

Faculty of Engineering
Joint Health and Safety Committee Minutes
October 11, 2017
9:30 a.m., ITB-201

Management Member	Department	Attendance
Robert Fleisig	Engineering 1	Regrets
Fei Geng	SEPT (BTech/SEP)	Present
Peijun Guo	Civil Engineering	Present
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	Regrets
Shahin Sirouspour	Electrical Engineering	Regrets
Stephen Tullis	Mechanical Engineering	Regrets
Carm Vespi	Alumni	Absent
Li Xi	Chemical Engineering	Present
Worker Member	Department	Attendance
Tyler Ackland	Electrical Engineering	Regrets
Jessica Anderson	Engineering 1	Regrets
Daniel FitzGreen	Engineering Physics	Present
Monica Han	Civil	Present
Frances Lasowski	CUPE – Unit 2	Regrets
Michael Lee	Mechanical	Present
Adam Lenarcic	CUPE – Unit 1	Absent
Morgan MacDonald	Biomedical	Absent
Heera Marway	MMRI	Present
Ed McCaffery	Materials Science	Present
John Nakamura (<i>Co-Chair</i>)	Computing and Software	Present
Christine Rich	SEPT (BTech/SEP)	Present
Timothy Stephens (<i>Certified Member</i>)	Chemical Engineering	Regrets
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: Dmitri Malakhov, Management Co-Chair: _____ John Nakamura, Worker Co-Chair: _____ Minor grammatical change to the September minutes. Approved 1st by E. McCaffery and 2nd by D. Keller.</p>	<p>September 2017 Minutes submitted to EOHSS on October 11, 2017</p>
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2. Business Arising

<p>Fume hoods: D. Malakhov followed up with information about fume hoods and the lost records (Facility Services).</p> <ul style="list-style-type: none"> - Fume hoods are inspected annually. - He contacted departments to try to help Facilities to update their lost records. Engineering Physics and Materials Science & Engineering responded back with their updates and this info will be forwarded to Facilities for their records. 	<p>D. Keller will send email D. Malakhov to direct him to the proper contact to forward this data</p>
<p>Fire Extinguishers</p> <p>D. Malakhov: Handed out printouts of pictures and wanted the committee to give opinions on what they see in the pics. Discussion was held regarding the visibility of fire extinguishers whether they are visible or not or properly visible for quick accessibility if needed.</p> <p>D. DeMan stated that Fire Safety Training is mandatory and in this training, workers are advised to make sure they know where the fire extinguishers are located.</p> <p>EOHSS recommends that the fire extinguisher should only be used for small easily contained fires. EOHSS recommend you leave the building and leave the situation to the Fire Department if uncertain.</p> <p>D. Keller: Discussion regarding the removal of the fire extinguishers from the walls (when painting/renovating) and putting them back with the proper brackets, because there have been accidents with the extinguishers falling off the walls if not mounted back properly. Facilities should have an SOP regarding the safe handling of the extinguishers.</p> <p>D. DeMan will contact Facility Services re: signage that is university standard campus-wide.</p>	<p>D. DeMan contact Facility Services/signage</p>

<p>Room Inspection Summary Lists (Sept. – August 2017)</p> <p>- Received the following: ADL (Civil Engineering and Electrical & Computer Engineering)</p> <p>Room inspections – Lab inspections – extra eyes</p> <p>Nothing.</p> <p>Gas cylinder cage quote</p> <p>- D. Keller stated that a Millwright will look into this. It is still on-going.</p>	
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3. New Business

<p>1. Safe Storage of Chemicals. Committee discussed the fact that you need to be knowledgeable regarding the safe storage of chemicals, especially the Laboratory Inspectors.</p> <p>2. Leah Allan (EOHSS) is the new Lab Safety Specialist. Her duties include performing lab safety audits and to maintain a university-wide chemical database. She will also (if requested) assist with Lab Inspections as an extra pair of eyes. Leah will attend our November 2017 Meeting and might continue on as EOHSS advisor for our committee.</p> <p>3. D. Stevanovic: BSB-B111 BSB-B111 (janitorial closet) – shared with custodians (this is questionable). Custodians stated that the room is not safe because there is too much junk in it. How do we know who has ownership? Contact Facility Services or confirm with Engineering Hub ownership of this room as well.</p>	<p>D. DeMan will send G. Riddell the contact info for Leah Allan for distribution to the Committee.</p> <p>D. Stevanovic to follow up.</p>
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4. Incident Reports

None for the Month of September 2017	
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5. Safety Reports

AREA	REPORT SUBMITTED
1. MMRI	No.
2. Chemical Engineering	No.
3. Engineering Physics/CEDT	Yes. 3 rooms in BSB-sub-basement. Boxes to be removed, w/o submitted for water damage ceiling tiles 2 Faculty (sub-basement) research labs – multiple lights out – w/o had been put in (approx. month ago)
4. Civil Engineering	Yes. ADL – not Civ Dept. (Handed to G. Riddell before the meeting)
5. Electrical Engineering	Yes. Received yearly summary and monthly inspections via email to G. Riddell before the meeting.
6. Engineering 1	No.
7. Mechanical Engineering	Yes. Some MSDS/SDS sheets expired - Ceiling pipes/bulbs/ fluorescent tubes are out. Pink sheets need posting
8. BTech	No. Merged with SEP moving forward.
9. CAS	No.
10. SEP	No. C. Rich inquired about which rooms were her Department's responsibility to inspect. SEP has been merged with BTech. She will discuss after the meeting with Co-Chairs.
11. Materials Science & Eng.	Yes. 7 inspections. Instrument with frayed cord – water damage/mold issues Storage of incompatible chemicals. E. McCaffery has his own app for tracking of the inspections (similar to what J. Nakamura has designed for the committee that is posted on-line)
12. General Engineering	No.

6. Central Committee Minutes/Incidents

<p>D. DeMan: Discussion on smoke free policy that will be effective January 1, 2018. Further communication to come.</p> <p>Protest was held on campus – against this new policy (regarding the use of medical marijuana).</p>	
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7. Other Business

<p>Protocol for open access to labs for students</p> <p>Discussion points:</p> <ul style="list-style-type: none"> - Experiential Learning, want to open up the labs for extended periods. - There is a S.O.P. that states the training etc. needed for students to have/follow. - HATCH, has various levels of training (Tier 1, 2, 3) Matt Lukas is supervisor so would have info on these procedures that the students follow - How do you ensure safety? - You would want a “Working Alone” procedure. - What is the protocol in other Departments? - What is the protocol for safety cameras? D. DeMan will check with security – he believes they have a policy on the use of cameras - Are there chemicals/or equipment you don’t want them to work with? - Panic button installed in all labs. <p>D. DeMan:</p> <p>Fire Prevention Week</p> <p>Discussed the different events being held (table in Student Centre) The first in-house JHSC Training Part II Certification went very well (there were 8 attendees) – several courses a year will be offered.</p> <p>Noise concern: JHE-A406 (grad office)</p> <ul style="list-style-type: none"> -there is a fire alarm signal device above the individual’s desk. A noise test was done and the room was reading 106.4 decibels. This exceeds the threshold. - EOHSS has asked Facility Services to investigate <p>Ordering Safety Stickers (Different companies)</p> <ul style="list-style-type: none"> - LIA (Laser Institute of America), SETON (safety signs) Lawlor. 	
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8. JHE Restructuring

<p>D. Stevanovic to send to J. Nakamura</p> <p>New website – John will move room inspection system to another machine and find alternative for the Minutes and Inspections, so the Committee will be able to access the on-line inspections.</p> <ul style="list-style-type: none"> - Maybe use MacDrive as an option. - Engineering’s new website does not have security options, so we need to get alternative site. 	
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Motion to adjourn: 1st Ed McCaffery and 2nd Daniel FitzGreen.

NEXT MEETING: Wednesday, November 8, 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