

Faculty of Engineering
Joint Health and Safety Committee Minutes
July 12, 2017
9:30 a.m., JHE-A114

Management Member	Department	Attendance
Nabil Bassim	Materials Science	Absent
Robert Fleisig	Engineering 1	Present
Fei Geng	SEPT (BTech/SEP)	Absent
Wenbo He	Computing and Software	Regrets
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>)		-
Worker Member	Department	Attendance
Tyler Ackland	Electrical Engineering	Present
Dulcie Amaral	SEPT (BTech/SEP)	Regrets
Jessica Anderson	Engineering 1	Regrets
New Member needed	SEPT (BTech/SEP)	-
Daniel FitzGreen	Engineering Physics	Present
Monica Han	Civil	Regrets
Peter Jonasson	Engineering Physics	Absent
Frances Lasowski	CUPE – Unit 2	-
Michael Lee	Mechanical	Regrets
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	Regrets
Kent Wheeler	Civil	Regrets
New member needed	Biomedical	-
Consultants/Guests	Department	Attendance
Cheryl Beecroft	EOHSS	Present
Dane DeMan	EOHSS	Regrets

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 June 2017 were approved with no changes required. First approval by D. Keller and seconded by E. McCaffery.</p>	<p>June 2017 Minutes submitted to EOHSS on July 18, 2017</p>
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2. Business Arising

<p>1. Hatch Building Update:</p> <p>Cheryl Beecroft:</p> <ul style="list-style-type: none"> - Sidewalk is now open. - Policy Manual has been finalized - Tentative occupancy in July 2017 - This item will be removed from the Agenda moving forward <p>2. Room Inspection Summary Lists</p> <ul style="list-style-type: none"> - None - Follow up on the status of where this Committee is on submitted Summary Lists for this Term. <p>3. Room inspections – Lab inspections – extra eyes</p> <ul style="list-style-type: none"> -T. Stephens consults with D. Stevanovic is extra eyes are needed. <p>4. Review Terms of Reference (TOR)</p> <ul style="list-style-type: none"> - D. DeMan looked this over and made a change to the certification and stated that it is good. - The new version will be posted on the Faculty Webpage. - New Faculty Website – space will still be assigned for our JHSC data on the new server. - Will be removed from our Agenda <p>5. Signage near gas cylinders</p> <p>D. DeMan followed up with Facility Services and is still waiting for an update.</p> <p>6. Fire Alarm Update</p> <p>D. DeMan (note from EOHSS discussed by C. Beecroft)</p>	
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- Testing was being done and is now completed. - Project is complete and commissioned.	
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3. New Business

<ul style="list-style-type: none"> - New S.O.P. (Computing & Software) - Unmanned aerial vehicle - Committee will discuss in August 2017 meeting (J. Nakamura to send an email with details to the committee before meeting and post details to website). - CAS will be running drones inside building (maybe outside) - Link on EOHSS website about documentation from Transport Canada (if any questions regarding use of drones on campus) 	
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4. Incident Reports

<p>1. (JHE-Annex). While walking into building, individual's feet got caught in plastic bag from newspaper bundle. – Newspapers to be placed in display case to eliminate debris.</p> <p>2. (JHE-B123). While walking in basement hallway, student hit head on air duct overflow mounted overhead. Facility Services was contacted. Temporary safety measures were taken. The air duct was marked with yellow and black warning to make it more visible.</p>	
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5. Safety Reports

AREA	REPORT SUBMITTED
1. MMRI	No.
2. Chemical Engineering	Yes. 8 labs and 1 office. In a lab there was a heavy pump sitting on a narrow cylinder. A table was made to hold the pump to hold it more secure. Some labs did not have spill kits. Fume hood in JHE-364 – not inspected last year – was documented and will be inspected.
3. Engineering Physics/CEDT	No.
4. Civil Engineering	Yes. (ADL) – Reports submitted to G. Riddell
5. Electrical Engineering	Yes. Offices - Windows leaking and bug infestations. General Maintenance.
6. Engineering 1	No
7. Mechanical Engineering	Yes
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

Nothing.	
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7. Other Business

<p>(1) Cylinder issue in JHE (email circulated to the occupants of JHE).</p> <ul style="list-style-type: none"> - Security guard looked at the cylinder-cage in Loading Dock area of JHE (only a few cylinders in the cage so they were not sitting up properly) - Security questioned whether the cylinders could fall over because they are not chained. - An email was circulated and tracking was requested of who has ownership of these tanks. One response stated that this issue has never come up before, so why do we have to do anything different now? - In following up we have discovered that it is indeed an issue (as stated by EOHSS and security) and is something we need to address. - D. Keller suggested a solution (from T. Stephens) to put bars up to hold up the cylinders and he will follow up to get a quote from the Dean's Office. <p>(2) C. Beecroft: Engineering needs more fire wardens. Training will be offered - she will send details to interested JHSC members. A fire warden can be graduate students as well.</p>	
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8. JHE Restructuring

<p>J. Nakamura – updated 362 and 365 to offices (they were labs)</p> <p>Chemical Eng is inspecting JHE-223 (which is a Civil Room) – but shared by both Departments. J. Nakamura will look into how to document this in the Inspection Website.</p>	
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Motion to adjourn: First by E. McCaffery, seconded by D. Novog.

NEXT MEETING: Wednesday, August 9, 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