

**Faculty of Engineering
Joint Health and Safety Committee Minutes
January 9, 2019**

Management Member	Department	Attendance
Lucian Balan	SEPT (BTech/SEP)	Absent
Robert Fleisig	Engineering 1	Absent
Fei Geng	SEPT (BTech/SEP)	Regrets
Wenbo He	Computing and Software	Present
Doug Keller - (<i>Certified Member</i>)	Management Cert. Member	Present
Dmitri Malakhov (<i>Co-Chair</i>)	Materials Science	Present
David Novog	Engineering Physics	Absent
Shahin Sirouspour	Electrical Engineering	Absent
Ken Sivakumaran	Civil Engineering	Present
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
Monica Han	Civil	Present
Michael Lee	Mechanical Engineering	Present
Adam Lenarcic	CUPE – Unit 1 (General Eng)	Absent
Morgan MacDonald	SEPT (BTech/SEP)	Present
Heera Marway	MMRI	Present
Ed McCaffery	Materials Science	Absent
Simon McNamee	Engineering Physics	Present
John Nakamura (<i>Co-Chair</i>)	Computing and Software	Present
Leela Pilli	iBiomed	Regrets
Talena Rambarran	CUPE	Present
Timothy Stephens (<i>Certified Member</i>)	Chemical Engineering	Present
Doris Stevanovic (<i>Certified Member</i>)	CEDT	Present
Kent Wheeler	Civil	Present
Vacant	General Eng	-
Vacant	Biomedical	-
Consultants/Guests	Department	Attendance
Leah Allan	EOHSS	Regrets
Dane DeMan	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 December 2018 Minutes. – No quorum</p> <p>Committee, approved November 2018 Minutes 1st D. Keller, 2nd D. Stevanovic</p>	<p>November 2018 Minutes sent to EOHSS on January 16, 2019</p>
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2. Business Arising

<p>1. Introduction of Committee members to the new members.</p>	
<p>2. Room Inspection Summary Lists (September – August yearly)</p> <ul style="list-style-type: none"> - None - J. Nakamura explained to the new members the process of how our Inspection Summary Lists are generated and collected to track all of the assigned rooms yearly. 	
<p>3. Room inspections – Lab inspections – extra eyes</p> <ul style="list-style-type: none"> - None 	
<p>4. Hatch Building</p> <p>Discussion on progress of inspections of the HATCH building.</p> <ul style="list-style-type: none"> - (J. Nakamura) - Received an email from N. Balfourt. Will leave the Committee for Engineering as is and not make a new sub-committee for Hatch inspections. - Recruit an individual to help A. Lenarcic (General) Engineering to inspect HATCH. - N. Balfourt has approached M. White who occupies office space in HATCH building area to see if they can find individuals to help out) <p>General comments were discussed including the following:</p> <ul style="list-style-type: none"> - Union has to approve a new member - HATCH is currently out of compliance - EOHSS – ongoing discussion to have this permanently solved. Are there any volunteers for a one time inspection from this committee so that we meet our legal requirements? Chemical Engineering has volunteered a couple of recruits for now. - If we do inspect as a one off it would take off the pressure and might not ever get the issue resolved. So is this a good idea? - D. Keller to approach Maria White to gather some information and follow up with the committee. - There has to be someone officially sit on the committee that represents that Hatch building area. - The Deans office has a large pool of individuals to choose from compared to the numbers in Departments. 	

<ul style="list-style-type: none"> - Formal notification to be sent to Deans Office - Co-Chairs to write and send to Dean's office AFTER the committee reviews the notification. They will write a draft notification and email to the committee for their input. - We have not sent an official notification as of yet, but the committee would like to. 	
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3. New Business

<p>JHSC Certification – (Part 1 and Part 2 – Mills Library) 3 full days. Anyone interested can contact EOHSS for more information.</p> <ul style="list-style-type: none"> - JHSC is required to have one certified worker and management member on the committee. 	
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4. Incident Reports

<p>1. JHE-H313: Individual reports filing cabinet fell over as all drawers were open. They attempted to hold up cabinet before it fell resulting in scrapes to arm and leg. Filing cabinets in office to be inspected. Cabinets without appropriate safety features (locking device) will be removed from office and all others will be mounted to wall.</p> <p>2. JHE-208: Student backed off jaws of lathe chuck to clean further than instructed by TA. Staff member inadvertently turned on lathe and teeth ejected from chuck.</p> <p>3. JHE-208: Student using milling machine under supervision of TA instinctively grabbed rag to clear some chips and rag was pulled out of hand by rotating end mill. E-stop button pushed and rag was removed. Student reinstructed to follow procedures – turn off spindle and use path brush to remove chips. Reinforced consequences of rag/loose clothing near rotating machinery to all students.</p>	
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5. Safety Reports

AREA	REPORT SUBMITTED
1. CAS	Yes. General Areas – all lights on the 2 nd floor hallway were all lit finally, but after 2 nd day they were out again – nothing major. – <u>hardcopy dropped off later</u>
2. Chemical Engineering	No.
3. Engineering Physics/CEDT	Yes. Door signs, lights out, labs messy, crowded, blocking of Aisles.
4. Civil/ADL Engineering	Yes. Hard copy received by G. Riddell (nothing major)
5. General	No.
6. iBiomed	No.
5. Electrical Engineering	No.
6 Engineering 1	Yes. A couple of rooms but nothing major No hardcopy
7. Mechanical Engineering	Yes. JHE-331 noise and mice problem. Bulbs out – contact info needs updating.
8. Materials Science & Eng.	Yes. JHE-A204 mice – an exterminator has been

	contacted and mouse traps will be installed. Students are researching humane mouse traps. – <u>No hardcopy</u>
9. MMRI	No.
10. SEPT	No.
11. HATCH	No.

6. Central Committee Minutes/Incidents

<p>In December 2018 minutes – comments regarding safety involved in snow removal.</p> <p>Delay in submitting Incident Reports to EOHSS</p> <ul style="list-style-type: none"> - There is a significant delay in the submitting of Incident Reports (waiting for manager signatures) - Submit incident reports and not wait for manager signatures. - Wording issues might arise (difference in how it is seen) - Legal deadline to submit is 24 hours to EOHSS for any incident (legally it is 48 hours to the Ministry of Labour for critical injury.) 	
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7. Other Business

<p>S. McNamee – Was asked about follow up on fumehoods (he will get back to the committee, he has not had a chance to look into the issue)</p> <p>D. Stevanovic – requested Security and Parking to have lab locked over Christmas</p> <ul style="list-style-type: none"> - Received an email “will not be accepting special specific requests” security stated that they would no longer be able to handle these requests. - Her colleague followed up and sent this request to head of Security to resolve the issue – and it was taken care of. 	
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8. JHE Restructuring

<p>JHE-A314 – CEDT – is Mechanical Engineering inspecting now?</p> <ul style="list-style-type: none"> - Undergrad lab – Yes it is now inspected by Chemical Eng. 	
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Motion to adjourn: 1st – S. Tullis and 2nd – D. Stevanovic.

NEXT MEETING: Wednesday, February 13, 2019 in JHE-A114 at 9:30am.

PLEASE NOTE: If you cannot attend this meeting please send regrets to Ginny Riddell at