

**Faculty of Engineering**  
**Joint Health and Safety Committee Minutes**  
**April 14, 2021 (Virtual Meeting)**

<b>Management Member</b>	<b>Department</b>	<b>Attendance</b>
Lucian Balan	SEPT (BTech/SEP)	Absent
Jonathan Bradley	Engineering Physics	Present
Robert Fleisig	Engineering 1	Regrets
Fei Geng	SEPT (BTech/SEP)	Absent
Raja Ghosh	Chemical Engineering	Absent
Wenbo He	Computing and Software	Absent
Doug Keller - <i>(Certified Member)</i>	Management Cert. Member	Regrets
Shahin Sirouspour	Electrical Engineering	Absent
Kristina Trollip	Management Staff Rep.	Present
Stephen Tullis (Co-Chair)	Mechanical Engineering	Present
Carm Vespi	Alumni	-
Lydell Wiebe	Civil Engineering	Regrets
Igor Zhitomirsky	Materials Science	Present
<b>Worker Member</b>	<b>Department</b>	<b>Attendance</b>
Tyler Ackland	Electrical Engineering	Absent
Parmveer Bola	iBiomed	Absent
Vacant	SEPT (BTech/SEP)	-
Monica Han	Civil	Present
Maddison Conway (CUPE)	CUPE	Present
Michael Lee	Mechanical Engineering	Present
Vacant	Engineering 1	-
Heera Marway	MMRI	Present
Ed McCaffery	Materials Science	Present
Simon McNamee	Engineering Physics	Present
John Nakamura (Co-Chair)	Computing and Software	Present
Daniel Picone	Hatch Building	Regrets
Timothy Stephens <i>(Certified Member)</i>	Chemical Engineering	Present
Doris Stevanovic <i>(Certified Member)</i>	CEDT	Present
Kent Wheeler	Civil	Regrets
Vacant	General Eng	-
Vacant	Biomedical	-
<b>Consultants/Guests</b>	<b>Department</b>	<b>Attendance</b>
Leah Allan	EOHSS	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>March 2021 – No changes required. Approved, 1<sup>st</sup> D. Stevanovic, 2<sup>nd</sup> by E. McCaffery</p>	<p>March 2021 Minutes sent to EOHSS on April 14, 2021</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>D. Stevanovic (for Eng. Phys and CEDT), would like to have extra eyes (L. Allan) to help with her inspections in TAB.</p>	

### 3. New Business

<p><b>SOP: Procedure for Optical Endpoint Monitoring (OEM) Setup</b></p> <ol style="list-style-type: none"> <li>1. General discussion was held on some points of the SOP. If any edits requested, they can be forwarded to D. Stevanovic or left on the JHSC TEAMS channel for SOP Review.</li> <li>2. Review of Terms of Reference: <ul style="list-style-type: none"> <li>The wording has been changed. Follow up in September 2021 when we review T.O.R again.</li> <li>- It has to be very specific in stating what the responsibilities of the Faculty Health &amp; Safety Committee does and the Departmental Health &amp; Safety Committee does.</li> <li>- Occupational Health &amp; Safety Act states that an SOP should be written if: <ol style="list-style-type: none"> <li>1. Where it can cause injury to person</li> <li>2. Where it can cause injury to someone else</li> <li>3. Where it can cause environmental issues</li> <li>4. Where it can damage equipment</li> </ol> </li> <li>- The person writing the SOP should do a Risk Assessment of the whole project.</li> </ul> </li> </ol>	
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#### 4. Incident Reports

1. ABB-331A: Grad student reported colleague leaving closed tubes containing inactivated Legionella Pneumophila on lab bench over weekend. Supervisor reminded grad students to dispose of samples appropriately or place into refrigeration.	
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#### 5. Safety Reports

AREA	REPORT SUBMITTED
1. CAS	No.
2. Chemical Engineering	Yes. Hallways and stairs. An exit sign in Chem Eng Hallway was out so a w/o was put in for it to be fixed.
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	No.
8. Materials Science & Eng.	No.
9. MMRI	No.
10. SEPT	No.
11. HATCH	No.

#### 6. Central Committee Minutes/Incidents

<p>General Discussion</p> <ul style="list-style-type: none"> <li>- May 3, 2021 is Health &amp; Safety Week. There will be many events and activities.</li> <li>- Health &amp; Safety Award will be given out that week</li> <li>- Keep checking websites for COVID19 updates</li> <li>- Reminder on proper wearing of masks (over nose and below chin)</li> <li>- Now that we are in lock down, VP Research stated that we are not allowed to train or be in close contact, unless it's 2 meters (or greater) apart.</li> <li>- Annual Incident Report Summary will be available to discuss at our next meeting (once the Minutes have been approved)</li> <li>- Incident report from Science (Feb 2021) was brought up by D. Stevanovic and discussed. The student did not have the HF training. A grad student working with the student did train the student. The student was wearing the proper gloves and no penetration through the gloves.</li> </ul>	
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## 7. Other Business

<p>COVID Discussion:</p> <p>Not all people that test positive for COVID, who were working on campus, and they filled out a report, are making it to the McMaster COVID list.</p> <ul style="list-style-type: none"> <li>- Policy is that they must record it through the MOSAIC Tool.</li> <li>- If they do that then the updates should be coming through</li> <li>- It could be a timing issue (extended period of time) and maybe not reportable.</li> </ul>	
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## 8. JHE Restructuring

None.	
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Motion to adjourn: 1<sup>st</sup> D. Stevanovic, 2<sup>nd</sup> by M. Conway

NEXT MEETING: Wednesday, May 12, 2021

PLEASE NOTE: If you cannot attend this meeting please send regrets to Ginny Riddell at [ginny@mcmaster.ca](mailto:ginny@mcmaster.ca)