

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

FINAL

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<b>Management Member</b>	<b>Department</b>	<b>Attendance</b>
Jonathan Bradley	Engineering Physics	Regrets
Robert Fleisig	Experiential Learning Office	Regrets
Fei Geng	SEPT (BTech/SEP)	Absent
Raja Ghosh	Chemical Engineering	Present
Younggy Kim	Civil Engineering	Absent
Ridha Khedri	Computing and Software	Absent
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.	Absent
Stephen Tullis (Co-Chair)	Mechanical Engineering	Present
Paige O'Beirne	Alumni/Venture Camp	Regrets
Boyan Zhang	Biomedical	Absent
Jeff Longley	General Eng	Present
<b>Worker Member</b>	<b>Department</b>	<b>Attendance</b>
Stephan Olaizola	Electrical Engineering	Present
Parmveer Bola	iBiomed	Absent
Monica Han	Civil	Present
Oliva Pare	Civil	Absent
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	Absent
Heera Marway	MMRI	Present
Ed McCaffery	Materials Science	Absent
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
Jim Cleaver	Machine Shop	Present
Lawrence Mak	General Eng	Present
Martha Kafuko	Experiential Learning (ELO)	Present
Bhumika Goswami	180 Bloor Street	Present
Vacant	Engineering Physics	-
Vacant	Biomedical	-
Vacant	Hatch Building	-

Consultants/Guests	Department	Attendance
Leah Allan	University Health and Safety	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>October 11<sup>th</sup>, 2023 minutes – no changes.</p> <p>Approved, 1<sup>st</sup> by D. Keller and 2<sup>nd</sup> by R. Ghosh</p>	<p>October 11<sup>th</sup>, 2023 Minutes sent to UHS on November 16<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>None.</p>	

### 3. New Business

None.	
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### 4. Incident Reports

<p>Presented by L. Allan:</p> <p>Chemical Engineering – ABB-360</p> <p>First Aid - Cut/Laceration</p> <p><i>Incident Description:</i></p> <p>Student tried to remove luer lock needle from 5mL syringe that had held fluorescein labeled bovin serum albumin (no health hazard). Student had recapped needle however in struggle to remove the cap fell off and they pricked their finger on the needle.</p> <p><i>Resolution:</i></p> <p>Supervisor will create a training plan and assign in-lab training - student retrained.</p>	
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### 5. Safety Reports

AREA	REPORT SUBMITTED
1. CAS	No.

2. Chemical Engineering	No.
3. Engineering Physics/CEDT	Yes, report forthcoming. Cover lead bricks with tape to mitigate lead exposure. Fire extinguishers not inspected regularly and inspections being backdated, chuck guard missing from lathe, ensuring fine metal shavings are removed to the metal disposal can, door signs need updating, chemical cabinets not closed, improper and incompatible chemical storage, blocked breaker box, some trip hazards, gloves left on benches, air filters need to be cleaned/replaced, electrical cords, radioactive license not displayed, and food and drink being consumed in the lab spaces.
4. Civil/ADL Engineering	Yes received by M. Robinson
5. General	No.
6. iBiomed	No.
5. Electrical Engineering	No.
6 Engineering 1	No.
7. Mechanical Engineering	Yes received by M. Robinson
8. Materials Science & Eng.	No.
9. MMRI	No.
10. SEPT	No.
11. HATCH	No.
12. Machine Shop	No.
13. 180 Bloor Street	No.

## 6. Central Committee Minutes/Incidents

<p>Reported by D. Stevanovic highlighted following items discussed at the last meeting:</p> <ul style="list-style-type: none"> <li>-reminders to supervisors and students of work-related SOP's and to signal the importance of Health and safety in the workplace</li> <li>-external review of incident reporting system</li> <li>-recommendations are being made to the University regarding traffic congestion on campus and related risks</li> <li>-update from the UHS on the safety and wellbeing of everyone on campus in particular regard to the conflict in the Middle East</li> <li>-emergency preparedness guidelines on campus</li> <li>-mental health, financial, and retirement planning sessions available</li> <li>-flexibility with onsite and remote working schedule – finding balance</li> <li>-review of right to disconnect policy and overlapping work schedules</li> </ul>	
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## 7. Other Business

<p>- D. Stevanovic reported ventilation issues and odours caused by contractors in clean room. L. Allan addressed this with John Hammer to ensure this does not occur again</p> <p>-L. Allan updated the committee on the Designated Substance audit happening on campus and will copy the committee on related communications</p> <p>-J. Longley reported the anti slip surface being applied the flooring on the 2<sup>nd</sup> floor JHE building on Nov 25<sup>th</sup></p>	
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## 8. JHE Restructuring

<p>-D. Stevanovic reported that there are some changes and will be emailing J. Nakamura a summary</p>	
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Motion to adjourn: Motion to adjourn 1<sup>st</sup> D. Keller and 2<sup>nd</sup> D. Stevanovic

NEXT MEETING: Wednesday, December 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)