

**Smith Engineering Joint Health and Safety Committee
Agenda**

Date: Wednesday February 19th, 2025, via Teams
Scheduled Time: 10:30 am – 12:00 pm

Present:

Gabrielle Whan, Kyle Strike, John McKay, Natalie Niro, Dan Langham, Larry Steele, Ying Zhang (for Nic Hudon), Stephanie Wilson (Guest), Eric Tremblay, Noushin Rajabalinia, Samantha Samson

Tentative:

Regrets:

Peter Rowsome, Graeme Boyd,

Not Present:

Matthew Lee,

- 1) Meeting called to order by: John McKay
- 2) Minutes from October 16, 2024 – Attached – Late, approve at next meeting.
- 3) Incident/Injury Reports:
 - a) To come – student cut hand working on APSC 101. U/G student, not working in class, not using a recommended tool. Will follow up with instructor.
 - b) To come – employee slipped and fell in ECE on dusty floor. Sore ankle. Get incident report for next meeting.
- 4) Inspections:
 - i) 385 Princess Street. – Submitted. First inspection for this location. Working through the issues. Learning curve for new safety officers.
 - ii) Smith Eng Teams Area – Attached – All issues resolved. Whole area has been cleaned up. Also working on ventilation system. Study being commissioned to work on the sanding bay and resins bay. With central engineering. They are in the process of engaging a consultant to help spec the system.
 - iii) New schedule posted - please sign up.
 - iv) Eric Tremblay will not be signing up for more inspections because he is retiring. We'll miss you Eric. Will need replacement.
- 5) Old Business:

- i) Walter Light structural issues update. JHSC recommendation sent to Facilities. Received and discussions in progress. Structural repair to stairs completed. No structural concerns. Peter Rowsome will continue working through the cosmetic issues.
- ii) 2 SOP's – Will be part of a larger set of protocols on Main SE (New) Website
 - (1) SOP for portable gas torch use. (Comments on proposed draft guidance) -
 - (2) Training required for gas regulator install, changes.
- iii) Do we need a new USW 2010 member and can we replace Union has not yet found a member. – No Progress
- iv) Mold Issues – Both waiting for final report – Resolved.
 - (1) McLaughlin Hall basement
 - (2) 385 Princess basement
- v) Heat Guidelines for Dupuis. Copy was shared. Issue closed.
- vi) Team ventilation fan update. Kyle and John will help the Teams with an interim protocol while project is being budgeted. Interim protocol in place.
- vii) Proposed SOP for LiPo/LiOn Batteries. – Draft posted on Smith Eng safety page.
 - (1) Basic communication and inspection done in workspaces while waiting for formal approval. Also mentioned in U/G class safety talks.
 - (a) Charge in purpose built charger
 - (b) Must have auto shutoff
 - (c) Discard if damaged
 - (d) Cannot be charged unattended
 - (e) Store in flammables cabinet
- viii) Clark Hall Pub monthly Fire Extinguisher checks - will be done by EngSoc staff.
- ix) Tea room fire extinguisher checks – now done by BMH Safety monthly
- x) Waiting for decision on COVID era HEPA filters disposal. – no changes – Dan will connect with facilities.
- xi) Water leak Dupuis Hall basement - waiting for parts – no one using area.
- xii) Water Leak 385 Princess water leak – Floor is ok, source sealed off (Animal control issue). Drywall replaced, painted.
- xiii) TA Safety Training – wording for lab rules and risks and hazards have been included in existing OnQ onboarding modules

6) New Business:

- i) Safety Manual for faculty on Smith Engineering website. Formatting to be addressed. Points to existing links whenever possible.
- ii) Distributing Emergency Contact Exit Signs – all done. Included lone worker, walk home programs – All Departments including ArtSci Eng Programs. All by the exit doors.
- iii) Now doing beginning of term safety talks for U/G
- iv) Distributing No food/drink signs – Done. Variety of cases addressed and will now be enforced. Prof's and instructors engaging with students. If there needs to be a sign, it needs to be enforced.
- v) Lone worker policies – all departments have policies, not all the same but needs to be considered and intentional for each location. Make use of lone worker program if anyone who is permitted to work alone, is working alone.
- vi) Chemwatch QR codes going up where pertinent and doing an info campaign.
- vii) JHSC Inspections during active U/G labs – will look at scheduling during monthly inspections.
- viii) Mold and Fire extinguisher issues in WLH. Inquiry sent. No record or recollection was found in investigation.
- ix) EH&S needs review of the Harassment and Discrimination updates on the policy. It was attached to the meeting agenda.



John McKay, Co-Chair (Management)

Larry Steele, Co-Chair (worker)

WORKPLACE INSPECTION REPORT

Department: **Smith Engineering, 385 Princess (Ground Floor)**
 Inspection: **Dec 4, 2024**

Date of

Observations

Item (location of item)	Hazard Observed	Recommended Action	Person Responsible	Sign Off and Date
Custodial (Landlord) (Biological Hazard)	Dirty Bathrooms	Clean Bathrooms	Yvonne/landlord Kyle/ServiceMaster contracted	
Fire Extinguishers (x4) (Fire Hazard)	Check expiry and sign for fire extinguishers	Review labels, check expiry	Andrew & Claudia	Done Dec 4/24
AED (Physical/Electrical Hazard)	Hang AED sign above AED device in front lobby.		Kyle – will do by week of Jan 6/24	
Nonfunctional accessibility door buttons (Physical Hazard)	1/3 accessibility door buttons work in front lobby Rear door does not have accessibility button	ON/OFF button on bar over door was in Off position – now “ON” so door works. Once accessible, button will be added at rear entrance	Kyle to discuss rear door accessibility requirements with Committee	Done Dec 16/24
Fire alarm in Kitchenette (Fire Hazard)	No fire detector above kitchenette	Location of smoke detector = TBD	Kyle – will discuss with James Dick, Fire Marshall	Jan 2025
Fridge – Potential Cross Contamination Hazard (Biological Hazard)	There is no “Food only sign” on fridge to ensure only edible items are stored there	Claudia will print & post sign	Andrew & Claudia	Dec 18/25

<p>Inconsistent Office Temperature (Physical Hazard)</p>	<p>Office 110, 111, 112, 113 climate control inconsistency has caused consistently uncomfortable working conditions</p>	<p>[Temporary]: thermometers to scatter plot fluctuation of temperature</p> <p>Open or close vents to help with climate control</p> <p>HVAC?</p>	<p>Kyle will meet with Yvonne. Yvonne working w/ McCoy Plumbing on HVAC to balance temperature</p>	<p>Jan 2025</p>
<p>Harsh LED Office Lights (Ergonomic Hazard)</p>	<p>Harsh LED lights used throughout office are causing uncomfortable working conditions</p>	<p>Staff using temporary sheets to defuse light</p> <p>Diffuser Stickers: film layer applied to lights to make light softer</p> <p>Diffuser Fabric: hangs off light & helps defuse light</p>	<p>Kyle will investigate other types of lighting (warmer bulbs) and/or filters</p>	<p>Jan 2025</p>
<p>Plotter Station (Inadequate Lighting Hazard & Tripping Hazard)</p>	<p>The plotter station is located in a dimly lit area and poses a tripping hazard while operating this printer.</p>	<p>(Temporary): install temporary light fixture to improve area lighting</p> <p>(Recommended): install hanging pot or LED lights similar to those found through office.</p>	<p>Kyle will order a new floor lamp for the plotter work area.</p>	<p>Jan 2025</p>
<p>Missing custodial room sign/ lock</p>	<p>Custodial supply room is currently unlabeled and has various cleaning chemical accessible to all in the office</p>	<p>Provide clear labelling for this room</p> <p>Remove bathroom sign that is confusing (staff might miss interpret sign and enter custodial supply room by accident)</p>	<p>Claudia will print & post a "Custodial" sign on cupboard door.</p> <p>Kyle will discuss moving washroom signage with Committee</p>	<p>Dec 2025</p>

Water Leak – Outreach Supply room (Slips, trips and falls hazard/ electrical hazard)	There is a ceiling water leak (caused by a copper pipe – it was insulated in past) Water leak is over electronic devices	Request pipe is properly insulated and sealed to prevent water dripping on electronics Replace damaged ceiling tiles	Kyle/Yvonne have notified the landlord that insulation needs to be added to the plumbing elbow.	Dec 16/25
Outreach Supply Room – Over Night Electronics Charging (Fire Hazard)	Anything with a lithium battery (or for best practice) cannot be charged overnight Device must only be charged with designated charging blocks and cords	Inform all outreach divisions that devices and robotics that have lithium ba	Andrew to email all outreach divisions about device and robotics batteries and charging procedures	Jan 2025
Outreach Supply Room – No smoke detector or fire extinguisher (Fire Hazard)	There is no functioning fire alarm in the outreach supply room There is no fire extinguisher in our supply room.	Request smoke detector is installed into outreach supply room ABC fire extinguisher is recommended	Kyle to discuss fire safety requirements for storage room with John	Jan 2025
Coat Room – (Trip slip, fall hazard, fire hazard)	Coat room is filled with garbage and recycling from contractors and needs to be cleaned & organized to become functional space.	Request coat room be cleaned by either custodial services or contractors. Have materials removed to clear space.	Kyle to review with Yvonne & John	Jan 2025
No ramp & accessibility button rear door (Ergonomic Hazard)	Outreach staff lifting heavy equipment up and down set of stairs with trolley	Installation of a removable ramp system and handrail to aid in moving heavy equipment	Kyle to discuss with John	Jan 2025
Naloxone Kit Out of Date	The Naloxone kit is out of date.	Get two new naloxone kits for rear of building & front on top of first aid kit	Claudia to email EHS to source new kits	Jan 2025
First Aid Kit is Opened	First aid box is opened, without documentation	Purchase seal for first aid kit	Kyle to order seals for first aid kit	Jan 2025

	of what has been used/ itemized count	Inventory first aid kits, record and sign off		
Breaker Room (Fire Hazard/ Electrical Hazard)	A number of paint cans are stored in the breaker room in the main hallway All staff have access to the breaker room that has high voltage switches No Signage	Remove paint cans from the breaker room and relocate to appropriate storage Have landlord lock breaker room. Signage	Kyle to address with Yvonne & to investigate who has the key to the breaker room	Jan 2025
Breaker in the hallway (Electrical Hazard)	All staff have access to small breaker in main hallway	Have landlord lock breaker to prevent unnecessary access to said breaker	Kyle to inquire about key and locking the panel	Jan 2025
After-Hours Procedure (Physical Hazard)	There is no after-hours work procedure Campus security does not reach our office	Staff working late inform director or whomever they report to the time they will be working until and to send a message that they have left safe (can be a simple as a “thumbs up” Temporary solution until a more robust after hours procedure is established	John McKay investigating solutions for working alone protocol (apps, reporting mechanism etc.) + developing a process	Jan 2025

The person responsible is requested to respond to the safety officer within three weeks.

Inspected by: John McKay, Natalie,

Safety Officers: Andrew Bowles & Claudia Hasan-Nielsen

Hazard Escalation Procedure:

Safety Officer → Kyle or John → Yvonne → They will tell you how its being actioned → They will tell you if or how it is being actioned (Kyle, John or Yvonne) → Safety officer sign off on sheet (inform office of temporary solution and outline plan to have resolved).

Department: **Smith Engineering Competitive Team Bay Area**

Date of

Inspection: Nov 6, 2024

Observations

Item (location of item)	Hazard Observed	Recommended Action	Person Responsible	Sign Off and Date All Jan 15 25
QRET 115C	Extra Chairs & Tables: The room contains an excessive number of chairs and tables, obstructing access to the electrical panel while making it difficult to move in the room.	To maintain safety and organization, any additional chairs and tables should be removed promptly after each meeting to prevent clutter.	The request could be sent to the responsible team(s) by Kyle or John	Done JRM
Resin Room 115H	• Flammable Containers: Flammable containers are present in the room.	They were removed temporarily but these should be regularly relocated to designated flammable storage cabinets for safety.	The request could be sent to the responsible team(s) by Kyle or John	Done JRM
Sanding Room 115K	• Clogged Sink: The sink is clogged, likely due to sanding dust or chemicals.	Sanding dust and chemicals should be disposed for safely and must not be introduced into the sewage system.	The request could be sent to the responsible team(s) by Kyle or John	On hold JRM

Team Bay General Area	<ul style="list-style-type: none"> • Blocked Fire Extinguishers: Two out of three fire extinguishers are not easily accessible due to blocked pathways 	All fire extinguishers should remain unobstructed to ensure quick and safe access during emergencies.	The request could be sent to the responsible team(s) by Kyle or John	Done JRM
Room 115L	<ul style="list-style-type: none"> • Unsecured Wooden Shelf: The wooden shelf is not secured to the wall or adjoining shelves. 	It should be anchored properly, and heavy items should always be stored on lower shelves to maintain stability and prevent accidents.	The request could be sent to the responsible team(s) by Kyle or John	Moved.
QKRT 120	<ul style="list-style-type: none"> • Clutter and Untidiness: Significant clutter, untidiness, and dirt are observed, including open knives and an improperly secured pegboard. enhance both safety and aesthetics. 	This room was once recognized for its neatness and orderliness; restoring it to its previous standard would greatly enhance both safety and aesthetics.	The request could be sent to the responsible team(s) by Kyle or John	In Prog

The person responsible is requested to respond to the safety officer within three weeks.

Inspected by: Peter Rowsome, Larry Steele

Safety Officer: Reza

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**Smith Engineering Joint Health and Safety Committee
Minutes**

Date: Wednesday, October 16, 2024, via Teams

Actual Time: 10:30 am – 12:00 pm

Present:

Gabrielle Whan, Matthew Lee, Kyle Strike, John McKay, Peter Rowsome, Natalie Niro, Sandra Jeffers (for Dan Langham), Larry Steele, Ying Zhang (for Nic Hudon), Stephanie Wilson,

Tentative:

Matt Lee

Regrets:

Eric Tremblay, Graeme Boyd, Samantha Samson, Noushin Rajabalinia.

- 1) Meeting called to order by: John McKay
- 2) Incident/Injury Reports: None
- 3) Inspections:
 - i) Beamish Munro Hall & Jackson Hall: No comments. Need sign off on issues.
- 4) Old Business:
 - i) Walter Light structural issues update. – Was escalated to Director and Dean. JHSC will make a recommendation that Facilities release their structural safety assessment. Draft to be circulated for comment by J. McKay
 - ii) SOP for portable gas torch use. – J. McKay will determine whether these need to be stored in Flammables (Inflammables?) cabinets. - L. Steele will look for Mining policy for next meeting
 - iii) Training required for gas regulator changes when tanks are empty, etc. – Stan in CIVIL has done this training. J. McKay will ask G. Boyd if this training is available and whether other departments could participate in the training. Suppliers come to site periodically to do this training. How can we be notified and participate?
 - iv) Can we replace worker members who are not in Kingston? - J. Mcaay has asked the related Union and they are going to see if a member is available.
 - v) Update on McLaughlin Hall mold issue. – Done. Waiting for final report. T. Martinek will recommend future testing.

- vi) Update on 385 Princess mold issue. – Done. Waiting for final report. T. Martinek will recommend future testing.
- vii) Heat Guidelines for Dupuis. (Please see draft Heat document). – Discussed. Need to specify that the conditions stipulated apply to the specific work locations. J.McKay will revise and final review next meeting.
- viii) Outstanding Inspection Reports. – Please submit ASAP.
- ix) Team ventilation fan update. – Fan was under sized at installation as compared to the engineered drawings. Kyle has asked for the correct fan to be installed. Once that has been done we will re-assess. No schedule has been proffered by Facilities for replacement due to budget constraints. Teams have been given a scope for what is allowed to be done with the available ventilation fan flow in the meantime.
- viii) Proposed SOP for LiPo/LiOn Batteries update (Draft attached) – Please review before next meeting. – Pushed back one month to give members a chance to review.
- ix) McLaughlin – Fire door mechanism on the 3rd floor has been broken for approximately 8+ months. 2 door entrance – one door will not open. Cannot see in Archibus. Archibus would be more useful if issues could be referenced by location as well as by submitter. Need an update on this issue. J. McKay has reached out to facilities for an update on the parts sourcing for this issue and a completion date for the repair of the door.
- x)

2) New Business:

- vii) Clark Hall Pub needs fire extinguisher checks. – Tea room also needs checks. J.McKay to perform the Clark Hall Pub checks and the SmithEng JHSC will do the Tea Room checks.
- viii) What are the rules for annual fire extinguisher checks by facilities? Jackson has not been done since 2021. – Facilities has retained the services of a contractor to inspect and replace outdated fire extinguishers. This is in progress across Campus. Fire extinguishers are inspected every 5 and 10 years
- ix) What is the life of a fire extinguisher before we are mandated to replace it? - J.McKay committed to finding this info for next meeting. Note: Providing the Extinguishers have been inspected and tested there is no limit on the length of useful life.
 - (1) Results: In Ontario, fire extinguishers require hydrostatic testing at different intervals depending on the type of extinguisher:

- (a) **Pressurized water, carbon dioxide, and wet chemical extinguishers:** Require hydrostatic testing every 5 years
- (b) **Dry chemical extinguishers:** Require hydrostatic testing every 12 years
- (2) Fire extinguishers should also be annually inspected to ensure they are in good condition and ready to use. Annual inspections include:
 - (a) Checking the extinguisher's location to ensure it's in the correct place
 - (b) Inspecting for damage, corrosion, or a blocked nozzle
 - (c) Checking the manufacturing date
 - (d) Ensuring the operating procedures and WHMIS labels are present
 - (e) Checking that the gauges are properly charged
 - (f) Determining if any maintenance is required
- (3) Fire extinguishers should also be "quick checked" monthly to ensure they are available, in the correct location, and not tampered with
- x) None of the COVID HEPA filters are being serviced. Do we dispose of them? Most have not been running for over a year? - This is being reviewed. Eh&S is looking for an update.
- xi) Bulletin on Bats – All depts received and distributed
- xii) Are stickers still required in spaces that have (new) phones? There are no stickers in place in McLaughlin Hall for these phones. What is the protocol for the posters? – Yes. Should be in place.
- xiii) Use of Isopropyl alcohol – need a protocol for lab use – Natalie Niro has presented a protocol for this and other fluxes used in electrical labs. Many thanks. J. McKay will pass this to EH&S for review and will pass on next steps at the next meeting.
- 3) Next Meeting Date: November 20, 2024, via Teams at 10:30-12:00 pm
- 4) Adjourned by”
 - vii)
 - viii)


John McKay, Co-Chair

x Larry Steele

Larry Steele, Co-Chair

Emergency and Assistance Contacts

Life-threatening emergency response
Police, Fire and Rescue, Ambulance

Dial 911
then please contact the
Emergency Report Centre

Campus Security and Emergency Services

Emergency Report Centre
Safety Concerns, persons in distress,
emergency assistance

613-533-6111

Non-emergencies

613-533-6080

Safe walk between buildings, Lone Worker checks, Security concerns, unauthorized entries

General inquiries

613-533-6733



AMS Walkhome Service

613-533-9255

YOUR LOCATION

Room 115B, Beamish Munro Hall, 45 Union Street, Kingston



Queen's
UNIVERSITY



**SMITH
ENGINEERING**
Queen's University

Lone-worker/After hours Policy

UNDERGRADUATE STUDENTS

Undergraduate students must not be unsupervised in a laboratory at any time! A second person (either a graduate student, technician, or a faculty member with the required safety training and approval to access the space) must be present providing supervision of the undergraduate at all times while they are in the labs. During regular hours of operation all labs are supervised by technical staff except during statutory holidays and in special instances where the department may be closed temporarily for specific circumstances. The Faculty / Department will endeavor to give as much advanced notice as possible when this occurs. A faculty member must authorize the work any undergraduate student performs outside normal supervised hours (8am to 4:30pm, Monday through Friday) and is responsible for ensuring the student has an authorized supervisor (faculty member, graduate student or staff member) with them for the duration of that work.

OTHER MEMBERS

For all other members of the Faculty/Departments, working alone is defined as **“working in a laboratory or space controlled by a Smith Engineering Department, of outside of normal working hours (8am to 5pm, Monday through Friday), during observed statutory holidays or University shutdowns or in the absence of any other co-workers who have completed the mandatory safety training”**. If the laboratory work you are conducting is non-hazardous and low risk in nature (**does not involve the use of chemicals, power tools, working from heights, etc.**) then a graduate student may be permitted to work alone after hours with their supervisor’s approval. Campus security **must** be contacted if the work being performed will extend beyond normal operating hours (as defined above) and both campus security and your supervisor must be notified when you have completed your work and you are leaving the building. Supervisors should be aware of their students planned research activities at all times as an additional safety measure.



If, for some reason, hazardous work (**work involving chemicals, power tools, working from heights and other tasks of moderate or high risk**) must be performed outside normal working hours (as defined above) then the following procedure must be followed:

- 1.** You must have your supervisor's approval to work after hours and you must check in with your supervisor when you enter the building and again when you have completed your work and leave and,
- 2.** The Emergency Report Centre (ext. 36111) and/or Campus Security (ext. 36733) **must** be contacted if you are working outside normal working hours (Monday to Friday 8am to 5pm) to set up a check-in routine with you. They must be notified when your work is complete and you are leaving the building as well and,
- 3.** A second co-worker must be available, working in the labs in close proximity as well in case of emergency, the “buddy System”.

If you are working late at night, both the Campus Security Escort Service (ext. 36080) and the A.M.S. Walk-home Service (ext. 39255) are available.

More information is available here <https://www.queensu.ca/risk/security/services>