

Faculty of Engineering
Joint Health and Safety Committee Minutes
May 10, 2017
9:30 a.m., JHE-A114

Management Member	Department	Attendance
Nabil Bassim	Materials Science	Regret
Robert Fleisig	Engineering 1	Present
Fei Geng	BTech	Absent
Wenbo He	Computing and Software	Regrets
Todd Hoare	Chemical Engineering	Regrets
Doug Keller - (<i>Certified Member</i>)	Management Cert. Member	Present
Vladimir Mahalec	SEP	Absent
David Novog	Engineering Physics	Regrets
Ghani Razagpur	Civil Engineering	Absent
Nigel Schofield - (<i>Co-Chair</i>) – Stepping Down	ECE	Regrets
Stephen Tullis	Mechanical Engineering	Regrets
Carm Vespi	Alumni	Absent
Worker Member	Department	Attendance
Tyler Ackland	Electrical Engineering	Present
Dulcie Amaral	SEP	Absent
Jessica Anderson	Engineering 1	Present
New Member needed	BTech	
Monica Han	Civil	Present
Peter Jonasson	Engineering Physics	Absent
Frances Lasowski	CUPE – Unit 2	(on Leave)
Michael Lee	Mechanical	Present
Adam Lenarcic	CUPE – Unit 1	Absent
Heera Marway	MMRI	Present
Ed McCaffery	Materials Science	Present
John Nakamura (<i>Co-Chair</i>)	Computing and Software	Present
Florence Rosato	Mechanical	Regrets
Timothy Stephens (<i>Certified Member</i>)	Chemical Engineering	Present
Doris Stevanovic (<i>Certified Member</i>)	CEDT	Present
New member needed	MMRI	-
Teresa Trimboli	Computing and Software	(On Leave)
Kent Wheeler	Civil	Regrets
New member needed	Biomedical	-
Consultants/Guests	Department	Attendance
Dane DeMan	EOHSS	Present

ISSUES FOR CENTRAL TO ADDRESS	Action Items
None.	

1. Minutes and Announcements

<p>Minutes Approval: Nigel Schofield, Management Co-Chair: _____ (Stepping down) John Nakamura, Worker Co-Chair: _____ The minutes from April 2017 were approved towards the end of the meeting, and after quorum was reached. First approval by E. McCaffery and seconded by M. Lee.</p>	<p>April 2017 Minutes submitted to EOHSS on May 16, 2017</p>
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2. Business Arising

<p>1. Hatch Building Update: - No major updates to discuss. Partial occupancy is expected in late spring. There was no update on the opening of doors near the entrance of the new building. - It was asked if there was wheelchair access to the basement of JHE.</p> <p>2. Room Inspection Summary Lists - Submitted by Civil Engineering.</p> <p>3. Room inspections – Lab inspections – extra eyes For May 2017 lab room inspections for Chemical Engineering, Tim Stephens will join up with Doris Stevanovic (CEDT) who has offered to be extra eyes. Tim Stephens (Chemical Engineering) has offered to help out Monica Han (Civil Engineering).</p> <p>4. Review Terms of Reference (TOR) - Not much has changed from the previous version. - (1) 5.3: Section for Certification (new wording to add to the Terms of Reference) - (2) Wording changes to Appendix B (for Part 2) complete. Copied what was sent by D. DeMan and put an additional sentence (under Required Training)</p> <p>This committee needs to look at the potential hazards encountered while doing safety inspections, to determine which extra safety training courses</p>	<p>Dane to find out about wheelchair access to the basement of JHE.</p> <p>Tim to contact Doris to set up a time.</p>
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<p>need to be included in the T.O.R., above and beyond those covered in Part 1 and 2 Certification.</p> <p>Will put up a new version on the Faculty Website when all changes are made.</p> <p>5. Signage near gas cylinders</p> <p>Dane DeMan to follow up with Tyler Ackland and Paula Gremmen to report back if further information available.</p> <p>Dumpsters have been moved. Has a painted outline for location of the dumpsters been provided? Has a No Smoking sign been put up?</p> <p>6. Fire Alarm Update</p> <p>Dane DeMan to follow up with Mutasim Qudaih, Project Manager, Design and Construction Group, McMaster University to see if any further information available. John Nakamura received the work schedule. Substantial completion expected by July 19th.</p> <p>Michael Lee mentioned that he talked to one of the alarm installers and questioned why alarms were only being put in the hallways and not in the machine shop. The machine shop was previously identified as an area of concern. Dane responded that the contractor would verify that the new alarm system meets all audibility requirements according to building code. They may add a strobe if during verification they see that there's a need for one.</p> <p>7. Requirement for Accessibility</p> <p>D. DeMan mentioned that accessibility to JHE-310 (Mech Eng Office) is not a building code requirement, but McMaster is updating their campus accessibility plan.</p>	<p>Dane to follow up.</p> <p>Dane to follow up with project manager.</p>
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3. New Business

<p>1. NAOSH Week – A reminder of the BBQ and vendor fair today, May 10, 2017. Free lunch tickets available for all JHSC members. Health & Safety Award of Excellence winner will be announced.</p> <p>2. Eye-wash and shower test kits</p> <p>EOHSS has purchased 15 eye-wash and shower test kits for all campus areas. These can be borrowed for use. Possibility of storing in convenient locations, near eye-wash and shower stations.</p> <p>3. Critical Injury, Ministry of Labour called</p> <p>An employee fractured their arm after tripping and falling between the two sets of doors at the south entrance of the JHE annex building. Their feet</p>	<p>Possible storage locations for shower test kits to be identified.</p>
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got caught in the blue binding cables from the Hamilton Spectator newspaper bundle. The Spectator was asked to remove the bindings when unpacking bundles. Custodial staff was instructed to check for trip hazards and remove debris.	
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4. Incident Reports

1. A new employee walking down the hill to parking lot N, slipped and fell backwards, hitting their head, and got a concussion. The path was slippery as it had been raining earlier. A lengthy discussion took place and it was noted that many people take this short-cut, despite the guard rail at the top of the hill. Person did not see the No Access sign at the bottom of the hill and was not aware of the stair access further along.	
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It is not a feasible option to construct a set of stairs at this location.

EOHSS is looking into improving signage.

5. Safety Reports

AREA	REPORT SUBMITTED
1. MMRI	No.
2. Chemical Engineering	No.
3. Engineering Physics/CEDT	Yes. - Offices were inspected. No major concerns.
4. Civil Engineering	Civil – Only concern was an extension cord in the ceiling of one of the labs. This has been removed.
5. Electrical Engineering	Yes. General Areas were inspected. One accessibility door push button not working. Work order issued and repair was done quickly.
6. Engineering 1	No.
7. Mechanical Engineering	Yes. Already handed in to Ginny. No major issues.
8. BTech	No.
9. CAS	No.
10. SEP	No.
11. Materials Science & Eng.	No.
12. General Engineering	No.

6. Central Committee Minutes/Incidents

Under Education and Training, the Annual Incident/Injury Report for 2016 provided to the Central JHSC was discussed. There has been an overall decline in the number of incidents. Not included in these stats are injuries inherent to sport and summer camps. Lost time days have however, increased significantly due to a few large claims.	
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There has been an overall decrease in slips, trips and falls. However, there are still too many of these incidents. In response to a question of why the number of incidents on stairs has increased, it was suggested	
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<p>that more people are using the stairs.</p> <p>Doug Keller mentioned that it would be interesting to have a breakdown of the types of slip, trips and falls occurring.</p> <p>Dane again mentioned that an audit was conducted by the University's insurer to identify trip hazard locations. McMaster is committed to significant improvement in this area through their Summer Works Program.</p> <p>Both indoor and outdoor potential trip hazard locations will be identified as well as for example, stair wells that are not properly lit.</p> <p>Following a particular lab incident, the requirement for having panic alarms in good working order was discussed. Alarms should be regularly tested. Security should be contacted and informed when this is done.</p>	<p>Dane or Doris to ask if a breakdown in the statistics exists.</p>
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7. Other Business

<p>It was reported that there are problems with the JHE front lobby door accessibility push buttons.</p> <p>John Hemmer should be contacted directly if a work order has not been completed in a timely manner.</p>	
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8. JHE Restructuring

<p>None.</p>	
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Motion to adjourn: First by T. Ackland, seconded by D. Stevanovic.

NEXT MEETING: Wednesday, June 14, 2017 in JHE-A114 at 9:30am.

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