

Faculty of Engineering
Joint Health and Safety Committee Minutes
September 12, 2018
9:30 a.m., JHE-A114

Management Member	Department	Attendance
Robert Fleisig	Engineering 1	Regrets
Fei Geng	SEPT (BTech/SEP)	Absent
Wenbo He	Computing and Software	Absent
Doug Keller - (<i>Certified Member</i>)	Management Cert. Member	Present
Lucian Balan	SEPT (BTech/SEP)	Present
Dmitri Malakhov (<i>Co-Chair</i>)	Materials Science	Present
David Novog	Engineering Physics	Absent
Vacant	Electrical Engineering	-
Sivakumaran, Ken	Civil Engineering	Present
Stephen Tullis	Mechanical Engineering	Regrets
Carm Vespi	Alumni	-
Li Xi	Chemical Engineering	Present
Worker Member	Department	Attendance
Tyler Ackland	Electrical Engineering	Absent
Jessica Anderson	Engineering 1	Regrets
Justin Bernar (for Michael Lee)	Mechanical Engineering	Present
Clealand Berwick	Mechanical/Machinshop	Present
Teresa Ferko	CAS/General	Regrets
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
Vacant	SEPT (BTech/SEP)	-
Timothy Stephens (<i>Certified Member</i>)	Chemical Engineering	Regrets
Doris Stevanovic (<i>Certified Member</i>)	CEDT	Present
Kent Wheeler	Civil	Present
Consultants/Guests	Department	Attendance
Leah Allan	EOHSS	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>No changes to August 2018 Minutes. 1st approved by A. Lenarcic and 2nd by D. Keller</p>	<p>July and August 2018 Minutes sent to EOHSS on Sept. 21, 2018</p>
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2. Business Arising

<p>1. Room Inspection Summary Lists (September – August yearly)</p> <p>Yearly Summaries collected so far (as of September 2018)</p> <ul style="list-style-type: none"> - Civil Engineering (ADL) - Civil Engineering (Other areas) - CAS - Electrical & Computer Engineering - Chemical Engineering - Materials Science - Mechanical Engineering - MMRI - SEPT (W Booth School/Engineering Practice and Technology) - HATCH workshop area – received July 2018 report <p>Not received yet</p> <ul style="list-style-type: none"> - General - Eng 1 - CEDT/Eng Phys - iBiomed (new area added to our system) 	
<p>2. Room inspections – Lab inspections – extra eyes</p> <ul style="list-style-type: none"> - J. Nakamura explained what “Extra Eyes” means in connection with the inspections of Labs (for the benefit of new Members) and a short discussion on some examples of how the addition of extra eyes has benefited these inspections. - Importance of safe storage of chemicals was stressed 	

3. New Business

<p>1. Introduction</p> <ul style="list-style-type: none"> - Committee made introductions around the table (for new members) 	
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<p>2. Fire Wardens (Follow up)</p> <ul style="list-style-type: none"> - Follow up discussion from previous meeting “Ask the Supervisor of the Hospitality person from the JHE-Fireball café to cover the main entrance of JHE during a drill/fire alarm”. - L. Allan – Facilities have been approached with this request, but she has not heard back yet. If no one volunteers then maybe the Supervisor can appoint someone. 	
<p>3. Vote for Co-Chair of JHSC for Worker Representative</p> <ul style="list-style-type: none"> - Management members were asked to leave the room while the Worker members voted. <p>Congratulations to John Nakamura who has graciously accepted the committee’s overwhelming motion to have him continue on as Co-Chair.</p> <p>Motion: J. Nakamura to stay on as Co-Chair/Worker Members Accepted 1st by Ed McCaffery and 2nd by Doris Stevanovic</p>	
<p>4. Swipe card incident</p> <ul style="list-style-type: none"> - Grad student had permission and a licence to work in the CEDT Cleanroom facility with a sample containing Ni-63, a radioactive, weak beta emitter source. - They had finished the experiments and were waiting for swipe test results from Health Physics. - Health Physics told the student that there was a contamination issue, but were unavailable on the Friday before the August long weekend to re-confirm or assess the situation. - Doris Stevanovic called Security to have the lab locked out to everyone except herself (for safety reason), over the long weekend. - Security could not lock down the lab as such, but told her to contact an individual Security person by e-mail, who could lock out the lab. - She then contacted the on-call Health Physics person to confirm the situation and was advised to have the lab locked out by contacting the above person. - That individual Security person contacted Doris on Sunday. They were not checking their e-mail over the long weekend, did not have computer access, and advised her to call Security dispatch. - Doris called Security on Sunday to have the lab locked out. - Security stated that she needed authorization from Health Physics. - Security contacted the manager of Health Physics and the lab was finally locked out on Sunday. - Signs and tape over the door reader to limit access. Signs and tape put up to delineate the suspected contamination region. - Security issued an incident report and sent to the Faculty of Engineering. <p>5. Equity Facilitator</p> <ul style="list-style-type: none"> - J. Nakamura sent an email to the Committee asking of any volunteer for the position as Equity Facilitator. No response so far. - There will be training and support for anyone wanting to volunteer for this position, also workshops and support for this role will be offered 	

6. Record Keeping

Mandatory Safety Courses must be taken before working in Labs.
How do Lab/Supervisors track the course information to confirm that proper training has been done?

- All new hires, Students, visitors, research assistants etc.:
- Go to EOHSS Website - Take all the prescribed courses
- Materials Science Department: Keys are not given out until there is proof of Safety Training
- Inquire about task specific training records when doing lab inspections.
- Committee to think about how they would encourage colleagues to show proof of training of individuals using the lab
- Consent is needed, if use of a phone/camera is used to record inspections
- How can the Committee encourage their Department/Area to find a way to track this
- In Materials Science – an email was sent out to the Department with this specific issue and will be brought up and discussed at the next Departmental Meeting
- **Note:** In 2015 there is now a criminal aspect added to Occupational Health & Safety Act regarding Safety Training of individuals working in labs.
- As a Supervisor you must do everything reasonable to ensure the safety of people working under you. If negligence has been found (if a serious injury occurred and you are the supervisor) and you cannot show The Administrative Labour Inspector that proper training has been complete, the instructor can be personally charged.

4. Incident Reports

1. JHE-107: Grad student built an apparatus and oil spilled on floor due to splashback from gas jet wiping machine. Machine was shut down right away and everything was to be cleaned up and disposed of properly and not started up again without the reengineering of guards in place.

5. Safety Reports

AREA	REPORT SUBMITTED
1. CAS	Yes. Some lights out – nothing major.
2. Chemical Engineering	Yes.
3. Engineering Physics/CEDT	Yes. Undergrad Labs – BSB – All fine. Nothing major JHE-A303 and 304 – Door signs for new employee Fume hoods (A304) tagged out since June 2018. A w/o put in to clarify if they are working. First Aid person to be updated. Doors signs, clean up storage room
4. Civil/ADL Engineering	Yes. Hard copy submitted to G. Riddell

5. General	No
6. iBiomed	No.
5. Electrical Engineering	Yes.
6 Engineering 1	No.
7. Mechanical Engineering	No.
8. Materials Science & Eng.	No.
9. MMRI	Yes. All areas complete, nothing major – lights replaced, minor infractions. JHE-115 inspected (workshop) and no issues found
10. SEPT	Yes.
11. HATCH	No.

6. Central Committee Minutes/Incidents

None. No meetings in July and August.	
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7. Other Business

None.	
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8. JHE Restructuring

None.	
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Motion to adjourn: 1st by D. Keller and 2nd by E. McCaffery

NEXT MEETING: Wednesday, October 10, 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