

**Faculty of Engineering**  
**Joint Health and Safety Committee Minutes**  
**June 13, 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       | 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 (Co-Chair)                   | Materials Science       | Present           |
| David Novog                                  | Engineering Physics     | Regrets           |
| Vacant                                       | Electrical Engineering  | -                 |
| Stephen Tullis                               | Mechanical Engineering  | Present           |
| Carm Vespi                                   | Alumni                  | -                 |
| Li Xi  | Chemical Engineering    | Regrets           |
| <b>Worker Member</b>                         | <b>Department</b>       | <b>Attendance</b> |
| Tyler Ackland                                | Electrical Engineering  | Regrets           |
| Jessica Anderson                             | Engineering 1           | Present           |
| Justin Bernar (for Michael Lee)              | Mechanical Engineering  | Present           |
| Vacant                                       | Engineering Physics     | -                 |
| Monica Han                                   | Civil                   | 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)        | Regrets           |
| 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           |
| Nicole McLean                                | Mechanical              | Present           |

| <b>ISSUES FOR CENTRAL TO ADDRESS</b> | <b>Action Items</b> |
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| 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>April 2018 Minutes were officially approved – 1<sup>st</sup> D. Malakhov and 2<sup>nd</sup> H. Marway</p> <p>(No changes required for May 2018 Minutes, but not approved because didn't have quorum for May 2018 Meeting)</p> | <p>May 2018 Minutes submitted to EOHSS on June 14, 2018</p> |
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## 2. Business Arising

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| <p>1. <b>Room Inspection Summary Lists</b> – None</p>  |  |
| <p>2. <b>Room inspections – Lab inspections – extra eyes</b></p> <ul style="list-style-type: none"> <li>- T. Stephens wants to collaborate with D. Stevanovic for extra eyes for his next inspections.</li> <li>-JHE-115 (Machine Shop) H. Marway wants advice/extra eyes for this room because it is a Mechanical Room.</li> <li>- Who inspects HATCH Building? Dean's Office (N. Balfort) will follow up when there has been a decision on this question. L. Allen will follow up with this issue and report back to the Committee.</li> </ul> |  |

## 3. New Business

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| <p><b>Improvement suggestions for the committee.</b></p> <p>Discussion included the following comments/remarks:</p> <ul style="list-style-type: none"> <li>- Our responsibility is to follow the Terms of Reference and we conform to them, but maybe we can make improvements.</li> </ul> <p>Question: How do we deal with Lab Inspections when we discuss this Agenda issue during meetings?</p> <ul style="list-style-type: none"> <li>- Learn more about the outcomes of the inspections.</li> <li>- Committee to share unusual situations or concerns that come up during their monthly inspections so we can all benefit from what each other learns.</li> <li>- Give more detail – more in-depth reporting</li> <li>- Structure and timing of the inspections.</li> </ul> <p>Engineering Room Inspection Summary List (which shows all rooms that get inspected) is generated, for the most part using the online system developed by John Nakamura.</p> <ul style="list-style-type: none"> <li>- Department of Science submits 1 report that documents all of their rooms and does not submit the reports in sections like Engineering. Maybe it would be a good idea to get more information and discuss how Science does their inspections.</li> <li>- We are supposed to get 1 Overall Summary List once a year to</li> </ul> |  |
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| <p>show that all Engineering rooms get inspected.</p> <ul style="list-style-type: none"> <li>- What system is used to confirm that all rooms belonging to Engineering get inspected within designated timeframe. Who is assigned to confirm that this is being done? The Deans Office used to have this responsibility.</li> <li>- Next meeting try something new, each member can (if they had any) bring up 1 unique/important infraction to discuss with the Committee.</li> </ul> |  |
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#### 4. Incident Reports

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| <p>1. David Braley Athletic Centre – Gym: While playing volleyball, instructor injured finger. - Proper technique was reviewed with the instructor.</p> <p>2. JHE-A109: EE slipped on water on the floor of the women's washroom, falling and twisting ankle. - EOHSS reminded supervisor of the requirement to investigate and follow up on incidents and corrective measures.</p> <p>3. ABB-329: (Materials Science) After a tap was left on from the floor above, lab below was flooded. Water contacted shelves where chemicals were stored as well as flammable cabinet. Impacted areas were cleaned up following chemical spill procedures. EOHSS followed up with lab users.</p> <p>4. ETB-BSL2 Lab: While carrying several Falcon tubes and trying to open door to transport to another lab, a tube fell and liquid from tube splashed onto EE's eyelid. Supervisor developed new protocol for transfers with use of leak-proof primary and secondary containers containing absorbent material to absorb potential spills.</p> |  |
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#### 5. Safety Reports

| AREA                        | REPORT SUBMITTED  |
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| 1. CAS                      | No.   |
| 2. Chemical Engineering     | <p>Yes. (15 total inspections) 2 labs.</p> <ul style="list-style-type: none"> <li>-Outdated bottles need to be removed.</li> <li>-6 people working in lab had no eye protection at all (working with acids and other chemicals). A discussion was held with Supervisor. Random checks will be done now.</li> <li>-Vacuum pump leaking large amount of oil on floor – they will repair the pump</li> </ul>   |
| 3. Engineering Physics/CEDT | <p>Yes. All of the offices were inspected.</p> <ul style="list-style-type: none"> <li>- Diffusers are finally getting looked at.</li> <li>- A leak was reported years ago (many w/o submitted) and it is now fixed.</li> <li>- Fumehoods are not regulated. 1 was missed.</li> <li>- Fire extinguishers not checked on the 1<sup>st</sup> floor but they were checked on the 2<sup>nd</sup> floor – so need to look into that. Came to check but one was still missed.</li> </ul> |

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|                             | L. Allen: JHE-Eye Wash Stations should all be checked - contact if you see any issues. If you see they are not being checked properly, please let them know.<br>Discussion on what is happening with fume hoods and how they are inspecting them. |
| 4. Civil/ADL Engineering    | No.   |
| 5. General                  | No.   |
| 6. iBiomed                  | No.   |
| 5. Electrical Engineering   | No.   |
| 6 Engineering 1             | No.   |
| 7. Mechanical Engineering   | Yes. I received the hard copy for filing.   |
| 8. Materials Science & Eng. | Yes. I received the hard copy for filing.   |
| 9. MMRI                     | No.   |
| 10. SEPT                    | No.   |

## 6. Central Committee Minutes/Incidents

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| None |  |
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## 7. Other Business

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| <p>D. Stevanovic:<br/>There are defibrillators in JHE, but they are not in all buildings, even though we have individuals working in these other buildings. (We have defibrillators because we paid for them).</p> <p>D. Malakhov shared the following info with the Committee:<br/>- Mrs. Raquel Gavey is extremely efficient in resolving problems related to the Facility Services. If you had filed numerous work orders, but nothing was done, then I recommend that you share your frustration with her and ask for help. I do not suggest that she should be contacted routinely, Mrs. Raquel Gavey is your last resort. Here is her contact data:</p> <p><b>Raquel Gavey</b><br/><b>Customer Service and Process Manager, Facility Services, CSB 110</b><br/><b>Ext. 24698</b><br/><b>e-mail: <a href="mailto:gaveyr@mcmaster.ca">gaveyr@mcmaster.ca</a></b></p> |  |
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## 8. JHE Restructuring

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| Follow up on JHE-123 and JHE-A305 and A305/A |  |
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Motion to adjourn: 1<sup>st</sup> D. Keller and 2<sup>nd</sup> A. Lenarcic.

NEXT MEETING: Wednesday, July 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)

Engineering JHSC Minutes