



JOINT HEALTH & SAFETY COMMITTEE
MINUTES
November 13th, 2018
1:00 pm – 2:00 pm
Meeting Room 2171

Present: Shannon Maki
Alanna Wade
Oleksandr Grynko
Nikka Stoger

Recording Secretary: Shannon Maki

Absent: Tanya Niederer
Oleksandr (Sasha) Bubon
Robert Jackson
Statton Eade

- Approval of Agenda:** The meeting was called to order at 1:00 pm, chaired by Shannon Maki. Agenda was approved by the committee and some additional discussion included introducing Nikka Stoger to the JHSC as a new member from Dr. Albert's lab group. It was noted that Statton Eade has also joined the JHSC who is from Ingeborg's lab group as well as Yurii Shepelytskyi who is also from Dr. Albert's lab group and will participate beginning January, 2019 .
- Review of Minutes and Action Items:**
Shannon did a review of the Minutes and following **ACTION** items from **October 16th** as well as **UPDATES (dated accordingly):** (throughout copy of minutes) – ***updates under each section**
- Review of First Aids:**
Munro St. – None to report
TBRHSC – None to report
- Review of Incident Reports:**
Munro St. – None to report
TBRHSC – None to report
- Review of Inspection Reports:**
MUNRO LOCATION:
 - **Algoma St. Entrance Door**
 - The power operated door does not seem to be functioning properly – **ACTION: Shannon to submit a Maintenance Requisition**
 - **Basement back door near Compressor Room**
 - This door is a fire door and is not locking properly and there is a missing door stop – **ACTION: Shannon to submit a Maintenance Requisition to have the locking mechanism adjusted**



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- **Entrance to Clean Room** - the EXIT sign is not remaining lit during test procedures – **ACTION: Shannon to submit a Maintenance Requisition – DONE**
- **Machine Shop** – exit sign will not work properly if there is a power outage – **ACTION: Shannon to submit a Maintenance Requisition – DONE**
- **Machine Shop** – dust cover strings are broken on the eyewash station and it is not spraying evenly through both spouts- Shannon to go over and inspect to get further information as well as send Maintenance Requisition – **Shannon has submitted a Maintenance Requisition - full inspection of facility to be completed**

TBRHSC LOCATION:

- **3rd Floor office space (inside 3116)**
 - All areas good – temperature does seem to fluctuate to very cool at times; will continue to monitor – **November 13/18** – temperature continues to fluctuate throughout each day and can be very cool at times
- **3rd Floor Lab – All Benches**
 - The valves that are at each bench contain both a side for VACUUM and a side for GAS which have handles that have been noted to move open easily when any object is placed against or a cord is tangled around; this could potentially cause gas to leak and at an unknown time, could be substantial – **ACTION: Shannon to investigate some type of cover/lock-out that could prevent the valves from being accidentally opened – ONGOING**
- **All JHSC Boards in all areas**
 - The JHSC Statement and Violence and Harassment Statement will need to be updated and signed by Jean Bartkowiak, CEO. Once complete then Shannon will post them in all relevant areas.
- **3rd Floor – Student offices**
 - The cords under all desks require some organizing and bundling to prevent tangling of feet and/or tripping – **ACTION: Shannon to complete**
- **1st Floor – room 1640B**
 - Temperature fluctuates to warmer at times – all good at this time
 - The main entrance door is continuing not to function after-hours – it is not opening after cards are swiped and then continues to stay open when it should automatically lock – **ACTION: Shannon to submit an additional Maintenance Requisition**



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- **2nd Floor – Room 2167** – Temperature still fluctuates to cooler at times - **ONGOING**
- **2nd Floor – Physics Lab Area** – Area inspected, all good - lots of equipment being used – eyewash is being inspected regularly

Business Arising

- None for discussion

Meeting adjourned at 1:20 pm

Next meeting: December 18th, 2018

WORKPLACE INSPECTION FORM

Inspection Location: <i>TBRHRI – Munro St.</i>		Date of Inspection: November 2018		Time of Inspection:		Inspected by: Sasha Grynko	
Item and Location	Hazard(s) Observed	Hazard Class	Repeat Item?	Recommendation and Action Taken	Responsibility	Completion Date	
Algoma St entrance door	- Power operated door is not operating upon activation by a button	C	no				
Basement back door near compressor room. Fire door	- Door is not locking at all times - Door stop is missing	C	yes	Get maintenance to adjust the locking mechanism			
Machine shop, Eyewash	- Dust covers strings are broken	C	yes	Replace dust cups			
Machine shop, second Exit sign	- Exit sign does not stay lit during test procedure	B/C	yes				
Changing room of a Clean room, Exit sign	- Exit sign does not stay lit during test procedure	B/C	yes				
Clean room, grey area	- Eyewash and shower are not usable. Rust water instead of clear one. No dust cups	B/C	yes	Eyewash and shower are labeled as not in use			
Microscopy room	- Sump pump plug sticks out a lot from the wall and creates a hazard of tripping on it or accidentally unplugging the sump pump	B	yes	Replacing existing sump pump relay with a 90 degree one will solve the problem			

Class A - Any condition/practice with potential for permanent disability, loss of life, loss of body part, and/or extensive loss of structure or equipment/material in excess of \$5,000.00.

Class B - Any condition or practice with potential for serious injury/illness or disruptive property damage (\$50.00 to \$5,000.00), but less severe than a Class A rating.

Class C - Any condition or practice with potential for non-disabling injury/illness or non-disruptive property damage (under \$50.00).



WORKPLACE INSPECTION FORM

Inspection Location: TBRHRI – Oliver Road		Date of Inspection: November 13/18	Time of Inspection: 12:00 pm			Inspected by: Shannon Maki	
Item and Location	Hazard(s) Observed	Hazard Class	Repeat Item?	Recommendation and Action Taken	Lead	Completion Date	
3 rd Floor office area – inside 3116	<ul style="list-style-type: none"> - All areas inspected, all good at this time - Temperature fluctuates very frequently and can be cooler at times 	C	YES	<ul style="list-style-type: none"> - Shannon and Carmen to monitor the daily temperature and submit a request to have it adjusted if needed - – it becomes extremely cold in the later afternoon each day 	Shannon/ Carmen	- ONGOING	
3 rd Floor Lab – all benches	<ul style="list-style-type: none"> - The valves that are at each bench contain a side for VACUUM and a side for GAS and can easily be opened with the slightest move of an object or even a cord wrapped around it 	A	YES	<ul style="list-style-type: none"> - If the valve accidentally opened it could possibly remain open until someone notices which at that point there could be a substantial amount of gas leaking - Shannon to inspect further to see what options would work best 	Shannon	- ONGOING	
3 rd Floor Lab – Student offices	<ul style="list-style-type: none"> - The areas under each desk space require cord maintenance and bundling as this can be a potential tripping hazard 			<ul style="list-style-type: none"> - The cords need to be organized and bundled to prevent tripping and tangling 	Shannon	- November	



WORKPLACE INSPECTION FORM

JHSC Boards – All areas	<ul style="list-style-type: none"> - The Health and Safety Statement as well as the Violence and Harassment will need to be updated and signed off by Jean Bartkowiak and posted on all boards 			<ul style="list-style-type: none"> - Update and signature required 		<ul style="list-style-type: none"> - Tanya/Shannon
2 nd Floor - room 2167	<ul style="list-style-type: none"> - All good – temperature still fluctuates to cooler at times 			<ul style="list-style-type: none"> - Quite cooler – monitor 	Shannon	<ul style="list-style-type: none"> - Extremely cool at times; normalized today
1 st Floor – room 1640B	<ul style="list-style-type: none"> - Temperature fluctuates to warmer at times but is regular today - The entrance to 1640B is continuing to not function properly after-hours when using the swipe access 			<ul style="list-style-type: none"> - Warmer – monitor - The door is continuing to not open upon swiping and then opens and continues to stay open even though it should blink 'red' – the door can be pushed open 	Shannon	<ul style="list-style-type: none"> - ONGOING - Shannon follow up
2 nd Floor – Physics Lab area	<ul style="list-style-type: none"> - Area inspected, all clear 			<ul style="list-style-type: none"> - Lots of equipment in room - Eyewash continues to be inspected regularly 	Shannon	

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