

Faculty of Engineering
Joint Health and Safety Committee Minutes
February 10, 2021 (Virtual Meeting)

Management Member	Department	Attendance
Lucian Balan	SEPT (BTech/SEP)	Absent
Jonathan Bradley	Engineering Physics	Regrets
Robert Fleisig	Engineering 1	Present
Fei Geng	SEPT (BTech/SEP)	Absent
Raja Ghosh	Chemical Engineering	Present
Wenbo He	Computing and Software	Regrets
Doug Keller - <i>(Certified Member)</i>	Management Cert. Member	Present
Shahin Sirouspour	Electrical Engineering	Absent
Kristina Trollip	Management Staff Rep.	Present
Stephen Tullis (Co-Chair)	Mechanical Engineering	Present
Carm Vespi	Alumni	Regrets
Lydell Wiebe	Civil Engineering	Regrets
Igor Zhitomirsky	Materials Science	Present
Worker Member	Department	Attendance
Tyler Ackland	Electrical Engineering	Absent
Parmveer Bola	iBiomed	Absent
Paula Gremmen	SEPT (BTech/SEP)	Present
Monica Han	Civil	Present
Maddison Conway (CUPE)	CUPE	Present
Michael Lee	Mechanical Engineering	Present
Vacant	Engineering 1	-
Heera Marway	MMRI	Present
Ed McCaffery	Materials Science	Absent
Simon McNamee	Engineering Physics	Present
John Nakamura (Co-Chair)	Computing and Software	Present
Daniel Picone	Hatch Building	Regrets
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	Present

ISSUES FOR CENTRAL TO ADDRESS	Action Items
None.	

1. Minutes and Announcements

<p>Minutes Approval:</p> <p>Stephen Tullis Management Co-Chair: _____</p> <p>John Nakamura, Worker Co-Chair: _____</p> <p>January 2021 – 2 typos on Pg. 2 required. Once corrected: Approved, 1st D. Keller, 2nd D. Stevanovic</p>	<p>January 2021 Minutes sent to EOHSS on Feb. 11, 2021</p>
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2. Business Arising

<p>1. Room Inspection Summary Lists (September–August yearly)</p> <p>None</p>	
<p>2. Room inspections – Lab inspections – extra eyes</p> <p>None.</p>	
<p>3. Fire Alarm (update)</p> <ul style="list-style-type: none"> - The issue regarding the fire alarm (from previous discussion), has been corrected by the electricians, and the fire department has ok'd the whole system and everything is back online and working. - Note: No incident report was filed. It was brought up that this should have been documented in an incident report. The reasoning for filing a report, is so that the Committee has the opportunity to discuss the incident in our Meetings. - Can there be a simplified (cropped version) Incident Report for a non-injury? It was felt that with a simplified version, it might encourage individuals to submit a report, even if they are unsure if one is needed, for example a minor incident. <ul style="list-style-type: none"> - L. Allan, stated that no, there isn't, but to fill one out with just what is actually needed (non-hazard) and to send it in anyway. - A Supervisor is responsible to file an incident report, no matter what area or lab, the incident happened, even if it is not in their lab, if the incident involved their student. 	
<p>4. ETB Pylons (update) – L. Allan</p> <ul style="list-style-type: none"> - The pylons have now been secured and cannot be removed. This issue is now resolved. 	

3. New Business

<p>SOP (Review for Chitosan handling)</p> <ul style="list-style-type: none"> - Discussion was held in the group regarding this SOP. Any additional comments or questions should be left in the <u>SOP Reviews</u> area in our 	
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TEAMS channel. D. Stevanovic will leave grammatical corrections in our Review area. J. Nakamura will contact Tohid Didar with these comments.

A discussion was brought up about a past issue that arose in a Multi-user lab (ABB Tower) with the use of chitosan.

- A researcher had a severe allergy in this multi-user lab to chitosan.
- The concern was with the handling and moving of the substance within the lab space.
- Chitosan has been used for many years in powder form.
- If it is dissolved in water is it still a problem? There is no definitive answer to this.
- Additional information was offered by L. Allan regarding the use of chitosan.

4. Incident Reports

1. JHE-245: (Materials Science & Eng) Small aluminum plate slipped from student's hand while polishing sample on a grinder. Although edges had been sanded smooth before polishing, student's thumb was cut when plate slipped. - Supervisor advised students to press down on the sample center, not the edges while polishing small discs.
2. ADL-480: (Civil Eng) - Contractor was cutting cement blocks within tarped construction area on the 4th floor and the dust triggered fire alarm approximately 15 ft outside work area, resulting in response from Hamilton Fire and Security Services. Building was evacuated. - Contractor to ensure fire alarms are disabled during any future dusty work. EOHSS followed up with Design and Construction.
3. Bio-Interface Facility (not sent in yet) – Grad student – Microwave using a Petri-dish and it melted. They stopped the microwave – moved the sample to fume hood and notified the BI staff of the incident. Microwave was thoroughly cleaned. In the future, a full-SOP for any procedures will be provided.
4. ETB - Outdoors Cage F: EE reported 2 bottles in storage cage, Facility Service's EE did not prepare wastewater sample for COVID-19 research project properly before dropping off in outdoor storage cage. Bottles were to be disinfected, wrapped, bagged and placed in a cooler. - P.I. for the research project contacted EE to reinstruct them of strict protocols that must be followed.

5. Safety Reports

AREA	REPORT SUBMITTED
1. CAS	No.
2. Chemical Engineering	No.
3. Engineering Physics/CEDT	Yes, <ul style="list-style-type: none"> - ETB-429 (Lab). Doors signs need updating, - Rusty water in the eye wash station, not flushing it regularly. - HF kit is now updated (even though they are not currently using HF in the lab) - Some labelling issues. Storage of some chemicals - 3 freezers and 4 fridges, No labelling or inventory of the contents of freezer/fridges - ETB-428 will become part of that PI's lab to inspect
4. Civil/ADL Engineering	No.
5. General	No.
6. iBiomed	No.
5. Electrical Engineering	No.
6 Engineering 1	No.
7. Mechanical Engineering	No.
8. Materials Science & Eng.	No.
9. MMRI	No.
10. SEPT	No.
11. HATCH	No.

6. Central Committee Minutes/Incidents

<p>D. Stevanovic: Reminder: Wear masks – Even in a private office, if you are working in any areas where people are coming in and out. If car pooling, wear a mask.</p> <p>Reminder: SOP's are being updated as we go through the different lock-down stages because of COVID.</p> <p>Check ventilation in rooms.</p>	
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7. Other Business

<p>1. RPR Hazardous Waste pick up: could not get into JHE-A202 or A305 for Pick up.</p> <ul style="list-style-type: none"> - They tried to call, but got no answer. - L. Allan, reminded people that if they need waste pickup then someone should always be present or close by. 	
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<p>2. Is there a database for defibrillators on campus?</p> <ul style="list-style-type: none"> - No, the responsibility of the defibrillators is on the Faculty that ordered them. This is not the responsibility of EOHSS. - Eng Phys wants one in BSB. - Can L. Allan bring up this issue with EOHSS to take on the responsibility of supplying/monitoring defibrillators on campus. - EFRT has one of these units. <p>3. Work Alone policies.</p> <ul style="list-style-type: none"> - Is it possible to have a generic SOP on this? <ul style="list-style-type: none"> -The answer is, No, if people are having issues with SOPs to contact EOHSS. -This also has to do with the buddy system. Having someone knowing you are in the lab, when you are leaving the lab (and having security) - It was thought (by EOHSS) that it was the supervisor that was tracking the coming and going of the people in their labs. - It is both the Supervisor and Security that should be advised of your comings and goings. - Supervisors will be personally responsible for their students that are working in their labs. - This information is in the Due Diligence Training Module. 	
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8. JHE Restructuring

<p>Washrooms at north end of JHE are just finishing up so will be coming on-line. First floor, second floor and third floor (2 numbers for each floor)</p> <ul style="list-style-type: none"> - Send details and J. Nakamura will update. 	
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Motion to adjourn: 1st D. Keller and 2nd by M. Conway.

NEXT MEETING: Wednesday, March 10, 2021

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