

Faculty of Engineering
Joint Health and Safety Committee Minutes
February 14, 2018
9:30 a.m., JHE-A114

Management Member	Department	Attendance
Robert Fleisig	Engineering 1	Regrets
Fei Geng	SEPT (BTech/SEP)	Regrets
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	Regrets
Shahin Sirouspour	Electrical Engineering	Regrets
Stephen Tullis	Mechanical Engineering	Regrets
Carm Vespi	Alumni	-
Li Xi	Chemical Engineering	Present
Worker Member	Department	Attendance
Tyler Ackland	Electrical Engineering	Present
Jessica Anderson	Engineering 1	Regrets
Vacant	Engineering Physics	-
Monica Han	Civil	Present
Michael Lee (<i>John Colenbrander for M. Lee</i>)	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
Leela Pilli (<i>new</i>)	iBiomed	Absent
Christine Rich	SEPT (BTech/SEP)	Absent
Timothy Stephens (<i>Certified Member</i>)	Chemical Engineering	Present
Doris Stevanovic (<i>Certified Member</i>)	CEDT	Regrets
Kent Wheeler	Civil	Present
Consultants/Guests	Department	Attendance
Leah Allan	EOHSS	Present
Raquel Gavey	Facility Services	Present
Mukesh Jain	Mechanical Engineering	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>Minor changes to the January 2018 minutes. Approved 1st by A. Lenarcic and 2nd by M. Han.</p>	<p>January 2018 Minutes submitted to EOHSS on February 22, 2018</p>
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2. Business Arising

<p>Room Inspection Summary Lists (Sept. – August 2017)</p> <p>- None</p>	
<p>Room inspections – Lab inspections – extra eyes</p> <p>- None</p>	
<p>Gas cylinder cage quote (Committee discussed many options)</p> <ul style="list-style-type: none"> - J. Colenbrander – Approval from Dean’s Office, now just waiting on a p-card to purchase what is required and will follow up upon completion of project. 	
<p>Signage for fire extinguishers</p> <ul style="list-style-type: none"> - Received response from Dean’s Office and have approval to move forward with the putting up of signage documenting fire extinguishers - R. Lodewyks will be handling the transition. - (L. Allan) Fire extinguishers can’t be removed from the hose cabinet (as per Tyco) – waiting on confirmation email and will follow up with official statement. - Complete - Remove from Agenda 	

3. New Business

<p>1. Facility Services (R. Gavey, Customer Service Manager)</p> <p>- Delivered an overview of operations of her Department (day to day operations and how they prioritize job requests)</p> <p>Discussion was held re: concerns regarding submission and follow up of work orders, timeline for service, problems in the system for placing work orders</p> <ul style="list-style-type: none"> - Work orders are prioritized from 1 – 5 depending on severity of issue - Any concerns go through Customer Service Desk (phone, email, MOSAIC) - How work orders are updated or complete? It has been found that in MOSAIC work is stated as being “complete” when it is not done. 	
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*Use the **Notes** section in MOSAIC so that the facilities personnel that is issued that job will have more info to follow up with.

*What has been found is that the Notes section/attachments are not getting to the individual that shows up to do the work.

- Some issues (washrooms not being attended to for long periods of time) make the university as a whole look bad for visitors
 - McMaster has lower number of staff to house the square footage of the university for Facilities to handle.

- Solution: it is extremely important to let Customer Service know of all issues or concerns (following up continually) so they can be aware of issues.

2. SOP (M. Jain) – Clinching Machine developed for equipment in his Lab – JHE-394

Combines 2 different machines – 1 is for testing materials and the other is a welding unit – for testing heating and integrated into 1 machine.

- Has been reviewed by Mechanical Departmental Health & Safety Committee already and suggestions have already been incorporated into the SOP.
- Expertise on knowledge of this equipment can already be found in Mechanical Department.
- Very well written document and can be used as a good example for future SOP's.
- In the list of recommendations, it was suggested that it is best to use the word never instead of do not in the SOP
- Will update and send to J. Nakamura to post

3. Safe Storage of Chemicals (L. Allan)

- 1 page diagram/chart of chemical storage was sent to committee (hazards in the lab)

- 3 things to look for when walking into a Lab? She discussed different scenarios of what to look for and examples given.

1. What are hazards
2. What are the controls in place?
3. What is the risk?

- D. Malakhov: Will make a 1 page checklist reflecting what are some of the most important things to look for in storing chemicals.
- T. Stephens will look it over for review.

R. Gavey to follow up on what is happening with the attachments.

4. Incident Reports

1. JHE-245: While grinding thin aluminum alloy plates with rotary grinder, student's finger contacted fine sandpaper. – In future students will be provided with thicker plates to avoid possible abrasion.

2. JHE: While scraping thin coating off material with two sided razor

blade, razor slipped and student cut hand. – Supervisor instructed student to use razor blade with guard.	
3. JHE-362: Employee reports student left Bunsen burner on in lab and upon return lab smelled of gas. – Technician inspected Bunsen burner and gas lines to ensure they are in good working condition. Supervisor instructed student to turn off Bunsen burner and close gas valve before leaving.	

5. Safety Reports

AREA	REPORT SUBMITTED
1. CAS	No.
2. Chemical Engineering	No.
3. Engineering Physics/CEDT	Yes.
4. Civil/ADL Engineering	Yes. Received after meeting (ADL)
5. General	No.
6. iBiomed	No.
5. Electrical Engineering	Yes. Undergrad labs – nothing major
6 Engineering 1	No.
7. Mechanical Engineering	Yes. Old reports from Oct and Dec 2017
8. Materials Science & Eng.	Yes.
9. MMRI	No.
10. SEPT	No.

6. Central Committee Minutes/Incidents

None.	
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7. Other Business

<p>Who inspects the HATCH Building?</p> <ul style="list-style-type: none"> - No representative confirmed. - D. Malakhov will ask Dean's Office and follow up <p>NAOSH Week in May 2018</p> <ul style="list-style-type: none"> - Competitions between all JHSC on campus - Make a poster (how to mitigate) – campus wide hazards and send to EOHSS for consideration 	
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8. JHE Restructuring

None.	
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Motion to adjourn: 1st E. McCaffery and 2nd X. Li

NEXT MEETING: Wednesday, March 14, 2018 in JHE-A114 at 9:30am.

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