

**Faculty of Engineering
Joint Health and Safety Committee Minutes
October 10, 2018**

| Management Member | Department | Attendance |
|--|-------------------------|-------------------|
| Robert Fleisig | Engineering 1 | Regrets |
| Fei Geng | SEPT (BTech/SEP) | Regrets |
| Wenbo He | Computing and Software | Absent |
| Doug Keller - (<i>Certified Member</i>) | Management Cert. Member | Present |
| Lucian Balan | SEPT (BTech/SEP) | Absent |
| Dmitri Malakhov (<i>Co-Chair</i>) | Materials Science | Present |
| David Novog | Engineering Physics | Regrets |
| Vacant | Electrical Engineering | - |
| Sivakumaran, Ken | Civil Engineering | Absent |
| 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 |
| Clealand Berwick | Mechanical/Machinshop | Present |
| Teresa Ferko – (<i>stepping down</i>) | CAS/General | Absent |
| Simon McNamee | Engineering Physics | Present |
| Monica Han | Civil | Present |
| Michael Lee | Mechanical Engineering | 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 | iBiomed | Present |
| Vacant | SEPT (BTech/SEP) | - |
| Timothy Stephens (<i>Certified Member</i>) | Chemical Engineering | Present |
| Doris Stevanovic (<i>Certified Member</i>) | CEDT | Present |
| Kent Wheeler | Civil | Regrets |
| Consultants/Guests | Department | Attendance |
| Leah Allan | EOHSS | Regrets |
| Dane DeMan | EOHSS | Present |
| Nicole McLean | Mechanical Engineering | Present |

| ISSUES FOR CENTRAL TO ADDRESS | Action Items |
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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>No changes to September 2018 Minutes. 1st approved by L. Xi and 2nd by D. Stevanovic</p> | <p>September 2018 Minutes sent to EOHSS on Oct. 10, 2018</p> |
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2. Business Arising

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| <p>1. Room Inspection Summary Lists (September – August yearly) None</p> | |
| <p>2. Room inspections – Lab inspections – extra eyes - None</p> | |

3. New Business

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| <p>1. Lockdown of Labs and Offices - Procedure</p> <ul style="list-style-type: none"> - D. Malakhov sent an email on September 20, 2018 (security) to Cameron Smith (Emergency Preparedness) and will meet with him on October 19, 2018 to discuss this issue and follow up at our next meeting. - Wants to discuss the procedures for lockdown of labs and offices. - And wants to have a database of contacts available to security and they can search for the appropriate person to authorize a lock down of a lab or office. | |
| <p>2. Hatch inspections</p> <ul style="list-style-type: none"> - Who’s area is this to inspect and who can be assigned to this building. - C. Berwick stated that he filled in for M. Lee for inspections of the HATCH workshop. He is now stepping down. A discussion regarding who/how to take over was held. - The Deans office (N. Balfourt) has been notified. - M. Lee will follow up with her to see who can be assigned this area for inspection - Mechanical Engineering can’t afford to have someone from their Department do the inspections. -Why can’t someone from the HATCH building (that has an office/area there) join the committee and inspect their area? - If someone is assigned to inspect this HATCH area, they must then be a member of our Committee (need a worker/management). - Follow up at next meeting - 2 options: One (or multiple) member(s) of the committee are eager to do these inspections. OR we invite people working in the building to be a member of our committee. For Management – the Dean will issue a request to be on the Committee. If a Worker member, than they have to be approved by the Union. | |

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| <ul style="list-style-type: none"> - Inspections should be done by someone that is qualified/knowledgeable in that area. They must be able to identify issues of concern. - Should inspect in pairs – second set of eyes doesn't necessarily be on the committee - M. Lee approached M. Lukas to discuss his availability to inspect the workshop. M. Lee will offer to be a fresh set of eyes if they are needed. - Originally, Central stated that inspections be done by Building – campus wide. But Engineering has a hybrid of inspecting by specific areas/departmentally owned rooms and some dept/units inspect areas outside their department. | |
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4. Incident Reports

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| <p>1. ETB-429: While performing experiment, employee reports experiencing allergic reaction. It was noted that chitosan which is present in shell fish was being used in another experiment within the lab and student has shellfish allergy. Supervisor advised students to self-identify any allergies that may interact with chemicals in the future. EOHSS following up further. Chitosan used in bandages to promote healing and considered pharmaceutically safe – should consider other causes. L. Allan has been in conversation with the supervisor and can follow up with the committee in the future.</p> <p>2. ABB-B166A: Employee reported debris, from construction activities on the floor above, falling onto sensitive laboratory equipment and gas cylinders. Contractors were told to stop work by lab occupants, but continued to work at ceiling height in lab without proper PPE (L. Allan met with lab supervisor to discuss contact safety practices).</p> <p>3. JHE-223: While working with solutions evolving hydrogen sulfide in bio reactor and performing injections of solutions into equipment outside of fume hood. Employee suspects exposure to hydrogen sulfide gas. Supervisor along with EOHSS to review safe operating procedures for experiment. All work halted until improvements are made. Supervisor considering eliminating this experiment as research is flexible.</p> | |
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5. Safety Reports

| AREA | REPORT SUBMITTED |
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| 1. CAS | No. |
| 2. Chemical Engineering | No. |
| 3. Engineering Physics/CEDT | Yes. BSB Basement <ul style="list-style-type: none"> - Fire extinguisher should be wall mounted. - No SDS sheets for their chemicals - Update inventory - Students reminded not to eat and drink in the labs. - Lights out (w/o put in) - High voltage power supply on floor – were told to move this |

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| | <ul style="list-style-type: none"> - Update their laser inventory - Faculty office subbasement: update door signs and thorough clean refrigerator. |
| 4. Civil/ADL Engineering | Yes. Hard copy handed in to G. Riddell |
| 5. General | No. |
| 6. iBiomed | No. |
| 5. Electrical Engineering | No. |
| 6 Engineering 1 | No. |
| 7. Mechanical Engineering | <p>Yes. Labs. JHE-101 and JHE-A110</p> <p>JHE-101 – Buckets of waste that were not disposed of properly (just left by the door). A glove on the ground, needs to be disposed of</p> <p>JHE-A110 – bench coat paper needed to be changed</p> <ul style="list-style-type: none"> - eye wash station needs cleaning, - cabinets not organized. - Used gloves not disposed of - Freezer need defrosting. - Unsecured gas cylinder - Improper labelled cabinet - Check expiration date of HF Kit. |
| 8. Materials Science & Eng. | No. But, in JHE-128 – in the Flammable liquid cabinet, a jar was found that was stored improperly – corrected action was taken |
| 9. MMRI | No. |
| 10. SEPT | No. |
| 11. HATCH | No. |

6. Central Committee Minutes/Incidents

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| Educational document of the use of Cannabis (smoke free campus) | |
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7. Other Business

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| <p>Email from D. Novog re: Safety Training Tracking – What Eng Phys does in their labs.</p> <ul style="list-style-type: none"> - D. Keller – Thinks that the email is a terrific idea. Sign-up sheet is simple and avoids a lot of complexity. - S. McNamee – Could be possible to put on front of all SOP's that says something about signing the last page like a disclaimer. – Check the sign in sheet. | |
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8. JHE Restructuring

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| None. | |
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Motion to adjourn: 1st by D. Keller and 2nd by A. Lenarcic

NEXT MEETING: Wednesday, November 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