

Faculty of Engineering
Joint Health and Safety Committee Minutes
October 12, 2022 (Virtual Meeting)

FINAL

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Management Member	Department	Attendance
David Novog	Engineering Physics	Present
Robert Fleisig	Experiential Learning Office	Present
Fei Geng	SEPT (BTech/SEP)	Absent
Carlos Filipe	Chemical Engineering	Present
Yiping Guo	Civil Engineering	Absent
Wenbo He	Computing and Software	Absent
Doug Keller - (<i>Certified Member</i>)	Management Cert. Member	Present
Dmitri Malakhov	Materials Science	Regrets
Shahin Sirouspour	Electrical Engineering	Absent
Sarah Novosedlik	Management Staff Rep.	Present
Stephen Tullis (Co-Chair)	Mechanical Engineering	Present
Paige O'Beirne	Alumni/Venture Camp	Absent
Boyan Zhang	Biomedical	
Worker Member	Department	Attendance
Vacant	Electrical Engineering	
Parmveer Bola	iBiomed	Absent
Monica Han	Civil	Present
Talena Rambarran	CUPE Unit 3	Present
Michael Lee	Mechanical Engineering	Present
Omar Danta	SEPT	Present
Heera Marway	MMRI	Present
Ed McCaffery	Materials Science	Present
Vacant	Engineering Physics	-
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	Present
Vacant	General Eng	-
Vacant	Biomedical	-
Vacant	Hatch Building	-
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>September 2022 minutes – some changes.</p> <p>Approved, 1st D. Keller 2nd by M. Lee</p>	<p>September 14, 2022 Minutes sent to EOHSS on , 2022</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>	

3. New Business

<p>Inspections/Reporting</p> <p>There was a discussion about supervisor inspections and the RMM 302 Safety Inspections state:</p> <p>5.2 Role of Manager/Supervisor:</p> <p>Manager/Supervisor shall:</p> <ul style="list-style-type: none"> • Ensure they are completing a documented inspection on a frequency not less than quarterly within an established inspection schedule. The frequency of the documented inspection must be appropriate to the hazards in the areas and therefore may be conducted more frequently than quarterly; • The entire area under the senior manager's realm of responsibility and control must be inspected annually; <p>https://hr.mcmaster.ca/app/uploads/2019/01/RMM-302-Safety-Audits-and-Inspections-Program.pdf</p> <p>Definition of Role</p> <p>There was a discussion regarding role definitions:</p> <p>Worker:</p> <p>Graduate students - fall under CUPE and are appointed by CUPE and are in the roll of employee at that time.</p> <p>TAs</p> <p>If they are paid by McMaster and are a part of CUPE then they can be appointed to the JHSC and they can do inspections. They are given time and/or compensated for their time away to do inspection.</p>	<p>J. Nakamura circulated a link to the revised EOHSS form</p> <p>https://www.cas.mcmaster.ca/hsi/0members/</p> <p>Login info is located in Teams</p>
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<p>They should be sending their hours to Stacey Cameron in EOHSS for compensation.</p> <p>Senior Manager - Chairs, Deans or Directors.</p> <p>Terms of Reference</p> <p>No changes.</p> <p>Worker Co-Chair Selection</p> <p>-J. Nakamura sent out an email to the workers group. Committee Worker Rep will discuss following the meeting.</p> <p>Meeting Structure</p> <p>-Meetings will continue in a virtual platform. Will discuss term by term.</p>	
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4. Incident Reports

<p>Presented by L. Allan</p> <p>Engineering Physics, Nuclear Reactor Hazard</p> <p>Incident Description: While using crane to move crate of equipment, load shifted and fell to floor damaging equipment</p> <p>Resolution: Operator should properly secure load prior to lifting and not attempt to shift load while hoisted. Crane operator did not secure load properly prior to lifting crate. EOHSS followed up with supervisor about delayed reporting.</p> <p>Materials Science & Engineering, Psychology Building - stairwell Incident No FA</p> <p>Incident Description: EE reported slipping and falling while walking up stairs.</p> <p>Resolution: EE reminded to hold the handrail. Signage will be placed in stairwell as part of campus STFs poster campaign.</p>	
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5. Safety Reports

AREA	REPORT SUBMITTED
1. CAS	No.
2. Chemical Engineering	No.
3. Engineering Physics/CEDT	-some lights were out. -bottle of acetone in the sink that was placed in the Flammables cabinet.

	-lighter found in the flammables cabinet and was removed no to having an ignition source, clear labelling needed to the Flammables cabinet.
4. Civil/ADL Engineering	No.
5. General	No.
6. iBiomed	No.
5. Electrical Engineering	No.
6 Engineering 1	No.
7. Mechanical Engineering	-fluorescent lights burnt out, housekeeping issues.
8. Materials Science & Eng.	No.
9. MMRI	No.
10. SEPT	No.
11. HATCH	No.

6. Central Committee Minutes/Incidents

<p>-D. Stevanovic reported that among topics discussed at the last Central Committee meeting where Pedestrian Education and the No Smoking Policy on campus and the need for additional signage/banners. Scent policy was also reviewed.</p> <p>-Members were encouraged to visit the Healthy Workplace website to review strategies on coping and managing stress.</p>	
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7. Other Business

<p>Increased Traffic Flow on Campus</p> <p>-Committee requested to ensure that the Flow of Traffic issue be escalated to Central committee for review</p> <p>McMaster University's Risk Management Manuals</p> <p>-L. Allan gave a short presentation on McMaster University's Risk Management Manuals which will also be circulated to the committee.</p> <p>https://hr.mcmaster.ca/employees/health_safety_well-being/our-safety/risk-management-manuals-rmms/</p> <p>Door Signage</p> <p>-D. Stevanovic inquired where to find templates for standardized door signs for se throughout the building. L. Allen provided the following link and clarified that signage can be found on the left hand side under Lab Safety Resources:</p> <p>https://hr.mcmaster.ca/employees/health_safety_well-being/our-safety/lab-safety/</p> <p>Inventory of High Risk assessment</p> <p>S. Tullis and L. Allen highlighted an email sent out on the Inventory of High-Risk assessment that was created and sent out by EOHSS and Faculty of HSC office that proactively looks at high risk hazards in</p>	<p>Note: For Door Signage: - late correction and addition of the link made on Nov 14/22</p>
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labs on campus. Short online form that looks to clarify was sent and will be resent.	
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8. JHE Restructuring

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

NEXT MEETING: Wednesday, November 9, 2022

PLEASE NOTE: If you cannot attend this meeting, please send regrets to Caroline or Melissa at thehub@mcmaster.ca