

Faculty of Engineering
Joint Health and Safety Committee Minutes
December 8, 2021 (Virtual Meeting)

Management Member	Department	Attendance
Jonathan Bradley	Engineering Physics	Absent
Robert Fleisig	Experiential Learning Office	Regrets
Fei Geng	SEPT (BTech/SEP)	Absent
Raja Ghosh	Chemical Engineering	Present
Yiping Guo	Civil Engineering	Present
Wenbo He	Computing and Software	Present
Doug Keller - (<i>Certified Member</i>)	Management Cert. Member	Present
Marek Niewczas	Materials Science	Present
Shahin Sirouspour	Electrical Engineering	Absent
Kristina Trollip	Management Staff Rep.	Present
Stephen Tullis (Co-Chair)	Mechanical Engineering	Present
Vacant – Alumni	Alumni	-
Worker Member	Department	Attendance
Tyler Ackland	Electrical Engineering	Absent
Parmveer Bola	iBiomed	Absent
Monica Han	Civil	Present
Maddison Conway (CUPE)	CUPE	Regrets
Michael Lee	Mechanical Engineering	Present
Natalie Mari	SEPT (BTech/SEP)	Present
Heera Marway	MMRI	Present
Ed McCaffery	Materials Science	Regrets
Simon McNamee	Engineering Physics	Present
John Nakamura (<i>Co-Chair</i>)	Computing and Software	Present
Timothy Stephens (<i>Certified Member</i>)	Chemical Engineering	Present
Doris Stevanovic (<i>Certified Member</i>)	CEDT	Present
Kent Wheeler	Civil	Regrets
Vacant	General Eng	-
Vacant	Biomedical	-
Vacant	Hatch Building	-
Consultants/Guests	Department	Attendance
Leah Allan	EOHSS	Present
Ahmed Teamah	Mechanical (Guest)	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>November 2021 – Question about McMaster Fire plan, an updated explanation was given by L. Allan and included in these minutes.</p> <p>Approved, 1st D. Stevanovic 2nd by M. Niewczas</p>	<p>Nov. 2021 Minutes sent to EOHSS on Dec.14, 2021</p>
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2. Business Arising

<p>1. Room Inspection Summary Lists (September–August yearly)</p> <p>- None</p>	
<p>3. Room inspections – Lab inspections – extra eyes</p> <p>- None</p>	

3. New Business

<p>SOP: Drum Motor (Ahmed Teamah)</p> <p>Discussion:</p> <ul style="list-style-type: none"> - Minor updates suggested. - Figures and labelling changes. - The SOP will be updated with these new issues brought up during the meeting. <p>AED Units</p> <ul style="list-style-type: none"> - J. Nakamura has the batteries for anyone that looks after the units and would need them, please contact him to pick them up. John will replace all the batteries in the units currently. - Each unit is designated to a person who will be responsible for the upkeep. Contact R. Lodewyks, as first contact (Dean’s office), then report to the Company any issues that arise. - Discussion regarding whether one person should be assigned to be responsible for all units. - EOHSS is asking that we buy the units through them and not through the company so that all the units are cohesive. *Update on this further under “Central Committee Minutes” 	
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4. Incident Reports

1. Materials Science: HSC (MUMC) 4N72: TA mistakenly poured a solution of pyrrole in water down drain, instead of the appropriate waste container. The total volume was approximately 300 ml and the amount of pyrrole dissolved was about 1-10 mg. Other TA ran water down the drain for 5 min. - Student was retrained on proper chemical waste disposal procedures.	
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5. Safety Reports

AREA	REPORT SUBMITTED
1. CAS	No.
2. Chemical Engineering	No.
3. Engineering Physics/CEDT	No.
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>1. The following was brought up at the Central meeting regarding AEDs:</p> <p>Automated External Defibrillator (AED) update. The safe towers have been installed on campus and will be commissioned today or tomorrow. A news story will be communicated shortly to the McMaster community with a ribbon cutting. We are the first University to install them. If departments are considering buying an AED ensure you go through EOHSS or Facility Services as they will be managed centrally to maintain consistency for maintenance (pads, batteries, etc.). All AED cabinets have been replaced on campus with the save station messaging. An AED will be installed in Campus Services Building soon. All AED locations can be found on the AED portal website</p>	
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<p>S. Tullis – wanted EOHSS to look at handling the distribution and care of the AED units more centrally. L. Allan will follow up with her team and report back regarding updates.</p> <p>The new RMM 100 Environmental Health & Safety Policy is posted, signed by the President of the University. The policy now highlights psychological safety.</p> <p>It was discussed that the Library did not feel safe in their environment because students were eating in the library and removing masks even when they were not eating. Remind students, visitors to wear their masks and properly.</p> <p>MacCheck App – what about construction workers? Who’s checking the status of these people? It is up to the project manager and general contractors to ensure daily checks are done.</p> <p>Update to our eating and drinking guidance documents, people are allowed to be eating or drinking at their desks as long as you can physically distance or you have a barrier between you or anyone else around you. Mask should stay on when you are not eating or drinking.</p> <p>The Daily News article that was released on November 12th is an update to eating and drinking on campus. This update relates to legislative wording speaking to restaurants and on and off campus eateries. Designated areas for eating and drinking are outlined in the article. All guidance documents can be found on EOHSS website and referenced on Back to Mac website</p> <p>L. Allan added the link to our Teams Site explaining the new Eating and Drinking policy.</p>	
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7. Other Business

<p>Posting of Fire Plan</p> <p>D. Stevanovic brought up a question that arose in her Engineering Physics Departmental Meeting.</p> <p>- Was there ever a plan in place that the exit plans (routes) have to be posted on all office and lab doors?</p> <p><u>Discussion:</u></p> <ol style="list-style-type: none"> 1. Each department on campus should have a copy of the McMaster Fire Safety Plan in the main office – they don’t have to have 	
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<p>their own but any specific information with regard to the department should be included if necessary.</p> <ol style="list-style-type: none"> 2. Fire Safety Training includes the information regarding the fire exit plan. 3. What is legally required with regards to the Fire Plan? <ul style="list-style-type: none"> - The McMaster University Safety Training on the Fire Plan is the legal requirement. - Is it a legal requirement that the Departments have a Fire Plan? - Policy Procedures – 6.2 states “<i>A copy of the Fire Safety plan will be retained in the office of every department head. This copy will be available for review by any person on request</i>” 	
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8. JHE Restructuring

- None	
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Motion to adjourn: 1st D. Keller 2nd by D. Stevanovic.

NEXT MEETING: Wednesday, January 12, 2022

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