McMaster University
Libraries & Museum Joint Health and Safety Committee
Minutes

Wednesday June 6, 2012
1:30pm – 3:00
Mills, L304

<table>
<thead>
<tr>
<th>Management Member</th>
<th>Department</th>
<th>Affiliation</th>
<th>Attendance</th>
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<tbody>
<tr>
<td>A. Pearce</td>
<td>Innis Library</td>
<td>TMG</td>
<td>✓</td>
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<tr>
<td>A. Pottier</td>
<td>Mills Library</td>
<td>MUFA</td>
<td>✓</td>
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<tr>
<td>C Podedworny</td>
<td>Museum of Art</td>
<td>TMG</td>
<td>✓</td>
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<tr>
<td>M. Garaffa</td>
<td>Human Resources (Co-Chair)</td>
<td>TMG</td>
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<tr>
<th>Worker Member</th>
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<tr>
<td>A. Erasmi</td>
<td>Innis Library</td>
<td>CAW</td>
<td>✓</td>
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<tr>
<td>D. Hartz</td>
<td>Centre for Leadership in Learning</td>
<td>CAW</td>
<td>X</td>
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<tr>
<td>M. Heal</td>
<td>Mills, Facilities</td>
<td>CAW</td>
<td>X</td>
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<tr>
<td>N. Knibb</td>
<td>Museum of Art</td>
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<tr>
<td>K. Ouellette</td>
<td>Mills Library (Co-Chair), Collections</td>
<td>CAW</td>
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<tr>
<td>O. Perkovic</td>
<td>Mills, Collections</td>
<td>MUALA</td>
<td>✓</td>
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<tr>
<td>A. Schell</td>
<td>Mills, Research Collections</td>
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<tr>
<td>L. Sorowka</td>
<td>Thode, Library</td>
<td>CAW</td>
<td>✓</td>
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<tr>
<td>J. Willson</td>
<td>Thode Library</td>
<td>CAW</td>
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<tr>
<th>Guests</th>
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<tr>
<td>C Beecroft</td>
<td>EOHSS</td>
<td>Advisor</td>
<td>✓</td>
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### Action Items

1. **Attendance and Quorum**
   - Quorum was reached
   - Agenda was adopted as circulated

2. **Welcome**
   - No new members or guests present

3. **Minutes of the Previous Meeting**
   - Minutes of March 21, 2012 meeting were approved by email and submitted to EOHSS

4. **Action Items from Minutes of the Previous Meeting**

   1. There appears to be no EXIT sign at the main entrance of Innis Library. A. Pottier to follow up.
   2. Stair treads at Thode ripped/taped. A. Pottier has arranged to have them all replaced.
   3. Students have been taking the new furniture on the 2nd floor of Thode Library apart. Summer project will be to put everything back together, permanently.
   4. Follow up with Mills custodians re: in-wall flashlights being turned off.
   5. List of outstanding issues in Mills LL and BSB storage area. A. Pottier/M. Heal to follow up.

5. **Updates:**

   a) **Central Joint H&S Update** (A. Pottier) – Apr 2012: lights for crosswalk areas near Parking Lot B are still to come; accessible access from other parking lots planned for this summer; Cell Phone Parking Lot should be open soon. May 2012 (M. Garaffa attended) – discussed safety considerations in the Public Events Policy > these are being incorporated in the library’s lobby display policy

   b) **EOHSS update** (C. Beecroft) – NAOSH Week was very successful this year; this summer there will be an audit of the campus H&S boards > Cheryl will provide us with a list of what needs to be on these boards (see attached); Financial & Life Planning workshops will be offered June 19th & 20th (registration available online)

6. **Review of Reports**

   a) **Injury / Incident Reports - Library:** (M. Garaffa)
      - Employee tripped over a basket sticking out from the lower shelf of a bookcase in the bookstacks; this entire area was surveyed and where the same situation was found has been corrected; WSIB, lost time
      - Employee reported RSI due to use of desktop stapler; WSIB, healthcare
      - Employee slipped on painted wheelchair symbol on the pavement in Parking Lot B; it was raining and surface was slick; no lost time or First Aid
      - Employee hurt back when he slipped when moving security gate dividers from Thode to Mills; Lost time
      - Employee cut his finger while moving scrap metal to a dumpster; was not wearing gloves; no lost time or First Aid
- Employee was hurt when he collided with another student employee and fell into a fully loaded bookstack; he suffered heavy bruising; Lost time and Healthcare referral

b) Injury / Incident Reports – Museum: (C. Podedworny)
- Incident where there was a live rat found in a toilet in a lower level washroom; it was reported to staff that Mills and the Museum were known to be infested with mice and rats **Update:** A. Pottier confirmed that while these buildings occasionally have mice, which are dealt with appropriately, we have never had rats. This appears to be an isolated incident, with the rat likely entering through one of the service tunnels.

c) Ergonomics (A. Pottier)
- 5 left to be done, with 1 re-assessment to be completed; 1st priority should be the individual in the temporary CAVS position

d) Workplace Inspection Reports:
- Museum of Art (N. Knibb) – during a recent inspection it was determined that the Museum needed a steel basin in their First Aid Kit; M. Garaffa thinks we have additional ones in Mills, one of which the Museum can have. First Aid training has recently been completed > will provide list to A. Pottier for posting on website
- 3rd floor (O. Perkovic) – scattered lights out; still have air quality issues in L307; several things need to be tidied up in the Collections office (computer wires to be bundled; printer cord running across the floor; seem to be a lot of stacking chairs in L303 (do all of these need to be there?)
- Thode (J. Willson) – cracked glass window in the lower level has been repaired
- Innis (A. Erasmi) – all the carpet needs to be replaced (still) > many tripping hazards; emergency light is out; exit light at entrance has been installed; a lag is starting again on the electric latch at the entrance door (need to monitor)

**Scheduled Inspections:** Mills 1st floor hasn’t been done for a while > N. Knibb volunteered to do it
- A. Pottier will remind M. Heal he volunteered to do the 4th floor inspections
- Museum staff are concerned that their areas are not being inspected on a monthly basis; there may be some confusion around the definition of “workplace” > many of us think this refers to the entire campus, not to our specific building

**Annual Audit** – will try to have this completed by mid-September; need to make sure all reports are dated

7) **Business Arising**
   a) Emergency Lockdown locations – posters have been posted; staff to be notified

8) **New Business:**
   a) INNIS Annual Fire Drill - this was done recently; there was a problem with the 2 emergency systems between KTH and DSB, with a 30 second lag between when the 2 sets of alarms rang

9) **Items to forward to Central JHSC**
   None
The meeting adjourned at 2:25pm.

The Chair for the next meeting is: Melanie Garaffa

**Next meetings:**
- Wednesday June 27th – Community Room, L304  **Note: 2pm Start Time**
- Wednesday September 19th - Connections Centre, L113, 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