

Faculty of Engineering
Joint Health and Safety Committee Minutes
March 8, 2023 (Virtual Meeting)

FINAL

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Management Member	Department	Attendance
David Novog	Engineering Physics	Present
Robert Fleisig	Experiential Learning Office	Regrets
Fei Geng	SEPT (BTech/SEP)	Absent
Carlos Filipe	Chemical Engineering	Absent
Younggy Kim	Civil Engineering	Present
Wenbo He	Computing and Software	Present
Doug Keller - (<i>Certified Member</i>)	Management Cert. Member	Present
Dmitri Malakhov	Materials Science	Present
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	Absent
Worker Member	Department	Attendance
Ron Hardwood	Electrical Engineering	Absent
Parmveer Bola	iBiomed	Absent
Monica Han	Civil	Regrets
Oliva Pare	Civil	Present
Aryen Shakib	CUPE Unit 1	Present
Xu, Fei	CUPE Unit 3	Absent
Michael Lee	Mechanical Engineering	Present
Omar Danta	SEPT	Present
Heera Marway	MMRI	Present
Ed McCaffery	Materials Science	Present
John Nakamura (<i>Co-Chair</i>)	Computing and Software	Present
Timothy Stephens (<i>Certified Member</i>)	Chemical Engineering	Absent
Doris Stevanovic (<i>Certified Member</i>)	CEDT	Present
Kent Wheeler	Civil	Absent
Vacant	Engineering Physics	-
Vacant	General Eng	-
Vacant	Biomedical	-
Vacant	Hatch Building	-
Consultants/Guests	Department	Attendance

Leah Allan	University Health and Safety	Present
Jim McAndrew (Guest)	Health & Safety, Unifor	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>February 8th, 2023 minutes – no changes.</p> <p>Approved, 1st by D. Keller 2nd by H. Marway</p>	<p>February 8th, 2023 Minutes sent to UHS on March 27, 2023</p>
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2. Business Arising

1. Room Inspection Summary Lists (September–August yearly)	
None.	
2. Room inspections – Lab inspections – extra eyes	
-D. Stevanovic and M. Lee requested extra eyes for lab inspections.	

3. New Business

<p><u>Gas Cylinder Cages – Update</u></p> <p><u>Keys</u></p> <p>-S. Novosedlik update the group on her discussions with N. Balfourt and M. Curwin (for the Hub). Regarding the management of keys, members where in agreement key requests can be submitted by the departments (as they can then approve or not approve the request) via the online webform, and then processed via the Hub. The key holder and key info will be recorded in the database through the Hub.</p> <p><u>Signage & Cage Allocations</u></p> <p>-J. Nakamura confirmed that signage has been created and that the lockers need to be assigned. It was proposed that the lockers be assigned as follows:</p> <p>Cage A – Assigned to Custodial Services</p> <p>Cage B – Non-empty Flammable cylinders on one side and empty flammable cylinders on the other side.</p> <p>Cage C – Empties for non-flammable cylinders</p> <p>Cage D – Non-empty non-flammable cylinders</p> <p>Cage E - Non-empty non-flammable cylinders</p> <p>Cage F – Empties for non-flammable cylinders</p>	<p>-J. Nakamura and S. Tullis will draft a communication regarding the changes, to be sent out through the Hub to the departments.</p> <p>-M. Robinson will coordinate with O. Danta the re-keying of the cages.</p>
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<p>-Next steps will be to inform the departments via communication from the Dean's office that these cages will be used as a shared space and that they will be responsible for correctly labeling their cylinders (including a chartfield account for tracking) and storing them in the designated cage.</p> <p>-The cages will mostly likely need to be rekeyed to one standard serial key that can then be issued by the department through the Hub key request process.</p>	
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4. Incident Reports

None.	
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5. Safety Reports

AREA	REPORT SUBMITTED
1. CAS	Yes, received by M. Robinson from J. Nakamura
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	Yes, received by M. Robinson from M. Lee
8. Materials Science & Eng.	No.
9. MMRI	No.
10. SEPT	No.
11. HATCH	No.

6. Central Committee Minutes/Incidents

<p>-D. Stevanovic reported on the January meeting:</p> <ul style="list-style-type: none"> -Mental health week Jan 23-27. -Consolidation of parking to promote ecological stewardship on campus, looking for feedback from Health & Safety on this. -New provider for employee assistance to be announced. -Two first aid clinics were offered. -Confusion over shelter in place alert that came out from Hamilton Police through campus. 	
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7. Other Business

<u>Ministry Inspections</u>	
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<p>-J. McAndrews of Unifor Health and Safety, reported results from a recent Ministry inspection that occurred in Engineering spaces, specifically the Machine Shop, within the gated area. Areas of concern where:</p> <ul style="list-style-type: none"> -torn flooring tiles -not up to date inspection information on the crane hoist and not posted in a visible area -inadequate machine guarding on equipment including the lathes and milling machines -fire extinguisher on the floor -inadequate space around the hydro panels -safety interlocks that are easily accessible <p>-He also noted that regular inspections have not been occurring due to staff changes and departments moves. He recommended to ensure that the machine shop is regularly inspected to avoid and address potential safety hazards.</p> <p>-As both Hatch Machine Shop and Machine Shop are general spaces it was recommended and that a management rep and worker rep be appointed to the JHSC committee.</p> <p><u>Breaker Panel Access Requirements</u></p> <ul style="list-style-type: none"> - D. Stevanovic requested clarification regarding the space requirements around the breaker panel access. <p><u>First Aid Kits</u></p> <ul style="list-style-type: none"> -It was confirmed that first aid kits used on campus should be the certified kits. <p><u>Emergency Button Phone Feature</u></p> <ul style="list-style-type: none"> -It was pointed out that the “Emergency” button on phone dials directly to 991 instead of Campus Security. L. Allen will address with UTS. 	<p>-Review records to ensure a member has been assigned/identified to regularly inspect the Machine Shop</p>
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8. JHE Restructuring

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

NEXT MEETING: Wednesday, April 12th, 2023

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