

**Faculty of Engineering**  
**Joint Health and Safety Committee Minutes**  
**November 8, 2017**  
**9:30 a.m., JHE-A114**

| <b>Management Member</b>                     | <b>Department</b>       | <b>Attendance</b> |
|----------------------------------------------|-------------------------|-------------------|
| Robert Fleisig                               | Engineering 1           | Regrets           |
| Fei Geng                                     | SEPT (BTech/SEP)        | Regrets           |
| Peijun Guo                                   | Civil Engineering       | Present           |
| Wenbo He                                     | Computing and Software  | Present           |
| 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     | Present           |
| Shahin Sirouspour                            | Electrical Engineering  | Absent            |
| Stephen Tullis                               | Mechanical Engineering  | Regrets           |
| Carm Vespi                                   | Alumni                  | -                 |
| Li Xi                                        | Chemical Engineering    | Present           |
| <b>Worker Member</b>                         | <b>Department</b>       | <b>Attendance</b> |
| Tyler Ackland                                | Electrical Engineering  | Present           |
| Jessica Anderson                             | Engineering 1           | Present           |
| Daniel FitzGreen                             | Engineering Physics     | Regrets           |
| Monica Han                                   | Civil                   | Regrets           |
| Frances Lasowski                             | CUPE – Unit 2           | -                 |
| Michael Lee                                  | Mechanical              | Present           |
| Adam Lenarcic                                | CUPE – Unit 1           | Present           |
| Vacant                                       | Biomedical              | -                 |
| 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    | Present           |
| Doris Stevanovic ( <i>Certified Member</i> ) | CEDT                    | Present           |
| Kent Wheeler                                 | Civil                   | Regrets           |
| <b>Consultants/Guests</b>                    | <b>Department</b>       | <b>Attendance</b> |
| Leah Allan                                   | EOHSS                   | Present           |
| John Colenbrander                            | Mechanical Engineering  | Present           |
|                                              |                         |                   |

| <b>ISSUES FOR CENTRAL TO ADDRESS</b> | <b>Action Items</b> |
|--------------------------------------|---------------------|
| None.                                |                     |

## 1. Minutes and Announcements

|                                                                                                                                                                                                                                                   |                                                                 |
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| <p>Minutes Approval:</p> <p>Dmitri Malakhov, Management Co-Chair: _____</p> <p>John Nakamura, Worker Co-Chair: _____</p> <p>No changes to the October 2017 minutes. Approved 1<sup>st</sup> by D. Keller and 2<sup>nd</sup> by D. Stevanovic.</p> | <p>October 2017 Minutes submitted to EOHSS on Nov. 10, 2017</p> |
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## 2. Business Arising

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                   |
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| <p><b>Room Inspection Summary Lists (Sept. – August 2017)</b></p> <p>- None.</p> <p><b>Room inspections – Lab inspections – extra eyes</b></p> <p>Nothing.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                   |
| <p>1. When discussing (extra eyes for lab inspections) Leah Allan introduced herself as our new Lab Safety Specialist Representative from EOHSS (replacing D. DeMan) and offered her willingness to go along for lab inspections if requested. She would like to familiarize herself with all of the Faculty of Engineering Lab areas and perhaps help out with an inspection.</p> <p>- D. Keller: Suggested that we copy L. Allan on email when scheduling next inspection to invite her to join.</p> <p>- D. Malakhov: 2 types of labs (Simple and Problematic). Extra eyes might not be needed for the simple labs. Greater emphasis should be given to labs with more hazards present..</p>                                                                                                                                                                                     | <p>L. Allan to send her contact info to D. Keller to share with the committee</p> |
| <p><b>Gas cylinder cage quote</b></p> <ul style="list-style-type: none"> <li>- D. Keller received quote and will send it to the Deans Office. The cost was more than expected. He will follow up when he hears back and share info with the Committee. (A short update regarding this issue of non-secured cylinders in the loading dock storage cages was given to the new members of the Committee so they can voice opinions)</li> <li>- A discussion was held and some suggestions were brought forward.</li> <li>- Is this quote necessary? (D. DeMan (EOHSS) stated that it was and a solution needs to be found.</li> <li>- Offer this as a Senior Project to Civil/Mechanical students, they could come up with other options/solutions to fix the problem without having to follow with the offered quote.</li> <li>- We will revisit this at the next meeting.</li> </ul> | <p>Follow up at next meeting (members will ask their Depts.)</p>                  |

### SOPs from BIOMED:

1. Comments were requested and there were a couple of questions brought forward:

- The 3D printer – about the air quality, does it need to be in a well ventilated area i.e. or a large space? No, because the plastic used is polylactic acid and is non-toxic and does not emit fumes.
  - Soldering iron – fumes in room – always use carbon filter extractor).
- Additions/changes to be sent to J. Anderson for BIOMED for consideration and to update SOPs.

2. Lengthy discussion was held amongst members regarding the question:

#### - **Should trivial SOP's be reviewed by the Committee?**

Here are some of the issues/opinions offered:

- Send out as an attachment to the members and ask for feedback that way
- It is in our Terms of Reference (4.13) that this is a responsibility of the Committee. If we don't think this will cause injury we do not have to review it.
- How do we find a way to eliminate what is considered "trivial"?
- Reason for checklist on SOP document, if viewed as critical injury then check it off.
- If someone has an opinion, they should write it down and the Committee will review and bring this issue up at the next meeting.
- L. Allan will provide EOHSS' perspective to this question.

#### **Update: Signage for Fire Extinguishers.**

L. Allan updated committee (through comments from D. DeMan) that signage is not generally placed indicating the location of the extinguishers. They are placed according to fire code. Where they are located is included in part of the safety training. Leave the building if in doubt is what is recommended. Facilities will not supply this signage.

- Ask for signs to be put up (committee to go through Engineering Dean's Office)
- Put forth Recommendation: Motion: Request that the Dean's Office ask for signage for extinguishers. 1<sup>st</sup> E. McCaffery – 2<sup>nd</sup> M. Lee

J. Nakamura and D. Malakhov to put forth this to the Deans Office.

### 3. New Business

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| <p>1. Facility Services (leave on for future discussion)</p> <p>2. Tags on electronic devices (leave on for future discussion)</p> <p>3. Designated Substance (Silica).</p> <p>- gets wet quickly</p> <p>- For amorphous silica, no designated substance report is required, SOP would be recommended.</p> |  |
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### 4. Incident Reports

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| <p>1. JHE-365: While attempting to remove a capped syringe containing sodium borohydride, student's finger was punctured. Supervisor had not discussed all steps when training, i.e. to check that the cap is loose after twisting and then remove. Supervisor to ensure that all steps of training are reviewed with students. EOHSS recommended that a written documented procedure be put in place.</p> <p>- Discussion was held re: the use of a Borohydride solution. by committee.</p> |  |
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### 5. Safety Reports

| AREA                         | REPORT SUBMITTED                                                                                                                                                                                                 |
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| 1. MMRI                      | Yes. Stairway (back of JHE-109A) – all emergency lights out<br>- Put in a work order                                                                                                                             |
| 2. Chemical Engineering      | Yes. 2 labs and stairway, grad office and hallway. Acids and bases stored in same space – separate into different cabinets. Frayed cord on equipment.                                                            |
| 3. Engineering Physics/CEDT  | Yes.<br>1 set of labs. Nothing serious. Update door signs, Some boxes blocking doors/rack in the way as well blocking isle. Label a breaker box not connected to anything. Cables blocking end of optical table. |
| 4. Civil/ADL Engineering     | Yes. ADL – not Civil Dept. (Handed to G. Riddell before the meeting)                                                                                                                                             |
| 5. Electrical Engineering    | No.                                                                                                                                                                                                              |
| 6. Engineering 1             | No.                                                                                                                                                                                                              |
| 7. Mechanical Engineering    | Yes. Hallways – 1 door push bar, there was a cap missing (exposed sharp corner).                                                                                                                                 |
| 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

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| <ul style="list-style-type: none"> <li>- Reminder: university will be going smoke free effective January 1, 2018. Further communication to come.</li> <li>- Reminder to individuals that you shouldn't pet or touch animals on campus because they might have rabies. Call security if you see an animal in distress.</li> <li>- If you have complaints about something regarding safety issues, follow the internal responsibility system – go to your Supervisor first or Health &amp; Safety Rep and (not directly to Ministry of Labour)</li> </ul> |  |
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## 7. Other Business

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| <p>1. 2 SOP's will be coming to the committee for comments from C.E.D.T. and Eng. Phys.</p> <p>2. L. Allan: Updated Committee on follow up issue regarding use of cameras. Students working on projects after hours (not being supervised). Can cameras be installed in these areas, in order to monitor what was going on in the labs for safety reasons? Security does have a policy re: use of cameras and states that: "you must have approval from Security first (if individuals are shown on camera). They will install and monitor the camera (if permitted).</p> <p>3. Noise testing (grad student office) – The fire alarm above the individual's desk (the decibel level was too high). A follow up will be done by Facility Services. One option is to move the alarm farther away from the desk – this office will be testing again.</p> <p>4. L. Allan: New WHMIS 2015 regulations being phasing in over time – will take effect in approximately 1 year (December 2018). Re-labelling of all chemical bottles and new pictograms. No grandfathering. Create own new labels or dispose of old chemicals. Chemical inventory will be available in the new system. Looking into purchasing a machine to create new labels. She hopes to establish a McMaster-wide chemical inventory program.</p> |  |
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## 8. JHE Restructuring

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| <p>1. BSB-B111 – it has been assigned (ownership belongs) to Engineering Physics and not a Facility Services shared area.</p> <p>JHSC website is up and running. M. Beech put up link to SOP, notices, minutes etc. on the Main Faculty of Engineering Website.</p> |  |
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Motion to adjourn: 1<sup>st</sup> Ed McCaffery and 2<sup>nd</sup> Adam Lenarcic

NEXT MEETING: Wednesday, December 13, 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](mailto:ginny@mcmaster.ca)