

Faculty of Engineering
Joint Health and Safety Committee Minutes
September 13, 2017
9:30 a.m., ITB-201

Management Member	Department	Attendance
Robert Fleisig	Engineering 1	Present
Fei Geng	SEPT (BTech/SEP)	Absent
Peijun Guo	Civil Engineering	New
Wenbo He	Computing and Software	Regrets
Doug Keller - (<i>Certified Member</i>)	Management Cert. Member	Present
Vladimir Mahalec	SEPT (BTech/SEP)	Absent
Dmitri Malakhov (<i>Co-Chair</i>)	Materials Science	Present
David Novog	Engineering Physics	Absent
Stephen Tullis	Mechanical Engineering	Regrets
Carm Vespi	Alumni	Absent
Li Xi	Chemical Engineering	Regrets
Worker Member	Department	Attendance
Tyler Ackland	Electrical Engineering	Present
Jessica Anderson	Engineering 1	Present
Daniel FitzGreen	Engineering Physics	Present
Monica Han	Civil	Present
Frances Lasowski	CUPE – Unit 2	Absent
Michael Lee	Mechanical	Present
Adam Lenarcic	CUPE – Unit 1	Regrets
Morgan MacDonald	Biomedical	New
Heera Marway	MMRI	Present
Ed McCaffery	Materials Science	Present
John Nakamura (<i>Co-Chair</i>)	Computing and Software	Present
Christine Rich	SEPT (BTech/SEP)	New
Timothy Stephens (<i>Certified Member</i>)	Chemical Engineering	Present
Doris Stevanovic (<i>Certified Member</i>)	CEDT	Present
Kent Wheeler	Civil	Regrets
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>Dmitri Malakhov, Management Co-Chair: _____</p> <p>John Nakamura, Worker Co-Chair: _____</p> <p>No changes to the August minutes. Approved 1st by E. McCaffery and 2nd by Michael Lee.</p>	<p>August 2017 Minutes submitted to EOHSS on September 18, 2017</p>
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2. Business Arising

<p>Room Inspection Summary Lists (Sept. – August 2017)</p> <p>- Received the following: Mechanical Engineering, Computing and Software, Materials Science & Engineering.</p> <p>Room inspections – Lab inspections – extra eyes</p> <p>- T. Ackland has requested extra eyes for next inspection for Chemistry Lab. T. Stephens or D. Stevanovic offered to help – request by email.</p> <p>Gas cylinder cage quote</p> <p>- Nothing.</p>	
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3. New Business

<p>1. Selection of new Member Co-Chair. Unanimously re-elected for another term is John Nakamura. 1st by D. Stevanovic and 2nd by H. Marway.</p> <p>2. Introduction of new members to the Committee.</p> <p>3. Safety Training. D. Malakhov wants to spread the word about keeping up-to-date safety training. The Training Summary that is taken from (EOHSS) database was valid until 2014. Starting January 2015 the system switched to MOSAIC. It is recommended that Committee members (individuals inspecting) should have documentation showing they are up-to-date.</p> <p>D. Malakhov shared with the committee some of his tips for safety inspections and training. For example, he uses a video camera to document the rooms he is inspecting or equipment he is training on. This is a good way to verify or show documentation if the need arises.</p>	
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4. Incident Reports

**Engineering has had a history of glue gun injuries. A discussion was held regarding the improvements that have been implemented and the number of incidents has gone down quite significantly since the implementation of these improvements.*

1. BSB-121: While using hot glue gun, camper burned finger. Campers were reminded to wear protective gloves whenever handling hot glue guns.
2. ETB-227: While instructor was taking attendance, camper touched an unattended glue gun and burned hand. Instructors advised campers not to touch glue guns without permission and reinstructed campers on the requirement to wear protective gloves during permitted usage.
3. ETB-312: While standing by door when closing, student pinched fingers. Counsellors advised campers to stay clear of the doors.
4. ETB-227: While fixing broom with hot glue gun, camper burned fingers. Supervisor advised counsellors to ensure gloves are worn when using glue guns, to dispose of broken brooms and not allow campers to fix.
5. JHE-349: While assisting and supervising experiments involving furnaces, individuals hand slipped (left palm) and touched hot metal rod. Hands were wet. Recommended individual wear protective gloves when working around and handling hot metal objects.
6. ETB: While using instrument, student reported cuvette containing BSL2 virus in salt solution breaking. Spill contained within instrument. Supervisor suspected break caused by high salt concentration and increased pressure or heat. Supervisor troubleshooting with manufacturer. Will work to lower salt concentrations.
7. JHE-362: While reaching over Bunsen burner for container, student's lab coat contacted the flame and caught fire. Fire was extinguished immediately. Supervisor advised students during a group meeting on proper procedures, specifically arranging workspace before lighting burner, do not place items behind burner and ensure there is another person in lab when working with Bunsen burners.
8. JHE-109: While individual was using plastic molding instrument, plastic powder contacted heated element causing small fire. Instrument had not been used in years and seal on mold had shrunk resulting in the leak of powder. Fire was extinguished using an extinguisher. Supervisor to have seal replaced on mold and update the standard operating procedure to reflect proper sealing of mold. Advised to always inspect instrument/equipment condition prior to use.

9. JHE-362: After boiling agar in Wheaton bottle, student placed bottle into cooling bath and bottle shattered. Experiment was performed in fume hood so glass was contained within the hood. Supervisor reviewed proper procedures during group meeting, specifically to allow agar to cool for a few minutes before placing in water bath, try to avoid boiling agar in bottles use autoclave and use fresh, and if using bottle keep lid on loosely.	
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5. Safety Reports

AREA	REPORT SUBMITTED
1. MMRI	No
2. Chemical Engineering	Yes. Labs/Hallways/Offices – Accessibility buttons not working in 2 hallways - It has been resolved. Grad student office - metal shelving was wobbly, it was braced and fixed. Ceiling tiles missing in JHE-141E – will follow up.
3. Engineering Physics/CEDT	Yes. Grad offices: Stickers/dial 88/trip hazards (moved cables out of the way). Lights were out in JHE-3 rd floor, w/o for toilet was put in but was not fixed for over a month. Medical Physics offices (TAB) They were fine. All electrical appliances need ESA sticker (on ESA website if any questions). A kettle did not have one. Undergrad labs – BSB minor issues (extension cords, daisy chained) Laser safety signs need to be replaced in some labs. Housekeeping Extension cords are meant as a temporary solution, if more than 90 days of continuous use, you must have a permanent power source.
4. Civil Engineering	No.
5. Electrical Engineering	No.
6. Engineering 1	No.
7. Mechanical Engineering	Yes. Eye wash shower, carpet trip hazard – had been addressed, covers need securing. Nothing major.
8. BTech	No.
9. CAS	Yes. Offices inspected, burnt out lights, nothing major.
10. SEP	No.
11. Materials Science & Eng.	Yes. Minor issues. On grinder in the Machine shop the face shield was missing and has been replaced, JHE-243, temperature control for furnace – all electrical components exposed (cover was replaced).
12. General Engineering	No.

6. Central Committee Minutes/Incidents

Nothing.	
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7. Other Business

<p>D. Stevanovic:</p> <p>1. Fire Alarm Issues: Have they tested the new alarms - can you hear the alarm in the back of the rooms? They did test that they are functioning, but they don't go back in the rooms to test again.</p> <p>D. DeMan: New concern (JHE-A406), a horn is directly above a desk and now it might be too loud. Facility Services does monthly Bell tests. They will test the sound out with a noise meter - someone should be available to be in the rooms during these tests, if there are concerns.</p> <p>2. Fume hoods. A w/o was put in for an undergrad lab - not fixed yet. None of the fume hoods were inspected over the summer. Found out that records have been lost because of a fire in Facilities, this affected the records of where the fume hoods are located, but Facility Services are re-building their fume hood list. Dmitri Malakhov will follow up with Facility Services to see if we can help rebuilt this list.</p> <p>3. Rules – First Aid Person. 2 requirements.</p> <p>1. Location of the kit (no more than 4 mins travel time away from the First Aid Person)</p> <p>2. Certified First Aider for each kit must be close to the kit.</p> <p>4. Shower test kits – send email to Dane and he will arrange the send out to anyone requesting a kit.</p> <p>D. DeMan: EOHSS has hired a Lab Safety Specialist. (Leah Allan) will come to next meeting to introduce her to the committee.</p>	<p>D. Malkhov – follow up and report back to the Committee.</p>
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8. JHE Restructuring

<p>M. Lee:</p> <p>3 new Mechanical Engineering professors are moving into JHE 4th floor (JHE-A416). J. Nakamura will check who should be inspecting these rooms moving forward.</p>	<p>J. Nakamura to follow up with M. Lee</p>
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Motion to adjourn: 1st Ed McCaffery and 2nd Daniel FitzGreen.

NEXT MEETING: Wednesday, October 11, 2017 in ITB-201 at 9:30am.

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