McMaster University
Libraries & Museum Joint Health and Safety Committee
Minutes

Tuesday March 12, 2013
2:30pm – 4:00pm
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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<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 (Co-Chair)</td>
<td>MUFA</td>
<td>Y</td>
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<tr>
<td>C. Podedworny</td>
<td>Museum of Art</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>
<td>CAW</td>
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<tr>
<td>M. Heal</td>
<td>Mills, Facilities</td>
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<td>N. Knibb</td>
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<tr>
<td>K. Ouellette</td>
<td>Mills Library (Co-Chair), Collections</td>
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<tr>
<td>O. Perkovic</td>
<td>Mills, Collections</td>
<td>MUALA</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>
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<tr>
<td>J. Willson</td>
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<tr>
<th>Guests</th>
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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
   - no additional agenda items
   - minute taking will be done by new HR Coordinator once they have been hired

2) Minutes of the Previous Meeting
   - minutes of January 16, 2013 meeting were approved by email and forwarded to EOHSS
3) Updates:

a) Change in Management Co-Chair: M. Garaffa has left the library for a position in Central HR. A. Pottier will be assuming the role of Management Co-Chair, effective immediately. Thanks go to Melanie Garaffa for all her work with the H&S Committee over the last few years.

b) Central Joint H&S Update (A. Pottier) – Mar 2013 mtg; brief discussion around test of the campus emergency system; D. Hartz enquired whether it would be possible to re-connect the PA system so it could be heard in CLL (Mills 5th floor) in the event of an emergency

M. Heal to follow up on this


4) Review of Reports

a) Injury / Incident Reports - Library:

February
1. Mills Library – employee strained shoulder pulling service desk chair over an expansion joint after relocation of the service desk

March
1. Mills Library – employee strained neck and arm pulling service desk chair over an expansion joint after relocation of the service desk; situation has been resolved
2. Mills Library – employee twisted ankle when turning to leave a service desk

b) Injury / Incident Reports – Museum: None

c) Ergonomics (A. Pottier)

- K. Pickett has decided to step back from assisting M. Heal with ergonomic assessments – many thanks to Kim for doing this work for the last several years;
  A. Schell has agreed to take over this role – we are arranging appropriate training for Audrie.
- Need to review the new staff setups in the Thode staff workroom, including J. Willson
- S. Lapointe – new staff in Sherman Centre

d) Workplace Inspection Reports:

- Workplace Inspections done since the last meeting:
  - Thode (J. Willson): rug in older part of the 1st floor is ragged and needs to be trimmed
  - Mills – 3rd floor (O. Perkovic) – scattered lights out; L307: S. Simmons cords need to be taped down; Fire Exit Light out near the centre staircase
  - Mills – 1st floor (A. Erasmi) – caution tape from a recent construction project is still in place in the Maps Library classroom area; Russell Centre – needs flashlight; some ceilings tiles need to be replaced; the NE staircase needs to be cleaned (by product of contractors using this staircase for ML roofing project)
  - Mills – BSB (A. Schell) – floor needs to be swept; 3 lights out across from Aisle 8; still things being stored on landing at top of staircase (3 doors, sheet plywood, metal electrical box, door jam, boxes, etc). We discussed marking an area on the floor of the landing which should be kept clear and

M. Heal will follow up on this

M. Heal will follow up on this

Place request to clean BSB

M. Heal to follow up

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posting the area; fire extinguisher has been moved to outside this room on this

- **Mills – LL & Res Collns** (A. Schell) – carpet in reading room could use cleaning; ceiling tiles out in Preservation (LB113), main stairwell (#8) needs cleaning; received request to move 2 map cabinets and a lectern which was blocking an electrical panel in L114 (decided to turn the map cabinets and remove the lectern). Emergency light out on far side of LB109. S. Turcon has asked to have an ergonomic assessment done of the Service Desk in Res Collns (reminder that this has been done, but we will talk with her again)

- **Workplace Inspection schedule** – reminder that something must be inspected every month (final schedule attached)
  - April: Innis & Mills 2nd floor
  - May: Mills 5th floor
  - June: Mills 3rd floor

5) **Business Arising**

  a) **Worker Inspection Form** (C. Beecroft) – the Library inspection form does not have all the necessary components on it; EOHSS would prefer us to use the campus form to help ensure consistency between inspections in various units. We are able to add extra information to the campus form if we feel this is necessary. If necessary print the forms on 11x17 paper to make it easier to complete.


6) **New Business**;

   a) **Discussion around Certification Requirements for the Library/Museum JHSC**

   Level 1: Basic (3 day training session)

   Level 2: Accident Investigations, Ergonomics, Workplace Inspections

   Once members have completed the necessary courses a WSIB form needs to be completed and signed by EOHSS.

   Link to EOHSS training: [http://cll.mcmaster.ca/eohss/](http://cll.mcmaster.ca/eohss/)

   More info on certification can be found at [http://www.workingatmcmaster.ca/link.php?link=eohss.jhsc-certification](http://www.workingatmcmaster.ca/link.php?link=eohss.jhsc-certification)

   b) **H&S Bulletin Boards**

   - These are located in the Mills Staff Lounge, the Thode Staff Lounge, the Innis workroom and CLL

   - The requirements for what should be posted on these boards can be found at [http://www.workingatmcmaster.ca/eohss/prevention/posted/](http://www.workingatmcmaster.ca/eohss/prevention/posted/)

   c) **Water Quality in Thode, iSci workroom on 3rd floor**

   - Water sampling was done which determined the water in the sink in this area demonstrated levels of lead above the MOE standard, and as such the water in this area should not be used for drinking, but is acceptable for washing dishes. Copy of the report is attached.

   **UPDATE**: a filter has been installed on this sink, and a water sample has been taken, but the results have not yet been received. Staff should not drink this water until they have received confirmation of successful test results from C. Beecroft.

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

None
The meeting adjourned at 3:40pm.

The Chair for the next meeting is: Anne Pottier

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

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

A. Pottier, Management Co-Chair