

**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. Mcay 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.
- i) 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.
- ii) 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.
- iii)

2) New Business:

- i) 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.
 - ii) 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
 - iii) 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
- iv) 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.
- v) Bulletin on Bats – All depts received and distributed
- vi) 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.
- vii) 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”
 - i)
 - ii)


John McKay, Co-Chair

x Larry Steele

Larry Steele, Co-Chair

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Safety Manual	Chemical Engineering	https://smithengineering.queensu.ca/chee/about/saf/
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