

Faculty of Engineering
Joint Health and Safety Committee Minutes
June 14, 2017
9:30 a.m., JHE-A114

Management Member	Department	Attendance
Nabil Bassim	Materials Science	Absent
Robert Fleisig	Engineering 1	Regrets
Fei Geng	SEPT (BTech/SEP)	Absent
Wenbo He	Computing and Software	Absent
Todd Hoare	Chemical Engineering	Present
Doug Keller - (<i>Certified Member</i>)	Management Cert. Member	Present
Vladimir Mahalec	SEPT (BTech/SEP)	Absent
David Novog	Engineering Physics	Present
Ghani Razaqpur	Civil Engineering	Absent
Stephen Tullis	Mechanical Engineering	Regrets
Carm Vespi	Alumni	Absent
No current rep. (<i>Co-Chair</i>)	ECE	-
Worker Member	Department	Attendance
Tyler Ackland	Electrical Engineering	Absent
Dulcie Amaral	SEPT (BTech/SEP)	Absent
Jessica Anderson	Engineering 1	Present
New Member needed	SEPT (BTech/SEP)	-
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	Present
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
Teresa Trimboli	Computing and Software	(On Leave)
Kent Wheeler	Civil	Regrets
New member needed	Biomedical	-
New member needed	MMRI	-
Consultants/Guests	Department	Attendance
Dane DeMan	EOHSS	Present

ISSUES FOR CENTRAL TO ADDRESS	Action Items
None.	

1. Minutes and Announcements

<p>Minutes Approval: (Vacant), Management Co-Chair: _____</p> <p>John Nakamura, Worker Co-Chair: _____</p> <p>The minutes from May 2017 were approved with 1 change. First approval by A. Lenarcic and seconded by M. Han.</p>	<p>May 2017 Minutes submitted to EOHSS on June 20, 2017</p>
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2. Business Arising

<p>1. Hatch Building Update:</p> <p><i>(N. Hawton update)</i></p> <ul style="list-style-type: none"> - occupancy was achieved on June 5, 2017 for 2nd&3rd Fl. Full occupancy is scheduled for this week. -with full occupancy, interior hoarding between JHE and Gerald Hatch will be removed - with full occupancy, the exterior hoarding will be greatly reduced for localized work areas - furniture has been installed in 2nd and 3rd floor - locks will be changed from construction lock to individual McMaster locks later in month - a walk through of the penthouse and basement mechanical rooms is being scheduled this week or next for CFI User Group - with the hoarding being pulled back, the original crosswalks will be re-instated. - remaining south JHE window façade is tentatively being scheduled for later in summer. - Operational Policy Document for HATCH Bldg. has been written and it includes rules and guidelines for use of certain areas in the building. Tiers for training for students and specialized training on equipment. This Policy will be distributed to our JHSC for review and comments in the near future (July or August). - JHSC inspections and training will be the responsibility of Dean Office (N. Balfourt). Not yet confirmed, but possibly, the Workshop Technologist hired will take care of the task of overseeing all aspects of training, writing 	
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up SOP's, etc. for the HATCH building and possibly our room inspections for this Committee.

- A Faculty of Engineering Committee has been formed to oversee details regarding the HATCH building and includes faculty, MES President and others.

Follow-up action: It was asked if there was wheelchair access to the basement of JHE.

- Nothing to report on this issue yet.

2. Room Inspection Summary Lists

- None

3. Room inspections – Lab inspections – extra eyes

- Follow up point: D. Stevanovic did meet with T. Stephens for inspections

- no other inspections using extra eyes for June 2017.

4. Review Terms of Reference (TOR)

- Wording issues. J. Nakamura to meet with D. DeMan for a follow up.

5. Signage near gas cylinders

D. DeMan stated:

- the plan to paint the yellow line for the waste disposal company so that they will not park there and leave the dumpster too close to the cages, is not yet complete.

- the university is planning to go smoke-free on campus (inside and outside) – proposed for January 2018. So at this point, no additional signage will be done.

6. Fire Alarm Update (Mutasim Qudaih)

- In last month of installation, most conduits and wiring works will be completed by next week and ready to install devices.

- Devices are arriving on site – waiting on some equipment from supplier

- Planning to perform commissioning and verification on the first week of July

- During down time of the panels, we will notify all parties and arrange for firm watcher to be present during this time.

- Strobes and horns to be installed in workshops

D. DeMan to follow up

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3. New Business

<p>Follow-up action item: Eye-wash and shower test kits:</p> <ul style="list-style-type: none"> - D. DeMan ordered test kits for eye wash stations and will supply a bucket to catch the water in the shower to committee members that request one. (3 or 4 available to our group and Dane took requests from the Committee) - Water Sampling in all Engineering Buildings was done and tests came back ok (test was for lead). G. Riddell has the results if anyone wants a copy. - Reminder: WHMIS transition period between WHMIS 1998 and WHMIS 2015. As of December 1, 2018 – will switch to WHMIS 2015. New language. All labelling (chemical) needs to be changed over – discard or re-label. Contact your suppliers and ask for new labels. - <u>M.O.L. visit – June 8, 2017</u> – investigation of anonymous complaint. Nothing was written up - no orders issued by M.O.L. (details of complaint below): <ul style="list-style-type: none"> - unstable chair storage (<i>nothing that EOHSS are aware of</i>) - carpets torn or absent (throughout campus) (<i>looking into</i>) - 4ft. high ceilings in Gilmour Hall (head injuries). (<i>Nothing has been found</i>) - pavement cracked and unstable (<i>Campus-wide plan in place to fix</i>) - stairwells poor state throughout campus (<i>facility services pulled all w/o requests – from January until now – minor infractions found</i>) - top floor library roof leaking (not sure what top library means) – <i>nothing found</i> - furniture stored in library unsafe (exposed nails) (<i>this is being looked into</i>) - custodians MSDS books not current (<i>each custodian has own binder and was current and up-to-date</i>) - liquor found in custodial working area (<i>nothing found to warrant looking into this further – no alcohol found or issues found</i>) - Employees with health & safety concerns should report them to their supervisor so proper follow up can be conducted. - This information will be posted on the Health & Safety Boards. If Committee wants a copy (G. Riddell can supply). 	
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4. Incident Reports

1. While exiting JHE through the Annex employee caught their foot in	
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<p>blue binding from newspaper stack and fell on the pavement. Suffered a fractured right arm. Reported to MOL as a critical injury. There now is newspaper box in place so that the stacks can be unbound and the bindings can be discarded immediately.</p> <p>2. Student was leaning against the wall in the hallway near JHE 347 and bumped the fire extinguisher. The extinguisher fell on the student's left foot. Facility Services was contacted and the bracket holding the extinguisher has been replaced.</p> <p>3. Student was removing bone marrow from a cow femur using a gloved finger in ETB 428. Gloved finger came in contact with a small bone fragment and cut through the glove. A review of best practices for cleaning bone tissue including proper use of a scalpel and forceps was completed with the student.</p> <p>4. Venture camper cut their foot on the edge of the wall while getting out of the pool.</p> <p>5. LEAP Instructor – while monitoring students the instructor became dizzy and nauseous. No workplace contributing factors identified. Attributed to lack of food.</p> <p>6. Mech Eng – Student experienced skin discolouration on hand from Nitric acid due to small tear in glove. Supervisor reinstructed student to use rubber gloves. Student to retake Chemical Handling and Spills training. Student to prepare written safe work procedures for handling acids and bases.</p>	
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5. Safety Reports

AREA	REPORT SUBMITTED
1. MMRI	No.
2. Chemical Engineering	Yes. (13 rooms – 10 labs and 3 offices) Chemical storage issues. Pumps being set in front of flammable cupboards Needed spill kit in 1 lab Daisy chain cords in (JHE-A105) in glassed off cabinets. Storage of lab coat (in student office) Minor issues: signs, light
3. Engineering Physics/CEDT	Yes. Stickers, trip hazards. On-going issue: Washroom JHE (men's) bagged for more than a month, women's also bagged for 2 weeks. (Contact Facility Services) TAB offices – power bar on the floor – nothing major Finished all offices in JHE. – nothing major. Still an issue with the air flow in Eng Phys/CEDT main offices. Labs – door signs need updating – nothing major Daisy-chaining of cables still a problem

4. Civil Engineering	No.
5. Electrical Engineering	No.
6. Engineering 1	No.
7. Mechanical Engineering	Yes. Fluorescent bulbs were out, expired MSDS sheets (to be updated)
8. BTech	No.
9. CAS	No.
10. SEP	No.
11. Materials Science & Eng.	Yes – nothing major.
12. General Engineering	No.

6. Central Committee Minutes/Incidents

<p>Follow-up action: D. Stevanovic has the 2016 breakdown of Engineering Incident Reports and a discussion regarding various stat changes was held.</p> <ul style="list-style-type: none"> - Incidents have gone down – note: camper stats have been removed - Gloves worn by students in Venture camp have also helped the numbers of incidents to go down. - Undergrad/summer students should not be working alone or unsupervised – should have standard operating procedures. - Panic alarms should be checked out regularly (if working alone and SOP is in place) 	
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7. Other Business

D. Keller: Can post-docs be considered worker members of this committee. Dane stated that yes, they could be considered.	
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8. JHE Restructuring

<p>ABB-B110 will be part of Chemistry Department now. Engineering gained one room, but we need the room number.</p> <p>JHE-362 (listed as office in the on-line system – needs to be fixed) and 365 (J. Nakamura to check)</p>	
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Motion to adjourn: First by E. McCaffery, seconded by D. Keller.

NEXT MEETING: Wednesday, July 12, 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