MINUTES – Engineering and Applied Science Joint Health and Safety Committee, January 17, 2018

ENGINEERING AND APPLIED SCIENCE JOINT HEALTH AND SAFETY COMMITTEE

MINUTES

Wednesday January 17, 2018
10:30 am to 12:00 pm
Beamish Munro Hall, Room 310


Regrets: S. Smith and T. Li

1. The meeting was called to order by L. O’Malley.

2. The minutes of October 18, 2017 were reviewed.
   Motioned by S. Hunt to adopt the minutes. Seconded by L. Steele. Motion carried.

3. Injury/Incident Reports
   a. Incident Report, November 13, 2017, Chemical Engineering. Student was breaking a glass slide into smaller pieces resulting in a small cut. First aid was administered by no further medical attention was required. Going forward safety gloves will be worn and also looking for a safer and more reliable method for breaking the glass.
   b. Fume Hood Fire, Dupuis Hall, October 26, 2017, Chemical Engineering. A fire occurred in Dupuis room 328 due to an unattended experiment left running overnight in the fume hood. Clamps were not used to hold thermocouple in place and the thermocouple shifted causing it to overheat and catch fire. The fire extinguished itself but did result in damages costing roughly $4000 and will take between four and six weeks to repair all damages. Corrective action will be to have a supervisor check the experiment to ensure clamps are in place and secure this type of incident does not happen in the future.

4. Workplace Inspection Reports
   a. Energy Lab (Combustion Lab), Mechanical Engineering July 19, 2017. This inspection was cancelled and after many attempts still has not been rescheduled for completion. K. Sedore will speak with Mechanical Engineering’s Safety Officer to confirm a date.
   b. Beamish Munro Hall, Engineering and Applied Science August 9, 2017. Everything was addressed, however it was mentioned that there is a storage room for the woodshop that is not normally inspected. L. O’Malley and K. Sedore will speak with S. Smith to include this space on future inspections.
c. Coastal Lab and GeoEng Lab, Civil Engineering September 13, 2017. The inspection reports were submitted but some items were marked as ‘Incomplete’ or ‘In Progress’. It was discussed that more details be added as to the status of what is being done to rectify the issue and then follow up with more details. L. O’Malley and K. Sedore will follow up with Civil on how to handle this and let the department know of the resources available to them.

d. Ellis Hall, Civil Engineering September 27, 2017. It was noted that the items were signed off but dates were not provided.

e. Godfrey Field, Civil Engineering October 11, 2017. At the date of inspection there was nothing happening at the site and nor has there been for some time. The site is seldom used. It was brought into question whether or not this space is the responsibility of FEAS Joint Health and Safety and it was decided that L. O’Malley and K. Sedore would look into it and follow up.

f. Kennedy Field Station, Civil Engineering October 11, 2017. Several items were not signed off. Access to the locations is limited and it was discussed that perhaps moving the inspection date to another time of year would be better.

g. Walter Light Hall, Electrical and Computer Engineering November 1, 2017. Recommend Safety Officer to include sign-off signatures and dates on future inspections.

h. Jackson and Nicol Hall, Mechanical and Materials Engineering November 29, 2017. It was noted that there were some ‘No Action’ items on the Nicol Hall inspection. G. Whan is working with the new Department Head so these items will be address as soon as possible.

5. Old Business

a. Beamish Munro Metal Structure – update (Simon Smith)
   No update was available at this time as S. Smith was unable to attend this meeting. The committee will hear from him at the next meeting.

b. 2017-2018 Inspection Sign-up sheet
   The idea of possibly changing some dates around was discussed therefore holding off on the signup sheet until dates are confirmed.

c. Energy Lab Update – G Whan (Renovations, Safety Officer, PHA)
   G. Whan expressed that she felt this had been taken care of in past meetings.

d. Committee Membership - Update
   There is one vacancy (USW member) currently open on the committee. D. Langham confirmed that they are still working on filling this.
   C. Cochrane and L. O’Malley both confirmed that they are stepping down from the Committee effectively immediately.
   S. Hunt will be stepping down in April 2018 and J. Archibald is retiring soon.
   L. O’Malley expressed her gratitude to the team for all their dedication. The Committee expressed that L. O’Malley will be missed as she has been greatly valued as Co-Chair for many years.
   L. O’Malley will contact S. Kauffman to find a replacement for management members.
6. **New Business**
   
   D. Langham informed the Committee that two SOPs would be going out today.
   
   1. Fall Protection
   2. Elevated Work Platform

7. **Next Meeting** – To be held on Wednesday April 18, 2018 from 10:30-12:00 – BMH HALL Room 310.

8. **Meeting adjourned at 11:28 am**

   *C. Cochrane motioned to adjourn. Seconded by G. Whan*

   **L. O’Malley, Management Co-Chair**

   **May 10/18**

   **Date**

   **K. Sedore, Worker Co-Chair**

   **May 4/18**

   **Date**