an incident report.</p> <p>- P. Gremmen: Why not send a university mass email to tell people to stop at both stop signs – this might clear up confusion regarding the secondary stop-sign?</p> <p>-J. Nakamura: Why not cover the “unusable” stop sign to clear up confusion?</p> <p>- D. DeMan: Mechanical Engineering – any issues with HATCH</p> <p>- Mechanical Engineering has moved their department offices. D. DeMan will forward any new info to the committee from N.</p>	<p>D. DeMan to follow up with Ron Lodewyks</p>
---	--

<p>Hawton</p> <p>- 2nd Floor Machine shop area concerns were raised regarding property being damaged when taking out windows during construction.</p> <p>4. Room Inspection Summary Lists</p> <p>Received Civil/ADL Yearly Summary List. (91 rooms to inspect)</p> <p>Follow up to see remaining Department/Areas that are missing.</p> <p>-Lab inspections for extra pair of eyes?</p> <p>P. Gremmen will email Tyler Ackland to help with inspections in BTech basement in the next 2 weeks.</p>	
--	--

3. New Business

<p>1. Management Members were asked to leave the room so that a vote could be taken to decide on the new Co-Chair of the Worker Members. John Nakamura was once again voted in for another year.</p> <p>Motion: 1st by Kent Wheeler and 2nd by Doris Stevanovic. Motion carried. Appreciation was offered by all members for his dedication over the years.</p> <p>2. Review Terms of Reference (Annually)</p> <ul style="list-style-type: none"> - Bring up at our next meeting - There will be a significant change to JHSC Certification Standard - There is a standard Part 2 that everyone must do and Refresher every 3 years - Anyone currently certified will not have to go through this new process - Look at the language for Terms of Reference - N. Schofield: Review the Terms of Reference and talk about it at the next meeting. (There is a link on the main JHSC Website) <p>3. Fire alarm audit (follow up)</p> <ul style="list-style-type: none"> -They did do an extensive audit. -Sent it out to an Engineering firm to review and make recommendations - Will move forward with those recommendations (hoping to hear something by the end of the year) 	<p>D. DeMan to follow up on the Audit</p>
---	---

4. Fire Marshall Responsibility

- Fire alarm (Chemical Engineering)
- not enough Fire Marshall's in JHE
- committee was informed that Fire Marshall's are not responsible to check labs/offices for people that do not leave the building – that is the Fire Department's responsibility to clear the building.
- Fire Marshall's are meant to be a visual presence (aid in evacuation)
- Committee brought up the point that communication is not very good regarding the evacuation in a fire alarm situation
- Committee should look at pushing to recruit more Fire Marshalls

4. Incident Reports

1. ETB-312: While using hot glue gun, camper's finger contacted glue briefly causing major burn. Camper was re-instructed on ensuring protective gloves are worn when using glue gun.
2. ETB-312: While using scissors to cut paper plate, camper cut finger. Scissors were noted to be dull and camper had to use extra effort. Scissors were removed and replaced. Camper was reminded to use caution and keep fingers clear.
3. ABB-217: While assisting camper with experiment, finger briefly contacted hot plate resulting in a minor burn. Supervisor advised person to be more aware of surroundings.
4. ABB-217: While cleaning up fume hood, person's arm contacted nitric acid drop from dropper resulting in minor burn. Dropper not to be left lying in fume hood, to be disposed of properly after usage. Person to ensure arms are covered with lab coat.
5. ETB-Lab: While using scissors to cut a pig foot, camper cut finger. Supervisor re-instructed camper on proper hand placement for procedure.

5. Safety Reports

AREA	REPORT SUBMITTED
------	------------------

1. MMRI	No
2. Chemical Engineering	No
3. Engineering Physics/CEDT	Yes. Undergrad labs in JHE. More safety goggles needed in labs and some clutter in aisles (floors were being waxed)
4. Civil Engineering	Yes – ADL buildings
5. Electrical Engineering	No
6. Engineering 1	Yes. 1 sticker for phone missing
7. Mechanical Engineering	Yes. Nothing major
8. BTech	Yes. (33) ETB – mostly hallways and office areas. ETB-B106 – waiting on inspections to certify
9. CAS	Yes. First floor offices. Can't get into 1 room, no key available (ITB-101A). Need to follow up
10. SEP	No
11. Materials Science & Eng.	Yes. 6 or 7 rooms inspected. Nothing significant
12. General Engineering	No

6. Central Committee Minutes/Incidents

<p>1. Concern with pedestrian traffic flow (Wilson and Hatch Buildings)</p> <p>(Wilson Building)</p> <ul style="list-style-type: none"> - construction is behind schedule - issues with truck turning - the drop off area is no longer useable - looking for alternative locations for parking - sidewalk construction – presents severe trip hazards. <p><i>EOHSS is working to get pedestrian safety message out to community (mostly student population)</i></p>	
--	--

7. Other Business

<p>1. Mechanical SOP (Committee had previously discussed)</p> <ul style="list-style-type: none"> - We did not have quorum that meeting so it wasn't finalized. Is anything further needed to be done to move forward? - We added our comments and as long as the SOP was updated, we can now upload new version to the JHSC Website (if the Department wishes) 	
--	--

8. JHE Restructuring

1. Opening Quantum Tunnel (BSB-B204) – Need to update our inspection list	
---	--

Motion to adjourn: 1st by D. Keller and 2nd by P. Gremmen

*NEXT MEETING: Wednesday, October 12, 2016 in JHE-A114 at 9:30am.

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