

**Faculty of Engineering
Joint Health and Safety Committee Minutes
November 14, 2018**

Management Member	Department	Attendance
Robert Fleisig	Engineering 1	Regrets
Fei Geng	SEPT (BTech/SEP)	Absent
Wenbo He	Computing and Software	Present
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	Present
Vacant	Electrical Engineering	-
Sivakumaran, Ken	Civil Engineering	Absent
Stephen Tullis	Mechanical Engineering	Present
Carm Vespi	Alumni	-
Li Xi	Chemical Engineering	Present
Worker Member	Department	Attendance
Tyler Ackland	Electrical Engineering	Absent
Jessica Anderson	Engineering 1	Present
Simon McNamee	Engineering Physics	Present
Monica Han	Civil	Regrets
Michael Lee	Mechanical Engineering	Present
Adam Lenarcic	CUPE – Unit 1 (General Eng)	Present
Vacant	Biomedical	-
Heera Marway	MMRI	Present
Ed McCaffery	Materials Science	Absent
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	Regrets
Vacant	General Eng	-
Consultants/Guests	Department	Attendance
Leah Allan	EOHSS	Present
Nicole McLean	Mechanical Engineering	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 October 2018 Minutes. 1st approved by D. Keller and 2nd by A. Lenarcic</p>	<p>October 2018 Minutes sent to EOHSS on Nov. 19, 2018</p>
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2. Business Arising

<p>1. Room Inspection Summary Lists (September – August yearly)</p> <p>CEDT – Submitted yearly Summary for their area</p>	
<p>2. Room inspections – Lab inspections – extra eyes</p> <p>- None</p>	

3. New Business

<p>1. Lockdown of Labs and Offices - Procedure</p> <ul style="list-style-type: none"> - D. Stevanovic – gave an explanation again to the committee to have everyone up to date on what the issue was regarding the lockdown of labs. Details are documented in October 2018 Minutes. - D. Malakhov spoke with Cameron Smith on Oct 19, 2018 and he was not aware of the situation we had experienced regarding the issue of having a lab/office locked down. There had been no communication shared within his Department (Security). <p>New Procedure to be implemented in Security moving forward.</p> <p>Two conditions must be met.</p> <ul style="list-style-type: none"> - When Security gets a request to lock down a lab/office, the caller must identify themselves and give an explanation of what is happening and why the location needs to be locked down. <p>Condition 1: The caller must remain near the location that is being locked down.</p> <p>Condition 2: A security officer must get a detailed explanation of what the issue is.</p> <ul style="list-style-type: none"> - Once met, the lab will be locked without further conditions. <p>Also discussed with C. Smith was the how to get in touch with the Lab Supervisor for authorization and information before security can lock down the lab. Maintain a database with names and locations.</p> <ul style="list-style-type: none"> - C. Smith will follow up with recommendations for updating the database. 	
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<p>2. Hatch inspections</p> <ul style="list-style-type: none"> - J. Nakamura met with Nancy Balfourt regarding who is responsible for inspecting the Hatch Building. She will contact him and update us within the month. It is the Faculty's (Deans) Office responsibility to have inspections done for the Hatch Building (including the Student Machine Shop) - Mechanical Engineering helped out previously, but now they are no longer inspecting this area. - L. Allan will train anyone who wants to help out with the inspections. Anyone can inspect anywhere. You do not have to be an engineer, or an expert in any particular area. - Can a worker member/or Committee member volunteer to inspect. - Notify the Deans Office that Hatch is not in compliance. - The Deans Office (N. Balfourt) has been notified that the Committee will be sending a formal recommendation to assign someone to inspect the Hatch. - EOHSS (L. Allan) to follow up on this issue and contact N. Balfourt directly as well, to try to get a resolution to this ongoing issue. - Make formal request in December 2018 and notify them that they have 21 days to assign someone to inspect. - J. Nakamura has volunteered to inspect the Hatch Building until further notice as he has the maps for this building. 	<p>L. Allen (EOHSS) to contact N. Balfourt directly and update the committee</p>
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4. Incident Reports

<p>EOHSS has spoken with BTech regarding these incident reports because the incidents were not submitted in a timely fashion.</p> <ol style="list-style-type: none"> 1. ETB-311: While using scalpel, students reached at the same time which resulted in student with scalpel cutting other student's hand. Supervisor designated one area in lab for cutting and student re-instructed on safe use of scalpels. 2. ETB-311: While performing experiment in lab, students eventually noticed that UV lights, located on bench, were on. Next day five students noted sunburns on faces, necks and ears. 3. ETB-312: While in lab students mixed nitric acid and copper at their work stations instead of in fume hood, resulting in NO₂ gas formation. Lab instructor cleared the lab, covered the beaker and brought it underneath the fume hood. Students were disciplined and sent to Chair or Dean of program area. 	
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5. Safety Reports

AREA	REPORT SUBMITTED
1. CAS	No.
2. Chemical Engineering	No.
3. Engineering Physics/CEDT	Yes. Empty Lab – new faculty moving in – need new

	door sign. Re-inspected some problematic research labs. Work in progress, but improvement has been noted. Waste chemicals need to be removed. Replaced a fridge in one of the labs.
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	Yes. Florescent Lightbulbs, JHE-381 pushed tab on the door, the end cap is missing so it is very sharp. A w/o was submitted.
8. Materials Science & Eng.	No.
9. MMRI	No.
10. SEPT	No.
11. HATCH	No.

6. Central Committee Minutes/Incidents

<p>September and October 2018 meetings. Cannabis information on the website. A good resource to refer to if you have any questions about the legislation.</p> <p>Contractors not following proper safety procedures. If noted, call security and report anything to your supervisor. Do not wait to bring up at Health and Safety Meetings.</p>	
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7. Other Business

<p>M. Lee (Mechanical Engineering) Had a concern regarding the windows in their Machine Shop that look into the Hatch Building. Students are sitting outside these windows below.</p> <ul style="list-style-type: none"> - If something to hit the windows – are the students safe? These windows are tempered glass. - They are Z97.1 and this is the standard. Is it ok if small pieces fall to the ground? - The windows are designed for this specific area and it is safe because it is tempered glass. 	
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8. JHE Restructuring

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

NEXT MEETING: Wednesday, December 12, 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