McMaster University  
Libraries & Museum Joint Health and Safety Committee  
Minutes  

Wednesday September 19, 2012  
1:30pm – 3:00  
Mills, Connection Centre  

<table>
<thead>
<tr>
<th>Management Member</th>
<th>Department</th>
<th>Affiliation</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Pearce</td>
<td>Innis Library</td>
<td>TMG</td>
<td>X</td>
</tr>
<tr>
<td>A. Pottier</td>
<td>Mills Library</td>
<td>MUFA</td>
<td>X</td>
</tr>
<tr>
<td>C. Podedworny</td>
<td>Museum of Art</td>
<td>TMG</td>
<td>X</td>
</tr>
<tr>
<td>M. Garaffa</td>
<td>Human Resources (Co-Chair)</td>
<td>TMG</td>
<td>✓</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Worker Member</th>
<th>Department</th>
<th>Affiliation</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Erasmi</td>
<td>Innis Library</td>
<td>CAW</td>
<td>✓</td>
</tr>
<tr>
<td>D. Hartz</td>
<td>Centre for Leadership in Learning</td>
<td>CAW</td>
<td>X</td>
</tr>
<tr>
<td>M. Heal</td>
<td>Mills, Facilities</td>
<td>CAW</td>
<td>X</td>
</tr>
<tr>
<td>N. Knibb</td>
<td>Museum of Art</td>
<td>CAW</td>
<td>✓</td>
</tr>
<tr>
<td>K. Ouellette</td>
<td>Mills Library (Co-Chair), Collections</td>
<td>CAW</td>
<td>✓</td>
</tr>
<tr>
<td>O. Perkovic</td>
<td>Mills, Collections</td>
<td>MUALA</td>
<td>✓</td>
</tr>
<tr>
<td>A. Schell</td>
<td>Mills, Research Collections</td>
<td>CAW</td>
<td>✓</td>
</tr>
<tr>
<td>L. Sorowka</td>
<td>Thode, Library</td>
<td>CAW</td>
<td>✓</td>
</tr>
<tr>
<td>J. Willson</td>
<td>Thode Library</td>
<td>CAW</td>
<td>✓</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Guests</th>
<th>Department</th>
<th>Affiliation</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>C. Beecroft</td>
<td>EOHSS</td>
<td>Advisor</td>
<td>✓</td>
</tr>
</tbody>
</table>
Items to be forwarded to Central Joint Health and Safety Committee:  

NONE  

Minute Taker:  C. Beecroft  

1) Attendance and Quorum  
   - Quorum was reached  
   - Agenda was adopted and circulated  

2) Minutes of the Previous Meeting  
   - minutes of June 27th, 2012 meeting were approved by email and forwarded to EOHSS  

3) Updates:  
   
a) Central Joint H&S Update (M. Garaffa) -- Sept. 19th 2012: The Control Goods Program was presented to the Central committee by Alicia Westfall from EOHSS. Control Goods are military, strategic, and military-related goods and technology. The committee had questions regarding some military equipment, blueprints, etc. in the archives and asked if these should be considered as Controlled Goods.  
   
b) EOHSS update (C. Beecroft) -- Health and Safety Boards on campus were audited over the summer and any discrepancies were communicated to the person responsible for the board. All First Aid Kits were also inspected over the summer. Healthy Workplace Month is running from October 1 to October 26th. The theme of the Month is “Life Work Harmony: Working Toward a Great Life!” On Oct. 1 keynote speaker Kate Davis will be presenting on “Humour in the Workplace: Work Life Balance”. The Health Fair will take place on Oct. 24th. For details on all events visit the website.  
   

http://www.workingatmcmaster.ca/link.php?link=healthy-workplace%3Amain  

4) Review of Reports  
   
a) Injury / Incident Reports - Library: (M. Garaffa)  
      - July: Thode 2nd fl. - EE hit nose with chair arms while loading into bin – First Aid, no lost time  
      - August: Thode Rm. B116 - EE fell after pulling open compact storage unit and handle broke – No First Aid or lost time. It was noted that the handle had not been repaired yet. Cheryl will follow up with Anne Pottier on repairs. Melanie had not received report. Cheryl to send to Melanie.  
      - August - Mills Rm. 118 – EE cut finger while using utility knife to cut carpet – First Aid, no lost time.  
   
b) Injury / Incident Reports – Museum  
      - Nothing to report  
   
c) Ergonomics (M. Garaffa)  
      - Julie Wilson requires ergonomic assessment.  
   
d) Workplace Inspection Reports:  
      - Annual Safety audits were reviewed in the place of workplace inspections. All copies of annual reports were given to Melanie to retain in audit records and action items were discussed and reviewed with recommended action plans in place. The schedule for Workplace Inspections for the next quarter was discussed.  
         - October – Thode and Mills 5th floor  
         - November – Museum and Mills 4th floor  
         - December – Mills 3rd fl and Innis  

Cheryl Beecroft to follow up with Alicia Westfall to determine if Controlled Goods applies to archives in Library.
5) **Business Arising**

a) **Thode Library – Fire Exits** – Concern over all students using the main stairwell to exit building when fire alarm sounds. Occupants seem to be unaware of other exit options on the 2nd floor. Signage perhaps needed on the doors leading to alternative exit. Fire wardens can assist with directing people.

b) **Basket Storage of Periodicals** – 3rd fl. Mills – Basket storage of loose periodicals identified as a trip hazard.

Cheryl Beecroft to follow up with Chris Hurley for potential signage for doors.

Kathy Ouellette to follow up with Anne Pottier on alternative storage methods.

6) **New Business:**

New employee from Innis requires an ergonomic assessment.

7) **Items to forward to Central JHSC**

None

The meeting adjourned at 2:30pm.

The Chair for the next meeting is: Kathy Ouellette

**Next meetings:** Wednesday Nov. 14th – Location TBD

PLEASE NOTE: If you cannot attend the next meeting, please send an alternate so the business of the committee can be conducted.

K. Ouellette, Worker Co-Chair

M. Garaffa, Management Co-Chair