

**Faculty of Engineering**  
**Joint Health and Safety Committee Minutes**  
**August 9, 2023 (Virtual Meeting)**

FINAL

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<b>Management Member</b>	<b>Department</b>	<b>Attendance</b>
Jonathan Bradley	Engineering Physics	Present
Robert Fleisig	Experiential Learning Office	Present
Fei Geng	SEPT (BTech/SEP)	Absent
Carlos Filipe	Chemical Engineering	Absent
Younggy Kim	Civil Engineering	Absent
Ridha Khedri	Computing and Software	Regrets
Doug Keller - ( <i>Certified Member</i> )	Management Cert. Member	Present
Joey Kish	Materials Science	Absent
Shahin Sirouspour	Electrical Engineering	Absent
Sarah Novosedlik	Management Staff Rep.	Regrets
Stephen Tullis (Co-Chair)	Mechanical Engineering	Present
Paige O'Beirne	Alumni/Venture Camp	Present
Boyan Zhang	Biomedical	Absent
Jeff Longley	General	Present
<b>Worker Member</b>	<b>Department</b>	<b>Attendance</b>
Ron Hardwood	Electrical Engineering	Absent
Parmveer Bola	iBiomed	Regrets
Monica Han	Civil	Present
Oliva Pare	Civil	Present
Aryen Shakib	CUPE Unit 1	Present
Fei Xu	CUPE Unit 3	Absent
Yeganeh Nasrollahzadeh	CUPE 3906 Unit 1 Member	Absent
Amir Yazdanpour	CUPE 3906 Unit 1 Member	Absent
Michael Lee	Mechanical Engineering	Absent
Omar Danta	SEPT	Present
Heera Marway	MMRI	Absent
Ed McCaffery	Materials Science	Regrets
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	Absent
Jim Cleaver	Machine Shop	Regrets
Lawrence Mak	General Eng	Present
Martha Kafuko	Experiential Learning (ELO)	Regrets
Vacant	Engineering Physics	-
Vacant	Biomedical	-
Vacant	Hatch Building	-
<b>Consultants/Guests</b>	<b>Department</b>	<b>Attendance</b>

Leah Allan	University Health and Safety	Present
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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>June 14<sup>th</sup>, 2023 minutes – minor changes.</p> <p>Approved, 1<sup>st</sup> by D. Keller and 2<sup>nd</sup> by D. Stevanovic</p>	<p>July 9<sup>th</sup>, 2023 Minutes sent to UHS on August 24<sup>th</sup>, 2023</p>
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### 2. Business Arising

<p><b>1. Room Inspection Summary Lists (September–August yearly)</b></p> <p>None.</p>	
<p><b>2. Room inspections – Lab inspections – extra eyes</b></p> <p>-O. Danta, D. Stevanovic, M. Han, and S. Tullis requested L. Allan to assist with inspections. They will reach out to L. Allan individually to arrange inspection times.</p>	

### 3. New Business

<p><u>Sewer Smell in from Lab Drains</u></p> <p>-L. Allan updated the committee, a work order was submitted, and the work was reported as complete.</p> <p><u>Bloor Street Working Alone SOP</u></p> <p>-J. Longley presented a proposed SOP for the 180 Bloor Street location to the committee. The SOP is being developed due to only one staff member working at this location presently, feed back was requested from members.</p> <p>-It should be emphasized, to the worker, to not lift or move heavy items when alone. A proposed option was when there is a possibility on the occasion when something needs to be moved, that the building concierge might be able to provide support.</p> <p>-It was confirmed that a physical phone and phone line are in the process of being installed at 180 Bloor.</p> <p>-In the event of a serious emergency the staff member will call 911.</p> <p>-The doors for this location can be open remotely in an emergency.</p> <p>-Panic Button was discussed however the panic buttons currently alert alerted Security at the McMaster campus in Hamilton.</p>	
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-It is the intention as usage picks up in the space, then the staff member will not be alone often.

WAZER Desktop Waterjet Cutter SOP

-L. Mak gave an overview to committee members to review and comment for September 2023 meeting. Feedback/comments can be posted to Teams.

JHSC Committee Terms of Reference

-J. Nakamura requested the committee to review the SOP and provide feedback for the September 2023 meeting. Feedback/comments can be posted to Teams.

Worker Co-Chair Selection

-J. Nakamura reminded the committee of the upcoming Worker Co-Chair Selection in September.

#### 4. Incident Reports

Presented by L. Allan:

Venture Academy Camp ETB 235/236

First Aid - Burn

Incident Description:

While camp leader was using hot glue gun to connect pieces camper was holding together, tip of glue gun contacted camper's finger causing them to drop materials and flail arms. This resulted in hot glue falling on camper's hand.

Resolution:

Campers cannot handle materials while being glued

Venture Academy Camp ETB 236

First Aid – Burn

Incident Description:

Camper received minor burn from hot glue gun when prematurely reached to hold parts being glued together.

Resolution:

Campers to stand away from glue tables and wait until glued pieces have cooled.

Venture Academy Camp ETB 228

First Aid - Cut/Laceration

Incident Description:

Camper cut finger on the side of closed scissors when they were picked up.

<p>Resolution: Camper told to be more careful when using scissors</p> <p>Venture Academy Camp – JHE Field First Aid - Abrasion/Contusion</p> <p>Incident Description: Camper was hit in the face with soccer ball when they walked across JHE lawn to speak with someone and inadvertently walked into the middle of a soccer game.</p> <p>Resolution: UHS suggested better signage or indication of game at play as JHE lawn is not a soccer pitch</p> <p>Venture Academy Camp – Brockhouse Way First Aid - Cut/Laceration</p> <p>Incident Description: Camper walking beside sidewalk looked back to speak to friend and tripped over rock beside green electrical box. Rock cut leg. First aid given.</p> <p>Resolution: Instructors to provide more direction to campers, to make sure they are walking straight and in a safe manner.</p> <p>Venture Academy Camp – ETB B103 First Aid - Burn</p> <p>Incident Description: Camper accidentally touched soldering iron which burned through glove. First aid was given.</p> <p>Resolution: UHS has suggested heat resistant and cut resistant gloves be worn and were assured this is the case.</p> <p>Venture Academy Camp – ETB B103 First Aid - Cut/Laceration</p> <p>Incident Description: Camper was using wire cutter to cut wires on soldered printed circuit board (PCB) without gloves. Finger hit edge of PCB and created a small cut.</p> <p>Resolution: Campers to wear gloves and be more careful</p>	
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## 5. Safety Reports

AREA

REPORT SUBMITTED

1. CAS	No.
2. Chemical Engineering	Yes, heavy items stored above eye level. Proper labeling on bottles and containers, proper “no food/drink” labeling for lab fridges for chemical storing.
3. Engineering Physics/CEDT	Yes, CEDT labs on the 3 <sup>rd</sup> floor of the Annex: door signs need updating, fire extinguishers not inspected over the summer, lamps to be replaced and ceiling tiles to be put back or replace and securing gas cylinder.
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

None.	
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## 7. Other Business

### Building Temperature Issues

-D. Stevanovic reported that the temperature in JHE-A327 was warmer than usual and inquired if there is an issue with the building A/C or due to a recent shut down.

### Updating Room Inspection List

-Updates to the Room Inspection List can be sent to J. Nakamura.

-It was clarified that we as the building occupants are still responsible for inspecting common areas including classroom, lecture halls, hallways etc. as part of the Faculty of Engineering.

## 8. JHE Restructuring

-O. Danta to send restructuring changes to J. Nakamura	
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Motion to adjourn: Motion to adjourn 1<sup>st</sup> D. Stevanovic and 2<sup>nd</sup> D. Keller

NEXT MEETING: Wednesday, September 13<sup>th</sup>, 2023

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