

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

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

Present:

Gabrielle Whan, Kyle Strike, John McKay, Dan Langham, , Ying Zhang (for Nic Hudon), Stephanie Wilson (Guest), Eric Tremblay, Noushin Rajabalinia, Peter Rowsome, Graeme Boyd

Tentative:

Regrets:

Natalie Niro, Samantha Samson, Larry Steele

Not Present:

Matthew Lee

- 1) Meeting called to order by: John McKay
- 2) Move to Bi-Monthly Meetings (J.McKay) – Requirement is quarterly. Most faculties are quarterly. – Approved.
- 3) Minutes from October 16, 2024 – Approved
- 4) Minutes from February 19th – Attached, approve at next meeting.
- 5) Incident/Injury Reports:
 - a) To come – a staff member in ECE slipped on floor with a dust build up. ECE reached out to facilities to get the 4th floors cleaned asap and to stick to the service standard going forward.
 - b) A person in WLH had a personal medical issue – Report has been submitted.
 - c) A near miss on Stuart Street in front of McLaughlin Hall was reported that cars are not stopping at the 3 way stop at the intersection with University Ave.
 - d) Safety report – unused wind turbine on the roof is a falling debris hazard. Facilities have been contacted. Area below has been cordoned off.
- 6) Inspections:
 - i) Please sign up. We will get reminders in Outlook/Email.
 - ii) Eric Tremblay will not be signing up for more inspections because he is retiring. We'll miss you Eric. Will need replacement. John will consult with management about a replacement.
 - iii) We need a new USW 2010 member, and the Union has not yet found someone. – No Progress

7) Old Business:

- i) 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 (Comments on proposed draft guidance) -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. – no change.
- ii) Mold Issues – Both waiting for final report – Resolved.
 - (1) McLaughlin Hall basement
 - (2) 385 Princess basement
- iii) Heat Guidelines for Dupuis. Copy was shared. Issue closed.
- iv) Team ventilation fan update. A study to identify the correct scope has been commissioned.
- 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) Waiting for decision on COVID era HEPA filters disposal. – no changes – Dan will connect with facilities.
- ix) Dupuis basement grad area has a pipe leak in the ceiling – possibly from a floor drain. Grad workstation is cordoned off pending repair. Waiting for parts. Dan Langham will ask Thomas Martinek to check on it as it is a water leak hazard.

8) New Business:

- a) ILC Team spaces - Improvements in progress to:
 - i) Entry permits will be required for access into Team spaces starting in the Fall. Permits will be accessed via QR codes posted at all entries. The entry form will include the requirements for safety job plans and working alone. A door alarm if the door is left open is being installed. Cameras are being considered for reviewing incidents in the space.
 - ii) QBIT/Aquatomous space has a number of concerns expressed to the CEAB visitors and is about their team bay including management not providing a fire extinguisher, not dealing with mold in the ceiling tiles, bad condition of wooden floors, and problems with fumes. It was stated that “the Province” had been called in because of the lack of progress for 5 years. This was immediately investigated in depth, including queries to Team members.

The fumes issue is related to the ventilation in the rein room and this issue has been addressed with interim safety measures and with the commissioning on an engineering study. The remainder of the issues were in February 2025. All of them have been addressed. The number and location of Fire extinguishers was according to code, but an extinguisher has been mounted in that team space. There was no mold in the ceiling tiles but there were two missing tiles that were reported to Facilities and were replaced. The broken wooden floors remain unaddressed because there are no known locations where there are wooden floors in Engineering buildings. The mention of a 5-year period cannot be correlated with any reports or work requests. The MOL did attend a week after the issue of the CEAB visitor report. The MOL has since signed off, approving all related existing safety protocols, with no orders assigned.

- iii) Discussion of how information is distributed, how Teams know who to contact for issues.
- b) JHSC will inspect scheduled U/G labs as coordination allows.
- c) J.McKay is going to continue the first week safety talks to U/G classes in all years, selecting classes that maximize the number of students receiving the training.
- d) WLH has stained and damaged tiles. Facilities will not replace stained (cosmetic) tiles but must replace missing tiles (could be part of the fire prevention/detection systems)



John McKay, Co-Chair (Management)

Larry Steele, Co-Chair (worker)