

**Faculty of Engineering**  
**Joint Health and Safety Committee Minutes**  
**April 11, 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	Absent
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
Vacant	Electrical Engineering	-
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	Absent
Vacant	Biomedical	-
Heera Marway	MMRI	Regrets
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	Present
<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 few changes to March 2018 Minutes. Approved 1<sup>st</sup> by C. Rich and 2<sup>nd</sup> by E. McCaffery.</p>	<p>March 2018 Minutes submitted to EOHSS on April 12, 28, 2018</p>
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## 2. Business Arising

<p><b>1. Room Inspection Summary Lists - None submitted.</b></p> <ul style="list-style-type: none"> <li>- A Summary List is an extra check to make sure that all of the rooms (you are assigned to inspect) get inspected and confirmed for a calendar year (normally September – August)</li> <li>- J. Nakamura’s online system is very valuable and a great tool for tracking your inspection information. It is helpful in that it tracks restructuring and updates the changes directly into the system so the room lists are assigned properly. <u>Note:</u> Any system that is chosen to use is completely acceptable.</li> </ul>	
<p><b>2. Room inspections – Lab inspections – extra eyes - None</b></p>	

## 3. New Business

<p><b>1. SOP – Laser Doppler Velocimetry (Engineering Physics)</b> Discussion. (includes the following):</p> <ul style="list-style-type: none"> <li>- Flow rates on water supply (is there a gauge that measures?)</li> <li>- LDV laser – did not seem to have a red stop button</li> <li>- It has a laser “off” button.</li> </ul> <p><b>2. SOP – Particle Image Velocimetry</b></p> <ul style="list-style-type: none"> <li>- Good instructions - Looks good.</li> </ul> <p><b>3. Lab Incident – Technical staff (follow up)</b></p> <ul style="list-style-type: none"> <li>- D. Stevanovic: She spoke to the employee about what their concerns were. Also spoke to the Chair of the Department and D. Novog.</li> <li>- This employee is on contract. When hired, no one went over the health &amp; safety risks. Wanted information on whether their training was up-to-date.</li> <li>- The reasoning behind this issue being brought forward is because no TA showed up for the lab they were assigned. Because of this, the staff member was not confident about leaving the room unattended because of the use of radioactive material and their lack of safety training.</li> </ul> <p>Questions arising:</p> <ul style="list-style-type: none"> <li>- Can the students do independent work without supervision?</li> <li>- Can the student be supervised without actually being in the room?</li> </ul>	
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<p>- Job Hazard Analysis – online EOHSS website – this training states exactly what training is required.</p> <p>- Check-sheet for each room (supervisor goes over with the TA and has them sign-off that they have had the proper training)</p> <p>- TA’s and Departments need to follow up to be more diligent so that the training is confirmed as being complete before TA’s are assigned this job/responsibility.</p> <p><b>4. L. Allen (follow-up re: dates for safety training in MOSAIC):</b></p> <p>- Students are printing off wrong data.</p> <p>- On-line training website: List of safety training has 2 tabs –</p> <p>1. Session and 2. Status.</p> <p>- They need be selecting “Status” – shows all training is complete or print out both pages (windows) showing the dates as well as that the courses are complete.</p> <p><b>5. Duct work – mechanical pump in lab ABB-B166A</b> wasn’t working, it was disconnected – made a funny noise and smelt bad – exhaust line had been taken apart.</p> <p>- Why was exhaust disconnected (taken apart) and why turn off the flow?</p> <p>- Construction is going on outside of the room (can this be attributed to the issue?)</p> <p>- Fill out an incident report.</p> <p><b>6. Student carrying a tray of chemicals from ETB to ABB.</b></p> <p>- Open tray with glass containers.</p> <p>- Why are you transporting these chemicals? Why are the bottles not labelled properly?</p> <p>- Solution could be to carry in a secondary container</p>	
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#### 4. Incident Reports

<p>1. JHE-362: Cut/Laceration to hand – While student was washing equipment, beaker broke, cutting student's hand - Supervisor instructed student to use rubber gloves while washing equipment, or use plastic autoclave containers to avoid fatigue in glass beakers.</p>	
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#### 5. Safety Reports

AREA	REPORT SUBMITTED
1. CAS	No.
2. Chemical Engineering	<p>Yes. 3 labs.</p> <ul style="list-style-type: none"> <li>- JHE-362 Grad student was working and texting with gloves on. Was told not to do this.</li> <li>- JHE-105 Vial – designated substance in flammable cabinet. Put out for chemical pick up.</li> <li>- JHE-A105 and JHE-366: Fire extinguishers not inspected since September 2017 – these has now been inspected.</li> <li>- How many others have been missed?</li> </ul>

	- Labelling – inconsistent – please update
3. Engineering Physics/CEDT	Yes. <ul style="list-style-type: none"> <li>- ETB Grad offices (ceiling tiles had water damage) – w/o put in</li> <li>- Common area, very loud (solution could be to go to the departments hotel style area – 3<sup>rd</sup> floor JHE)</li> <li>- 2 outlets detached from the floor</li> <li>- Fridge, rotting food (need to empty contents). Department will follow up</li> <li>- Faucet leaking in men’s washroom</li> <li>- Ladder lying against wall (left by Facilities)</li> <li>- 2 other offices – fine</li> <li>- 2 Labs – ETB-431: shower in one of the rooms hasn’t been inspected since June 13 2016 (this shower was not on Doris’s list – she did not know it was there)</li> <li>- ETB-429. Doris will contact the instructor: L. Soleymani (who is on leave) that runs this lab, to inform her she needs to make sure someone is assigned to check eye wash stations. Also, update door signs, MSDS sheets need updating. General Housekeeping</li> </ul>
4. Civil/ADL Engineering	Yes – ADL – received before meeting.
5. General	No.
6. iBiomed	No. Will be getting on-line (JHSC members site) to submit reports officially. (Discussion: Sharps container procedures)
5. Electrical Engineering	No.
6 Engineering 1	No.
7. Mechanical Engineering	Yes. Received missing reports from previous months
8. Materials Science & Eng.	Yes. Nothing major.
9. MMRI	No.
10. SEPT	Yes. <ul style="list-style-type: none"> <li>- Offices on 2<sup>nd</sup> floor, toolboxes stacked up high could fall on someone. Will find a new space for these</li> <li>- Classrooms on 2<sup>nd</sup> floor - were fine</li> <li>- ETB-536 (lab) - Electrical plates – lids don’t stay on – will place a work order</li> <li>- Fire extinguisher – ETB-530A – storage room (last inspected in 2010) has not been checked -</li> </ul>

## 6. Central Committee Minutes/Incidents

None	
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## 7. Other Business

<p><b>Duct cleaning. Follow up (L. Allen)</b></p> <p>Problem with excessive dust in JHE.</p> <ul style="list-style-type: none"> <li>- Spoke with Joe Emberson (Facility Services)</li> <li>- Duct cleaning is a very expensive process</li> <li>- If a lot of dirt does come out of the diffusers, contact him and he will follow up and put a furnace filter in.</li> <li>- Diffuser in lab (JHE-A204) that is spotless and the lab is too</li> </ul>	L. Allen to follow up
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<p>warm, something is wrong with the system, it doesn't make sense, a work order has been put in.</p> <p><b>Follow up: D. Malakhov</b></p> <ul style="list-style-type: none"> <li>- Will follow up with instructors (email) regarding a Capstone project (Robotic for cleaning ducts) at the end of the term. He will update the Committee in the future.</li> </ul> <p><b>Chemical Amnesty Day</b></p> <ul style="list-style-type: none"> <li>- RPR Environmental will be on-site Monday, April 16, 2018</li> <li>- Get rid of old chemicals that are not being used – need to be cleared out</li> <li>- Looking for original bottles</li> <li>- No gases, no cylinders</li> <li>- No radioactive, no biologicals</li> <li>- Collect them and label the area clearly that show this is a pick up and Label it “For Disposal”</li> </ul> <p><b>Critical Injury (MOL was on site – twice)</b></p> <ul style="list-style-type: none"> <li>- Employee walking to car to Lot P – took the unmaintained trail and slipped and sustained fractured elbow</li> <li>- Unmaintained trail – used to say “Use at your own risk”</li> <li>- Updated signs to say “Unmaintained Trail - Do not use”</li> <li>- MOL stated to - Maintain or destroy the trail</li> <li>- Fence is up to try to keep people off</li> </ul>	
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## 8. JHE Restructuring

None	
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Motion to adjourn: 1<sup>st</sup> E. McCaffery and 2<sup>nd</sup> T. Stephens

NEXT MEETING: Wednesday, May 9, 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)