

Faculty of Engineering
Joint Health and Safety Committee Minutes
September 11th, 2024 (Virtual Meeting)

FINAL

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Management Member	Department	Attendance
Sarah Alizerig	Outreach	Absent
Jonathan Bradley	Engineering Physics	Present
Robert Fleisig	Experiential Learning Office	Present
Fei Geng	SEPT (BTech/SEP)	Present
Matthew Giamou	Computing and Software	Present
Raja Ghosh	Chemical Engineering	Present
Wenbo He	Computing and Software	Absent
Younggy Kim	Civil Engineering	Present
Jeff Longley	General Eng	Present
Dmitri Malakhov	Materials Science	Present
B. Nahid	Electrical Engineering	Absent
A. Rajabzadeh	Biomedical	Absent
Sarah Sullivan	Management Staff Rep.	Present
Stephen Tullis (Co-Chair)	Mechanical Engineering	Present
Boyan Zhang	Biomedical	Absent
Lisa LaFrambois (<i>Certified Member</i>)	Management Cert. Member	Present
Worker Member	Department	Attendance
Stephan Olaizola	Electrical Engineering	Absent
Ron Harwood	Electrical Engineering	Absent
Parmveer Bola	iBiomed	Absent
Maya Sabados	iBiomed	Absent
Monica Han	Civil	Present
Oliva Pare	Civil	Present
Aryen Shakib	CUPE Unit 1	Absent
Yeganeh Nasrollahzadeh	CUPE Unit 1	Absent
Amir Yazdanpour	CUPE Unit 1	Absent
Fei Xu	CUPE Unit 3	Absent
Michael Lee	Mechanical Engineering	Present
Omar Danta	SEPT	Present
Heera Marway	MMRI	Present
Ed McCaffery	Materials Science	Regrets
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
Jim Cleaver	Machine Shop	Regrets
Lawrence Mak	General Eng	Absent
Vacant	Experiential Learning Office (ELO)	-
Vacant	180 Bloor Street	-
R. Arbi	Engineering Physics	-
Vacant	Biomedical	-

Vacant	Hatch Building	-
Consultants/Guests	Department	Attendance
Leah Allan	University Health and Safety	Present
Suba Sathiyavanthan	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>August 14th, 2024 minutes – minor changes.</p> <p>Minutes were approved by 1st D. Stevanovic and 2nd by J. Longley</p>	<p>August 14th, 2024 Minutes sent to UHS on October 7, 2024</p>
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2. Business Arising

<p>Room Inspection Summary Lists (September–August yearly)</p> <p>-Submissions received from Computing and Software, Chemical Engineering, Civil,</p>	
<p>Room inspections – Lab inspections – extra eyes</p> <p>None.</p>	
<p>Selection of Worker Co-Chair</p> <p>-J. Nakamura was re-elected to Worker Co-Chair position for this committee for the 2024-25 year.</p>	
<p>Review of Terms of Reference for JHSC</p> <p>No changes. New version will be posted to Teams</p>	
<p>Panic Alarm Locations</p> <p>-Reminder to report the locations of panic alarms including in accessible washrooms. Campus safety is conducting an audit to determine where panic alarms are located and to test them. There is an Excel spreadsheet has been posted to JHSC Teams > Documents Channel.</p>	

3. New Business

<p>Working Alone SOP CRL Rm B117</p> <p>-Working Alone SOP was submitted for Computing and Software space in Communications Research Laboratory (CRL) building Room 117</p> <p>-Comments received from J. Longley, L. Allan and S. Sathiyavanthan.</p> <p>-L. Allan clarified while the university discourages working outside of regular hours. If a need arises that require working alone outside of regular hours, then the supervisor must be made aware and a check in process implemented when working alone. If this is going to continue a temporary basis for a project (i.e. a</p>	
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2-week block) then Campus Safety should be notified. Additionally, should an emergency arise Security should also be notified.

- S. Tullis pointed to also consider the location of working alone (i.e. labs) and the hazards that are associated with that space.
- J. Longley requested clarification of large amounts of chemicals.
- List of equipment that can't be unsupervised

4. Incident Reports

Presented by L. Allan:

Venture Camp – ETB-B119

First Aid – Burn

Incident:

During the lab two campers spun towards each other on their chairs while one was holding a soldering iron. The iron briefly touched the camper's arm.

Resolution:

The campers could be spaced out more or made to wear lab coats.

5. Safety Reports

AREA	REPORT SUBMITTED
1. CAS	Yes, report received by M. Robinson.
2. Chemical Engineering	No.
3. Engineering Physics/CEDT	No.
4. Civil/ADL Engineering	Yes, report received by M. Robinson.
5. General	No.
6. iBiomed	No.
5. Electrical Engineering	No.
6. Engineering 1	No.
7. Mechanical Engineering	Yes, report received by M. Robinson.
8. Materials Science & Eng.	Yes, report received by M. Robinson.
9. MMRI	No.
10. SEPT & BTech	Yes, report received by M. Robinson.
11. HATCH	No.
12. Machine Shop	No.
13. 180 Bloor Street	No.

6. Central Committee Minutes/Incidents

None.	
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7. Other Business

Track Incident of Equipment and Lab Sample Damage

-D. Stevanovic inquired how to track incident of equipment and lab sample damage due to utility malfunctions. L. Allan recommended a logbook for each instrument recording maintenance and usage. Placing a service requests and phone calls to the clerk in Facility services are also tracked.

Clarification of Supervisor of Students - Term

-L. Allan clarified that the Grad Student Supervisor is responsible for the grad student no matter where they are working on campus. There is also another defined by OHSA and that's the person who has care and control over the area and or the person at the time (i.e. lab spaces)

- Grad Student Supervisor is responsible for ensuring the job hazard analysis is completed including mandatory training that an employee of McMaster University is required to do, as well as some job specific things. Then there is a part where it talks about site specific training and that's going to be for day-to-day tasks. For the specific experiments that the student will be doing, that type of training that the person running the facility is now responsible for.

8. JHE Restructuring

None.	
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Motion to adjourn: Motion to adjourn 1st D. Stevanovic and 2nd O. Pare

NEXT MEETING: Wednesday, October 9th, 2024

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