

Faculty of Engineering
Joint Health and Safety Committee Minutes
January 10, 2024 (Virtual Meeting)

FINAL

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Management Member	Department	Attendance
Jonathan Bradley	Engineering Physics	Absent
Robert Fleisig	Experiential Learning Office	Regrets
Fei Geng	SEPT (BTech/SEP)	Present
Raja Ghosh	Chemical Engineering	Present
Younggy Kim	Civil Engineering	Present
Ridha Khedri	Computing and Software	Present
Doug Keller - (<i>Certified Member</i>)	Management Cert. Member	Present
Joey Kish	Materials Science	Present
Shahin Sirouspour	Electrical Engineering	Absent
Sarah Novosedlik	Management Staff Rep.	Present
Stephen Tullis (Co-Chair)	Mechanical Engineering	Present
Sarah Alizerig	Outreach	Present
Boyan Zhang	Biomedical	Absent
Jeff Longley	General Eng	Present
Worker Member	Department	Attendance
Stephan Olaizola	Electrical Engineering	Present
Parmveer Bola	iBiomed	Present
Monica Han	Civil	Present
Oliva Pare	Civil	Present
Aryen Shakib	CUPE Unit 1	Absent
Michael Lee	Mechanical Engineering	Absent
Omar Danta	SEPT	Present
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	Absent
Doris Stevanovic (<i>Certified Member</i>)	CEDT	Present
Kent Wheeler	Civil	Present
Jim Cleaver	Machine Shop	Present
Lawrence Mak	General Eng	Regrets
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>December 13th, 2023 minutes – no changes.</p> <p>Approved, 1st by D. Keller and 2nd by J. Longley</p>	<p>December 13th, 2023 Minutes sent to UHS on February 15, 2024</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><u>SOP Review – Chasis Mold Manufacturing</u> – No comments/feedback</p> <p><u>Designated Substance Review – Lead NRB A109, As standard solution, Hg standard solution, Pb standard solution, PbAc solution</u></p> <p>- It was clarified that the date of January 31, 2019 was the initial start date of the document and any updates are dated on present date of the update.</p> <p>-In addition, due to cost and future use requirements, some substances are kept and stored.</p>	
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4. Incident Reports

<p>Presented by L. Allan:</p> <p>Chemical Engineering – HSC-CAF 1U24 Research Coordinator</p> <p>First Aid - Puncture</p> <p><i>Incident Description:</i> EE was bitten by mouse while performing procedure.</p> <p><i>Resolution:</i></p>	
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<p>More complex handling procedure should have been used for this specimen due to agitation of specimen.</p> <p>Engineering – JHE-267 Alumni Officer First Aid - Cut/Laceration</p> <p><i>Incident Description:</i> While in storage room reaching for box, another tray and lid on shelf was disturbed and hit side of EE's head as well as upper mouth/lip causing 2 small cuts.</p> <p><i>Resolution:</i> Will purchase and provide a step ladder for the use in the storage room.</p> <p>Engineering – MARC-115 Post Doc Fellow First Aid - Cut/Laceration</p> <p><i>Incident Description:</i> EE caught finger in electronic fan while performing voltage measurements on a circuit board.</p> <p><i>Resolution:</i> Actions taken to improve work procedure - extra care required when testing electronics, extra precautions to be taken.</p>	
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5. Safety Reports

AREA	REPORT SUBMITTED
1. CAS	Yes, received by M. Robinson. Burnt out lights, stained ceiling tiles and one was ajar. Minor housekeeping.
2. Chemical Engineering	No.
3. Engineering Physics/CEDT	Yes, report forthcoming. BSB basement lab. Fire extinguisher inspections not up to date and/or backdated, this includes for the TAB bldg. 1 st aiders to be assigned upon completion of training. Some burnt out light bulbs. AED in BSB – inspector to be determined and inquired if it could be moved to the lobby for accessibility.
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 & BTech	Yes, received by M. Robinson. Basement UG Labs and 1 Grad lab. Blocked electrical panel, stained ceiling tiles, guarding issues for equipment (outdated or not present). Grad students trained on labeling unknown substances, clean up in work areas, reminder no eating or drinking permitted in labs, portable eye wash station repaired, missing SOP binders.
11. HATCH	No.
12. Machine Shop	No.
13. 180 Bloor Street	No.

6. Central Committee Minutes/Incidents

<p>Update presented by D. Stevanovic:</p> <ul style="list-style-type: none"> -Learning and Education: there are now QR codes available to report hazards on campus. -There are now 94 salt bins placed around campus and we are being encouraged to use them when we see icy pathways around buildings and walkways. -Reminder when working from home to review the Ergonomics checklist. -Security has now been retitled as Campus Safety Services. -Telus Health is now the primary counselling services for the university. 	
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7. Other Business

<p>Facility Services and Custodial Schedule: https://facilities.mcmaster.ca/app/uploads/2020/08/Cleaning-Standards.pdf</p> <p>Flexible Work Arrangements: https://hr.mcmaster.ca/resources/flexible-work-guidelines/</p> <p><u>Fire Alarms</u></p> <ul style="list-style-type: none"> -D. Stevanovic, 1st floor fire warden, reported from the last fire alarm that building occupants were seen trying to re-enter the building before and during the fire alarm. There are also communication issues with announcing the “All Clear” as security’s car announcement system not 	
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functioning.	
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8. JHE Restructuring

-ETB has undergone some restructuring. Report received by M. Robinson.	
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Motion to adjourn: Motion to adjourn 1st D. Keller and 2nd D. Stevanovic

NEXT MEETING: Wednesday, February 14th, 2023

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