### McMaster University Libraries & Museum Joint Health and Safety Committee Minutes

**Wednesday January 16, 2013**
1:30pm – 3:00
Mills, Community Room

<table>
<thead>
<tr>
<th>Management Member</th>
<th>Department</th>
<th>Affiliation</th>
<th>Certified?</th>
<th>Attendance</th>
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<tbody>
<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>
<td>Museum of Art</td>
<td>TMG</td>
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<tr>
<td>M. Garaffa</td>
<td>Human Resources (Co-Chair)</td>
<td>TMG</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>
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<td>M. Heal</td>
<td>Mills, Facilities</td>
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<td>N. Knibb</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>
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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>
<td></td>
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<tr>
<td>S. Tonkovich</td>
<td>EOHSS</td>
<td>Guest</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
- no additional agenda items

**2) Minutes of the Previous Meeting**

- minutes of November 14, 2012 meeting were approved by email and forwarded to EOHSS
3) Updates:

a) **Central Joint H&S Update** (A. Pottier) – Nov 2012 mtg: upgrades to Parking Lot B have been completed; still expecting lighting for the 2 new raised crosswalks at the main entrance to the campus; cell phone IOT is working well. **Dec 2012 mtg**: discussed the campus snow removal policy – reminded everyone about the importance of clearing the entrances, including the ramp at Mills, to all libraries on evenings and weekends. **Jan 2013 mtg**: stressed the importance of using the approved inspection report templates since these make sure all information is being collected consistently; Bike/Skateboard safety discussion; checklist re: accident investigations now available ([link](#) was distributed to Library Manager’s Group yesterday)

b) **EOHSS update** (C. Beecroft) – several RMM’s are being updated at present: Ergonomics, Protective Footwear, Repiratory Protection. All RMM’s can be found at [http://www.workingatmemaster.cs/rmm](http://www.workingatmemaster.cs/rmm). Cheryl reminded everyone of the importance of general awareness during the wintery months – take care walking on campus, make sure you are wearing proper footwear, report icy conditions to the Facilities Service Desk (x24740)

4) Review of Reports

a) **Injury / Incident Reports - Library:**

   **November**
   1. Thode Library – a student fainter; EFRT attended
   2. Library student assistance cut finger on shelf edge; first aid applied; shelf has been repaired
   3. Student almost trapped in compact shelving on 5th floor; no injury; safety mechanism not working properly; equipment taken out of service immediately; repaired by next day

   **January**
   1. Library student assistant twisted their ankle on the stairs in KTH leading to Innis Library

b) **Injury / Incident Reports - Museum:**

   **December** – odour from roofing work @ Mills entered fresh air intake; staff sent home; all clear by next morning

c) **Ergonomics** (A. Pottier)
   - Need to review the new staff setups in the Thode staff workroom, including J. Willson
   - R. Howland – Innis
   - G. Mircea, S. Lapointe – new staff in Sherman Centre
   - D. Kemper – new staff member arriving in mid-Feb

d) **Workplace Inspection Reports:**
   - Workplace Inspections done since the last meeting:
     - **Innis** (A. Erasmi): Innis still needs new carpet throughout – major safety hazardous in many areas; 2 Fire Exit lights out (building report placed)
     - **Mills – 6th floor** (K. Ouelette) – a mangled thermostat was hissing (sw corner behind elevator); west firehose cabinet appears to have a carrel located too close to it.
     - **Museum** (N. Knibb) – air vents have been cleaned; hanging racks for paintings storage are difficult to open / need their rollers adjusted; storage areas have been vacuumed

C. Beecroft will compare Library & Museum inspection forms to EOHSS template
5) Business Arising

a) Thode Library – Fire Exits – new signs have been installed on rear staircases on the 2nd and 3rd floors. iSci staff and students have been reminded where there closest fire exits are located.

b) Annual Workplace Inspection Schedule – had a discussion around making sure some areas of the 3 buildings plus the museum get inspected on a monthly basis; draft schedule attached to these minutes

6) New Business:

None

7) Items to Forward to Central JHSC

None

The meeting adjourned at 2:20pm.

The Chair for the next meeting is: Kathy Ouellette

Next meetings:  
Tuesday March 12, 2013 – Location: Mills Connections Centre – 2:30pm  
Tuesday June 11, 2013 - Location: Mills Connections Centre – 2:30 pm  
Tuesday September 17, 2013 – Location: Mills Connections Centre – 2:30pm  
Tuesday November 12, 2013 – Location: Mills Community Room – 2:30pm

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