McMaster University  
Libraries & Museum Joint Health and Safety Committee  
Minutes  
Wednesday November 14, 2012  
1:30pm – 3:00  
Mills, Connections Centre

<table>
<thead>
<tr>
<th>Management Member</th>
<th>Department</th>
<th>Affiliation</th>
<th>Certified?</th>
<th>Attendance</th>
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<tr>
<td>A. Pearce</td>
<td>Innis Library</td>
<td>TMG</td>
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<tr>
<td>A. Pottier</td>
<td>Mills Library</td>
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<td>C. Podedworny</td>
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<td>M. Garaffa</td>
<td>Human Resources (Co-Chair)</td>
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<tr>
<td>A. Erasmi</td>
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<td>D. Hartz</td>
<td>Centre for Leadership in</td>
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<td>M. Heal</td>
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<td>N. Knibb</td>
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<td>K. Ouellette</td>
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<td>Collections</td>
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<td>O. Perkovic</td>
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<td>A. Schell</td>
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<td>L. Sorowka</td>
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<tr>
<td>J. Willson</td>
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<tr>
<td>C. Beecroft</td>
<td>EOHSS</td>
<td>Advisor</td>
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**Items to be forwarded to Central Joint Health and Safety Committee:**  
NONE

**Minute Taker:** A. Pottier

**1) Attendance and Quorum**

- Quorum was reached  
- Agenda was adopted and circulated

**2) Minutes of the Previous Meeting**

- minutes of September 19, 2012 meeting were approved by email and forwarded to EOHSS

**3) Updates:**

a) **Central Joint H&S Update** (A. Pottier) – Oct. 17, 2012: There was discussion around...  

A. Pottier will follow up with M. Heal to determine if we have...
RMM406 (Preventative Maintenance Program) – all units are reminded that we must keep logs of maintenance done on all equipment, especially equipment which could cause fire, or equipment with moving parts. An update on the improvements to Parking Lots B & I was provided – most work on the new raised crosswalks has been completed; still awaiting signage; have not yet determined how to proceed with lighting. C. MacDonald provided an overview of the Facilities Services Work Order process which R. Gavey presented at another departmental H&S meeting – a copy of the overview is attached to these minutes.

b) **EOHSS update** (C. Beecroft) – A reminder that the new Ministry of Labour poster must be present on all H&S boards; Flu clinics for staff are scheduled for November 19th in CIBC. Basic Certification training is coming up (January 23-25 2013). All committee members are encouraged to take this training. Contact EOHSS to register.

4) **Review of Reports**

   a) **Injury / Incident Reports - Library:** none

   b) **Injury / Incident Reports – Museum:** none

   c) **Ergonomics** (A. Pottier)

      - Need to review the new staff setups in the Thode staff workroom, including J. Willson
      - E. Sernie has moved into new furniture on the 1st floor of Mills
      - L. Serviss is on a contract – Mills 5th floor
      - M. Miller is on a contract for CAVS – Mills 3rd floor
      - R. Howland - Innis

   d) **Workplace Inspection Reports:**

      - Annual Safety Audit – had not completed the Mills Lower Level & BSB Storage inspections previously; these have now been completed

      - The schedule for Workplace Inspections for the rest of the year was discussed.
        - December– Innis and Mills 1st floor
        - K. Ouellette will draft an inspection schedule for 2013

      - Workplace Inspections done since the last meeting:
        - **Thode** (J. Willson, L. Sorowka): LL – missing flashlight (have ordered new one); removed toaster from staff lounge area; 1st floor: First Aid box needed band aids – had a discussion around keeping a log when first aid materials are dispensed; 2nd & 3rd floors were fine
        - **Mills – 5th floor, Stacks** (K. Ouellette) – no problem
        - **Mills – 3rd floor** (O. Perkovic) – scattered lights out; overflow of loose journals stacked on shelves, particularly in the M-P section, which could fall on the floor; Collections Office – printer cord running across floor; computer cords need bundling; CAVS office – K. Foster’s workstation – computer cords need bundling; 1 Fire Exit light out – building problem report submitted

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) **Exit Signage on Mills 6th floor** – concern over EXIT signs appearing to lead users to areas where there are not doors. M. Heal explained that some signs are used to draw users to an area where they will be able to see a sign leading to a door. The locations of these signs

   We will check to make sure the new MOL poster is on the main H&S boards in ML, IN & TL
are dependent on the floor layout, not the furniture layout, so nothing has changed even though we have removed all the bookstacks and replaced them with carrels.

c) Basket Storage of Mills periodicals – discussed above

6) New Business;
   None

7) Items to forward to Central JHSC
   None

The meeting adjourned at 2:35pm.

The Chair for the next meeting is: Melanie Garaffa

Next meetings: Wednesday January 16, 2013 – Location Mills Community Room – 1:30pm

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