McMaster University
Libraries & Museum Joint Health and Safety Committee
Minutes

Wednesday November 23, 2011
2:15pm – 3:30pm
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>
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<td>C. Podedworny</td>
<td>Museum of Art</td>
<td>TMG</td>
<td>✓</td>
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<td>M. Garaffa</td>
<td>Human Resources (Co-Chair)</td>
<td>TMG</td>
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<td>L. Schneider</td>
<td>Thode Library</td>
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<tr>
<td>A. Erasmi</td>
<td>Innis Library</td>
<td>CAW</td>
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<td>D. Hartz</td>
<td>Centre for Leadership in Learning</td>
<td>CAW</td>
<td>X</td>
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<td>M. Heal</td>
<td>Mills, Facilities</td>
<td>CAW</td>
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<td>N. Knibb</td>
<td>Museum of Art</td>
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<td>K. Ouellette</td>
<td>Mills Library (Co-Chair), Collections</td>
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<td>O. Perkovic</td>
<td>Mills, Collections</td>
<td>MUALA</td>
<td>✓</td>
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<td>L. Ready</td>
<td>Mills, Facilities</td>
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<tr>
<td>A. Schell</td>
<td>Mills, Research Collections</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

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<tr>
<th>Minute Taker: A. Pottier</th>
<th>CHAIR: Melanie Garaffa</th>
<th>Action Items</th>
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1) **Attendance and Quorum**

- Quorum was reached
- Agenda was adopted as circulated

2) **Welcome and Committee Member departures**

   a) The committee thanked LiamReady for his many years of service to the committee; he will be stepping down after today’s meeting

3) **Minutes of the Previous Meeting**

   - minutes of the September 21, 2011 meeting were circulated via email for review, approved, and sent to EOHSS.

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

   1. A. Pottier to follow up with M. Heal to update library floor plans to show where Fire Extinguishers are located.  
      Update: have received a list of all fire extinguishers and fire hoses from R. Edge. Staff in each area will make sure none have been missed, then we will mark on the floor plans.

5) **General Issues**

   a) **Central Joint H&S Update** (A. Pottier) – **November meeting**: 1. construction in Parking Lot B has been completed; hand rails have been installed; still waiting for line painting and better signage.  
       2. Lots of discussion around Snow Removal Policies and Procedures – A. Pottier reminded campus Facilities Supervisors that our buildings are regularly open 24/7, with Thode being open 24/7 during exams. She also discussed the problems created by machines doing snow removal, large mounds of snow/slush created, blocking pathways and entrances. She was assured the libraries would be monitored closely during this snow season.  
       3. A new “Guide to the Occupational Health & Safety Act” has been published. This link has been added to our H&S website.

   b) **EOHSS update** (C. Beecroft) – reminded committee members of the Employee Flu Clinics which will be held in CIBC on November 24th and 25th; staff ID must be presented. Also, Basic Level 1 Certification training (3 days) will be offered next week.

6) **Review of Reports**

   a) **Workplace Inspection Reports:**

      - J. Willis, Thode – 3rd floor inspection done for 1st time since iSci moved in; A. Colgoni will act as a Fire Warden for this area. Flashlight required (order from Tom). Thode Storage area (lower level) – things being stored in front of fire extinguisher (have since been moved)
      - A. Erasmi, Innis – ongoing problem with existing tears in carpet; 3 EXIT lights are out (WO has been placed); fire panel in MDG is being replaced - not yet tied into KTH fire system; power cord at new entrance gates needs to be attached permanently/covered
      - N. Knibb – no problems in the Museum
      - A. Schell, Mills – Lower Level and BSB – not done this month
      - L. Ready, Mills – 1st floor – still several construction sites on this floor; problems with accessible door openers off and on, but this has been resolved, at both the main doors and the tower entrance on the 2nd floor. NO problems with Fire Exit
lights – this is a record!. There are broken taps in several washrooms – Service Requests have been placed.

- **L. Ready, Mills – 6th floor** – ceiling tiles still missing in area near elevator entrance where there has been a leak; the motor on Elevator #3 has blown – out of service for 10 days so far.
- **O. Perkovic – Mills, 3rd floor** – inspection was done with K. Ouellette’s assistance; scattered lights outs; 2 Fire Exit lights out (will place Service Request)
- **K. Ouellette – Mills, 5th floor, stacks area** – not done this month

b) **Annual Audit Reports:**

- **Museum** – not yet complete; scheduled for the end of the month

- **Thode (L. Ready and L. Schneider) – 3rd floor (iSci area) not included this year. Problems with the skin on ceiling tiles coming off, on all floors, or missing tiles entirely. Ongoing leak in the lower level, on the west side. Some power bars on 1st floor are out-of-service; being replaced with permanent power cords, with multi-plugs on the ends. 1st floor, NE corner – this area is congested > too many carrels here to move booktrucks by them; surplus furniture piled in one corner (taped off for safety)

- **Innis (A. Pearce and M. Heal) – 3 EXIT signs out; exposed computer cables in staff workroom; 5 areas where carpet is ripped badly; clutter in SW corner (has since been moved); new leak (today) from ceiling into Silent Study Room (which has been closed); SOP has been updated**

- **Mills, 3rd & 5th floors (A. Erasmi and C. Podedworny) – CLL (5th floor) – many offices have open electrical boxes (covers not closed properly); Fire EXIT sign out; no EXIT sign at the staircase leading down to the 5th floor (east side) 3rd floor: EXIT lights out in several areas; Collections staff workroom (307/309) – extension cords and wires are hanging loosely; a large printer sits on a smallish table; poor air circulation between the two rooms has been reported; problem with door handle on main door (can be opened joggle from the outside, even though appears to be locked from the inside)**

- **Mills, 1st & 6th floors (K. Ouellette and M. Garaffa) – Digital Lab (L118) – wires crossing over floor in Kirtas scanner area; 2 small holes in the floor (need carpet tile replaced); Fire EXIT sign out (L119); construction debris piled up outside old Maps area (L110); ceiling tiles out throughout the 1st floor (construction related); keyboard wires dangling at some workstations in the staff workroom (L101). 6th floor: electrical box won’t shut properly (has been reported); garbage overflowing; various lights out**

- **Mills, LL & BSB (A. Schell, C. Beecroft and L. Sorowka) – an old lectern is being stored in an aisle in the Archives stacks; floor tiles were removed after a flood and have never been replaced; boxes are being stored in an unused fume hood (LB112); metal sheets are stacked outside a custodial room (LB106/A); EXIT light out in the corridor behind LB106; custodial supplies are being stored in front of pull station in the elevator lobby**

**BSB Storage area** – wooden ramp is being stored inside this room; doors are being stored on the landing to the staircase leading down to this storage area (WO has been placed); Fire Hose last checked in 2006; metal shelves are being stacked in front of hose cabinet; flashlight is missing, again

- **Mills, 2nd & 4th floors (J. Willson, O. Perkovic and A. Pottier) – 2nd floor: boxes stored precariously on top of some large crates on loading dock; empty boxes could be removed from technician’s office; L209 missing emergency flashlight (done); exterior doors at tower entrance not closing properly. 4th floor – back door of silent study room (L405) not closing properly and there is a light out outside this door; overflowing garbage cans in 4th floor study area in NW corner (need larger receptacles), out-of-order signs on compact shelving in the PS **
section; carpet tile lifting beyond the compact shelving on the north side; miscellaneous equipment being stored in an aisle between stationary and compact shelving; utility hatch hanging open in SE corner by stairs; power bar needs re-attaching to bottom of service desk in the New Media Centre

c) Injury / Incident Reports: (M. Garaffa / C. Podedworny)
   • Library – no incidents or injuries to report
   • Museum – One incident – employee tripped on the Mills loading dock; no time lost

d) Ergonomics (A. Pottier)
   • Several staff in Research Collections still require assessments since they now have new furniture (W. Wyckoff, R. Stapleton, N. Shenker, A. Schell)
   • Additionally, K. Nicholson has requested a review and all Mills Library Services staff will need to be assessed at the new Library Services Desk, which opened this week

7) Business Arising

b) SOP's – revised SOP's have now (finally) been added to the library H&S website - http://libstaff.mcmaster.ca/joint-occupational-health-and-safety-committee Please check any which are relevant to your area and report comments, changes back to Anne. We will arrange access to this site for C. Beecroft, CLL Staff and Museum staff. Additionally, K. Penfold and K. Jay have been working on updating the library H&S website – thanks from the committee to them both for doing this.

c) Updated List of First Aiders / First Aid list – website has been updated; still need to get the labels on the First Aid kits updated

d) CLL Safety Issues – A. Pottier met with the CLL Manager to go over some general safety concerns, including: presence of a toaster in the "kitchen" area, open electrical floor boxes; proper use/access to First Aid kits. No further issues were raised during this discussion.

8) New Business;

a) Mills Blended Services Desk - the renovated Service Desk @ Mills opened this week. Services staff had a great deal of input to the design of this desk to make sure it is ergonomically correct for a multiple-user work station. Still have some details to finish up, but the general consensus is that the desk looks great and works well for staff. We will follow up on any issues as they arise. A line from the PA system is temporarily suspended from the ceiling > this will be fished through the ceiling into the Comm cupboard shortly.

b) New entrance gates in all three libraries – earlier this month, the entrance gates were replaced with bi-directional gates, with no bar, which makes them far more accessible for people in wheelchairs or scooters. This also means people can now enter or exit through any of the corridors. Access @ Thode has gone from 1 entrance and 1 exit gate, to 4 bi-directional gates. This will make a huge difference when trying to evacuate the building quickly. Mills also has 4 bi-directional corridors, while Innis now has 2 bi-directional corridors.

9) Items to forward to Central JHSC

None
The meeting adjourned at 3:25pm.
The Chair for the next meeting is: Kathy Ouellette

Next meeting:  Wednesday January 18, 2012
               1:30 – 3:00pm in Mills, L304

               Wednesday March 21, 2012

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

Kathy Ouellette, Worker Co-Chair  Melanie Garaffa, Management Co-Chair