

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

Management Member	Department	Attendance
Robert Fleisig	Engineering 1	Regrets
Fei Geng	SEPT (BTech/SEP)	Absent
Peijun Guo	Civil Engineering	Present
Wenbo He	Computing and Software	Absent
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	Present
Carm Vespi	Alumni	-
Li Xi	Chemical Engineering	Regrets
Worker Member	Department	Attendance
Tyler Ackland	Electrical Engineering	Absent
Jessica Anderson	Engineering 1	Regrets
Vacant	Engineering Physics	-
Monica Han	Civil	Present
Frances Lasowski	CUPE – Unit 2	-
Michael Lee (<i>John Colenbrander for M. Lee</i>)	Mechanical	Present
Adam Lenarcic	CUPE – Unit 1	Absent
Vacant	Biomedical	-
Heera Marway	MMRI	Present
Ed McCaffery	Materials Science	Regrets
John Nakamura (<i>Co-Chair</i>)	Computing and Software	Present
Christine Rich	SEPT (BTech/SEP)	Absent
Timothy Stephens (<i>Certified Member</i>)	Chemical Engineering	Present
Doris Stevanovic (<i>Certified Member</i>)	CEDT	Present
Kent Wheeler	Civil	Absent
Consultants/Guests	Department	Attendance
Leah Allan	EOHSS	Present

ISSUES FOR CENTRAL TO ADDRESS	Action Items
None.	

1. Minutes and Announcements

Engineering JHSC Minutes

Minutes Approval: Dmitri Malakhov, Management Co-Chair: _____ John Nakamura, Worker Co-Chair: _____ No changes to the November 2017 minutes. Approved 1 st by D. Keller and 2 nd by D. Stevanovic.	November 2017 Minutes submitted to EOHSS on Dec. 13, 2017
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2. Business Arising

Room Inspection Summary Lists (Sept. – August 2017) - CEDT submitted for the year.	
Room inspections – Lab inspections – extra eyes Nothing	
Signage for fire extinguishers – recommendation - D. Malakhov: Met with the Faculty Office to discuss his following up on the issue of locations of “invisible” fire extinguishers. He will follow up at next meeting with his findings. Contact Rob Edge (Fire Safety) he might have a map/list of fire extinguishers.	D. Keller to send contact info to D. Malakhov
SOP Motion: A Motion was brought to the Committee to vote on the following: To revise the SOP Form adding a notation: “That if none of the 5 boxes are checked (criteria is not met) then the Committee will decline to review the SOP” Also take out the wording “at Supervisor’s discretion” Ability to resubmit SOP if individual feels strongly about review 1 st : David Novog 2 nd : Doug Keller Passed unanimously	
SOP – MBE Gas Bottle Change - Discussion held regarding the importance of qualifications for giving advice, recommendations for any SOP - The committee can submit comments if they feel they have the knowledge. - The committee has a very diverse/broad knowledge base and can share their expertise - Ultimately, the safety regarding the use of the piece of equipment is	

<p>the Supervisor listed on the SOP. The Committee offers common good practice advice.</p> <ul style="list-style-type: none"> - What about a summary of the details for the SOP listed at the top of the document for easier understanding of the document. - Discussion of the MBE Gas Bottle Change was held within the Committee and advice/comments given. 	
<p>Gas cylinder cage quote (Committee discussed many options)</p> <ul style="list-style-type: none"> - P. Guo (Civil) stated that the students are busy with final exams right now to discuss the possibility of making a Capstone Project to design a gas cylinder cage. Will go back and follow up with the Faculty. - D. Keller suggested we approach Engineering Machine Shop to discuss possible solution. - T. Stephens sent his idea to D. Keller - Doug Keller and John Colenbrander to meet and discuss possible solutions and get back to the committee – and suggests that this is a better solution than designing a Capstone Project. 	

3. New Business

<p>1. Facility Services</p> <ul style="list-style-type: none"> - postpone discussion until next meeting <p>2. Tags on electronic devices</p> <ul style="list-style-type: none"> - this issue has been resolved and can be removed from Agenda 	
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4. Incident Reports

<p>1. JHE-246: Grad Student felt unwell, fainted while working at microscope. Instructed not to come to work if feeling unwell.</p> <p>2. ETB-312: Student reports pouring chemical (6M HCl and water) into waste container. The container overflowed and chemical splashed onto exposed skin between glove and lab coat. Supervisor reinstructed students on the importance of ensuring skin is not exposed in lab. Students instructed to be observant and pay attention to surroundings.</p>	
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5. Safety Reports

AREA	REPORT SUBMITTED
1. CAS	Yes. Hallways (light out, nothing major) Inner-hallway has a fire extinguisher that has not been checked since August ITB-163 area - (EOHSS to submit a work order)
2. Chemical Engineering	Yes. JHE-B123 (lab) – Fridge for storing samples, no food or drinks label needed for fridge – it has now been supplied -Needles are used in this lab and they had no sharps container and now one has been supplied 3 Grad offices – JHE-296 - ceiling diffusers have a lot of soil residue on them, Facility Services to come clean JHE-369 and 361 – grad student offices - nothing significant.
3. Engineering Physics/CEDT	Yes. 2 Faculty Offices (ETB), Dial 88 phone stickers needed. Labs - ABB (Fire extinguishers have not been checked (Doris will follow up with w/o) Door signs need updating Remove waste Replace MSDS with SDS Cables (trip hazard) 2 eyewash stations were lopsided –work order submitted Broken chair needs to be removed
4. Civil/ADL Engineering	Yes. ADL submitted to G. Riddell. Yes. Civil – Finished labs. - Ceiling fan very loud, put in work order. - Fumehood overdue for inspection, Facility Services has fixed. Faculty Offices – minor water damage noted Grad student offices – some shelving issues - Fire extinguisher needs checking (put in a w/o), - Storage room – mouse droppings found – traps/cleanup needed JHE-113 is no longer Civil's responsibility, it is Faculty Office ownership (update). Note: JHE-113/A is still the responsibility of Civil Engineering.
5. General	No.
6. iBiomed	- Not yet included until new member/dept added
5. Electrical Engineering	No.
6 Engineering 1	No.
7. Mechanical Engineering	No.
8. Materials Science & Eng.	No.
9. MMRI	No.
11. General Engineering	No.

6. Central Committee Minutes/Incidents

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| <p>1. Facility Services have increased the equipment for snow removal and have rented equipment for sidewalks. Call if you see any issues with snow or ice.</p> <p>2. Raise awareness about accessibility and report to this Committee.</p> <ul style="list-style-type: none"> - door openers fail – doors are heavy – response time is slow - all door repairs seem to take unusual amount of time for work orders or get repairs done <p>3. October Minutes (ongoing issue was brought up) – Students are touching their glove hands to their face and injuries are reported. TA's are constantly telling students to be careful. Training is key.</p> | |
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7. Other Business

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| <p>1. Headaches reported in Eng Phys Admin Office - complaints of sneezing more, there is no emptying of garbage, washing of the floors etc.</p> <ul style="list-style-type: none"> – Air quality complaints: a work order has been submitted in the past. <p>Solution: Send Facilities multiple emails to have them look into the cleaning issues – don't let it get stale (send emails weekly)</p> <p>2. Ministry of Labour visit – November 27, 2017 (anonymous call). Malfunction in ventilation system (exhaust hood over a grill in Hospitality Services).</p> <ul style="list-style-type: none"> - Ventilation system was down. A work order was put in but they were using it while they were waiting for parts. - Exhaust fan was not working - Supervisor should have shut down the grill - The grill was shut down and no orders issued. <p>3. No Smoking policy in effect in the New Year.</p> <p>4. Register your lasers on campus – an audit of lasers is being set up for January 2018.</p> <p>5. Mental Health – First Aid training on campus is available (Youtube video's online EOHSS website)</p> <p>6. Slips, trips and falls – with winter here be cautious.</p> | |
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8. JHE Restructuring

None.	
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Motion to adjourn: 1st D. Keller and 2nd D. Stevanovic

NEXT MEETING: Wednesday, January 10, 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