

Faculty of Engineering
Joint Health and Safety Committee Minutes
July 10, 2019

Management Member	Department	Attendance
Lucian Balan	SEPT (BTech/SEP)	Absent
Gary Bone	Mechanical Engineering	Present
Robert Fleisig	Engineering 1	Regrets
Fei Geng	SEPT (BTech/SEP)	Absent
Raja Ghosh	Chemical Engineering	(New)
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	Absent
Carm Vespi	Alumni	-
Worker Member	Department	Attendance
Tyler Ackland	Electrical Engineering	Absent
Anita Blaney	SEPT (BTech/SEP)	Present
Monica Han	Civil	Present
Michael Lee	Mechanical Engineering	Present
Adam Lenarcic	CUPE – Unit 1 (General Eng)	Present
Tina Macala	Engineering 1	Present
Heera Marway	MMRI	Present
Ed McCaffery	Materials Science	Present
Simon McNamee	Engineering Physics	Present
John Nakamura (<i>Co-Chair</i>)	Computing and Software	Present
Daniel Picone	Hatch Building	Regrets
Leela Pilli	iBiomed	Present
Talena Rambarran	CUPE	Present
Christine Rich	Hatch Building	Regrets
Timothy Stephens (<i>Certified Member</i>)	Chemical Engineering	Present
Doris Stevanovic (<i>Certified Member</i>)	CEDT	Regrets
Kent Wheeler	Civil	Regrets
Vacant	General Eng	-
Vacant	Biomedical	-
Consultants/Guests	Department	Attendance
Leah Allan	EOHSS	Present

ISSUES FOR CENTRAL TO ADDRESS	Action Items
None.	

1. Minutes and Announcements

Minutes Approval: Dmitri Malakhov, Management Co-Chair: _____ John Nakamura, Worker Co-Chair: _____ No changes required for June 2019 Minutes. Approved, 1 st D. Keller, 2 nd A. Lenarcic	June 2019 Minutes sent to EOHSS on July 11, 2019
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2. Business Arising

1. Welcome a new member (Gary Bone – Mechanical Engineering – Management Member).	
2. Room Inspection Summary Lists (September – August yearly) - None	
3. Room inspections – Lab inspections – extra eyes - None	
4. Avaya phone – Emergency button. When you dial the emergency button it dials 911 directly (incorrect) - L. Allan has notified security and they have contacted UTS to submit a work order to re-program the phones to dial directly to 88 - Discussion was held regarding “Why a soft phone?” -It’s not as quick (if you have to boot up your computer) - Some computers do not have microphone/proper equipment needed to run the program? - Most people would use a cell phone - Is cost the main reason for the switch? - Individuals have a choice of softphone or keep physical phone	
5. Incident Report Form (Supervisor title name on the form) L. Allan – There has been no Department meeting on this issue yet. Will follow up and report back to the Committee.	L. Allan to follow up
6. Follow up again (L. Allan) - Loading Dock: pavement outside of loading dock area, the pavement is broken up. - Casey (Project Manager) is meeting with Rankin Construction to go over all of the pavement/construction repairs on campus and is now hopeful the work will be complete the Week of July 29 th .	

3. New Business

1. L. Allan (AED Devices) - EOHSS was asked to put AED (Automated External Defibrillator) Devices in every Department/Building on campus - There was not the funding to support this, so it did not happen - Faculty of Engineering bought their own devices - Who (in Engineering) maintains these units (it is not EOHSS) - Dean’s office (Eng) stated that this Committee is to take on the responsibility to maintain and inspect the units. - E. McCaffery has volunteered to maintain/inspect the units in JHE (3	
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<p>units in JHE)</p> <ul style="list-style-type: none"> - Who will inspect ITB - There is a video that you can watch to give instructions on how to use the defibrillator. - L. Allan stated that there is a free online program that can maintain the records of the defibrillator inspections. R. Lodewyks (or this position moving forward) has access to this program and will oversee the complete list of defibrillators and make sure all is ok. - Follow up on a possible new protocol that will assign the responsibility of the Faculty Co-Chair of JHSC will be responsible to oversee the appointment of an individual from each Department to 1 AED for monthly inspections. <p>First Aid Training (Certification)</p> <ul style="list-style-type: none"> - 2 Day Training Course. - Discussion on who is taking advantage of this online training. 	
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4. Incident Reports

<p>1. JHE-A302: While reaching for waste container in Flammables cabinet EE knocked over a bottle of acetic acid causing 700mL spill and contaminating shoe. No adverse effects from inhaling fumes, shoe cleaned, spill cleaned up. Supervisor discussed incident and will work on safer approach that follows protocols. Emphasis on safety over speed.</p> <ul style="list-style-type: none"> - L. Allan followed up with the student to get more info re: What kind of chemicals etc. - The student felt no adverse effects from the chemical (no major inhalation exposure) -JHSC discussed effects of different chemicals and how the Department handles situations. HF Kits/HF Training - OSHA – States that you are not allowed to provide ointments, medications or anything. Send to emergency for treatment. <p>2. JHE-B131: Leap Instructor touched soldering iron while preparing projects from campers. Small burn on finger. Instructors will wear PPE (mole skin gloves) when working around hot soldering irons and practise more diligence.</p>	
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5. Safety Reports

AREA	REPORT SUBMITTED
1. CAS	No.
2. Chemical Engineering	<p>Yes. (78 rooms (hallways/offices) over the past 2 months) - Submitted the report online.</p> <ul style="list-style-type: none"> - Store bought cylinder propane tank (JHE-223 – shared Civil/Chem Eng room) – took the cylinder away, it was not claimed by anyone.

3. Engineering Physics/CEDT	No.
4. Civil/ADL Engineering	Yes (for ADL)
5. General	No.
6. iBiomed	No.
5. Electrical Engineering	No.
6 Engineering 1	No.
7. Mechanical Engineering	Yes. Hard copy given to G. Riddell
8. Materials Science & Eng.	No.
9. MMRI	No.
10. SEPT	No.
11. HATCH	No.

6. Central Committee Minutes/Incidents

None.	
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7. Other Business

D. Keller praised the 2018-19 JHSC Annual Report document that was sent to the Dean's Office (written by D. Malakhov and J. Nakamura)	
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8. JHE Restructuring

None.	
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Motion to adjourn: 1st – E. McCaffery and 2nd by H. Marway

NEXT MEETING: Wednesday, August 14, 2019 in JHE-A114 at 9:30am.

PLEASE NOTE: If you cannot attend this meeting please send regrets to Ginny Riddell at ginny@mcmaster.ca