

**Faculty of Engineering**  
**Joint Health and Safety Committee Minutes**  
**March 14, 2018**  
**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	Regrets
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	Regrets
Shahin Sirouspour	Electrical Engineering	Absent
Stephen Tullis	Mechanical Engineering	Present
Carm Vespi	Alumni	-
Li Xi	Chemical Engineering	Present
<b>Worker Member</b>	<b>Department</b>	<b>Attendance</b>
Tyler Ackland	Electrical Engineering	Absent
Jessica Anderson	Engineering 1	Regrets
Vacant	Engineering Physics	-
Monica Han	Civil	Regrets
Michael Lee	Mechanical	Regrets
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	iBiomed	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

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

## 1. Minutes and Announcements

<p>Minutes Approval:</p> <p>Dmitri Malakhov, Management Co-Chair: _____</p> <p>John Nakamura, Worker Co-Chair: _____</p> <p>A change in wording of the SOP to the February 2018 minutes. Approved 1<sup>st</sup> by D. Keller and 2<sup>nd</sup> by E. McCaffery.</p>	<p>February 2018 Minutes submitted to EOHSS on March , 28, 2018</p>
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## 2. Business Arising

<p>1. <b>Room Inspection Summary Lists</b> - None</p>	
<p>2. <b>Room inspections – Lab inspections – extra eyes</b> - None</p>	
<p>3. D. Malakhov: Is there a Policy to regulate working after hours for students working in the labs?</p> <ul style="list-style-type: none"> <li>- Is there a formal/semi-formal document for working after hours?</li> <li>- Wants to generate a document and would like committee input</li> <li>- Document the level of hazard – work within the buddy system.</li> <li>- Working Alone Policy (#304) – but this is not what the request is: the students are not working alone.</li> <li>- There does not seem to be an official University wide document. It is your discretion.</li> </ul>	

## 3. New Business

<p><b>D. Stevanovic</b></p> <p>1. (How to handle chemicals that are not designated substances) and is there a university mandate to handle this?</p> <ul style="list-style-type: none"> <li>- How does this information get passed down to users and is there a legacy plan?</li> <li>- Clearing out labs of people that have left – need to wear protective equipment</li> <li>- Storage use and disposal – through RPR (who will come and pick it up) unless it is radioactive</li> </ul> <p>2. <b>New Employee (technical staff)</b></p> <ul style="list-style-type: none"> <li>- (The Chair of the Department is the supervisor) – did not feel that they received proper training.</li> <li>- 2 Labs running at the same time. No TA showed up and this employee did not want to leave a lab unattended. What should have been done?</li> <li>- Not to work in a lab unless you have taken all your training (it is the Supervisor’s responsibility)</li> <li>- Crucial that you follow procedures because large fines if an incident happens</li> <li>- Follow up (D. Stevanovic) with more information regarding what the details regarding this issue at the next meeting.</li> </ul>	<p>D. Stevanovic to follow up with committee re: this issue</p>
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#### 4. Incident Reports

1. JHE-109A: Cut/Laceration/Hand – While unscrewing a bolt with allen-key, student used force pushing on key and hand slipped and contacted edge cutting hand. - Supervisor reinstructed students on procedure, i.e. pulling rather than pushing and ensured that area was clear.	
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#### 5. Safety Reports

AREA	REPORT SUBMITTED
1. CAS	Yes. Couple Labs. Fill out some emergency contacts. Nothing major
2. Chemical Engineering	No.
3. Engineering Physics/CEDT	Yes. Will hand in when w/o are in place. <ul style="list-style-type: none"> <li>- Doors signs updated</li> <li>- Plugs/bars should not be on floor</li> <li>- Lamps out</li> <li>- Grills need cleaning – multiple w/o’s have been placed in the past</li> <li>- Replace expired contents of HF Kit.</li> <li>- Replace MSDS (out of date)</li> <li>- Fire extinguisher was blocked by recycle bin – not checked since 2014</li> <li>- Cords hanging from ceiling</li> <li>- Breaker boxes were blocked</li> <li>- Fumehood not checked since May 2014</li> <li>- Ceiling tiles out of place and that affects return air flow</li> </ul>
4. Civil/ADL Engineering	Yes – ADL – received before meeting.
5. General	Yes. Submitted on-line. Nothing major. Closet clutter.
6. iBiomed	No.
5. Electrical Engineering	No.
6 Engineering 1	No.
7. Mechanical Engineering	Yes. Offices. Nothing major.
8. Materials Science & Eng.	Yes. Nothing major.
9. MMRI	No.
10. SEPT	No.

#### 6. Central Committee Minutes/Incidents

<p><b>Discussion – L. Allan</b></p> <ul style="list-style-type: none"> <li>- WHMIS 2015 – MSDS is now referred to SDS</li> <li>- Safety Data Sheets – change to pictogram system (red &amp; white)</li> <li>- SDS – have more info than previous MSDS</li> <li>- Label has changed to be more recognizable</li> <li>- No more 3 year expiry – only update when new information comes out</li> <li>- Ensure all chemicals in work place have new WHIMIS labels as of December 2018.</li> </ul>	
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<ul style="list-style-type: none"> <li>- Universities in Ontario proposed that you put a workplace label on – waiting on an answer if this is appropriate.</li> </ul> <p>New Chemical Inventory Program – Gold FXX – by Chem Watch</p> <ul style="list-style-type: none"> <li>- No longer need paper copies because new program will be able to print out. Ability to share inventories.</li> <li>- Program is not yet finalized</li> <li>- We will be kept updated when the system is ready for use.</li> </ul> <p>Discussion:</p> <ul style="list-style-type: none"> <li>- L. Allen to look into being able to search for chemicals that people might want to use and be able to share – this would also save money</li> </ul>	
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## 7. Other Business

<p><b>Duct cleaning.</b>  Problem with excessive dust in JHE.  In ABB the insulation is on inside of the ducts – so this contributes to the problem so they can't clean them.</p> <ul style="list-style-type: none"> <li>- Expense of cleaning of ducts.</li> </ul> <p>Discussion: Why not involve the students in a project to design/use robots/to inspect ducts at the university?  Go to the Chairs of Departments and suggest this idea for a Capstone Project.</p> <p>CEDT training – they ask for training records and date the training took place. Many courses it gives the dates in the “future”. For example it says they took the course May 2018.</p> <ul style="list-style-type: none"> <li>- Is it a problem in MOSAIC?</li> </ul> <p>3<sup>rd</sup> Floor Annex – Deadbolts are locked when they leave and the doors are open when they get back. Custodians state that it is not them that is opening the doors.  Is there tampering going on with the locks?  Suggestion: Call security to find out what is happening.</p> <p>Engineering Physics has posted 2 more SOPs for the Committee to review and discuss at April 2018 meeting.</p>	<p>L. Allen will look into our duct cleaning for JHE</p> <p>D. Malakhov to follow up</p> <p>L. Allen to check into</p>
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## 8. JHE Restructuring

<p>A201DA – no longer exists. It is incorporated into A201D</p> <p>Room added to list (General) JHE-113 (113A/A – who owns and updated inspection site)</p>	
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Motion to adjourn: 1<sup>st</sup> E. McCaffery and 2<sup>nd</sup> A. Lenarcic.

NEXT MEETING: Wednesday, April 11, 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](mailto:ginny@mcmaster.ca)