McMaster University  
Libraries & Museum Joint Health & Safety Committee  
Minutes  

Tuesday May 27th, 2014  
2:30 – 3:30 pm  
Mills, Community Room  

<table>
<thead>
<tr>
<th>Management Member</th>
<th>Department</th>
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<td>M. Mastragostino</td>
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<td>C. Nicol</td>
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<td>A. Pearce</td>
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<td>A. Erasmi</td>
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<td>D. Hartz</td>
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<td>M. Heal</td>
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<td>N. Knibb</td>
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<td>K. Ouellette, Co-Chair</td>
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<td>A. Schell</td>
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<td>L. Sorowka</td>
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<td>J. Wilson</td>
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<tr>
<td>C. Beecroft</td>
<td>EOHSS</td>
<td>Advisor</td>
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<tr>
<td>Vivian Lewis</td>
<td>Mills</td>
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Items to be forwarded to Central Joint Health and Safety Committee – NONE

Chair: Kathy Ouellette  
Minute Taker: Carol Podedworny

1) Attendance & Quorum  
- quorum was reached  
- Vivian Lewis was welcomed as a visitor to her first Health & Safety Committee meeting!  
- agenda was adopted  
- no additional agenda items
2) Business Arising, minutes of previous meeting
   - **Mould sampling for Mills 3 leak** – on last inspection, Olga discovered a leak in a rusted light panel on Mills 3. She put in an urgent H & S request to Facility Services. They responded immediately. It was discovered that for up to 6 months, the drainage pipe for a urinal had been leaking into the light panel causing extensive damage including rust and mould build up. Several books were damaged and had to be destroyed. Testing for mould was done by Cheryl and found to be present. The clean up was conducted by Service Master and included full cleaning of the mould, ceiling tile replacement, and carpet cleaning. A new lighting panel has been put in place.
   - **On-line Health & Safety Training by all staff** – EOHSS requires that all staff repeat H & S training courses at least every 3 – 5 years. Anne will review staff training and provide this information to managers. She will communicate to managers that Asbestos Training should be mandatory for all staff and should be added to the matrix.
   - **Level 2 Certification requirements** – The current Level 2 requirements for the Committee include Accident Investigation, Workplace Inspections and Ergonomics. Basic Electricity and Mould Awareness may be added. Several Committee members are attending sessions now to review the relevance of these courses to the members of the Committee. This item will be returned to at the September meeting (after participation in those sessions has occurred over the summer months).
   - **First Aid Training** – Taking place in May.
   - **Revised Terms of Reference** – Level Two requirements should be added to the Terms of Reference for the Committee. To be added in September after required courses are confirmed.

3) Reports
   - **Central JHSC up date** – Cheryl provided the update. The main focus of the meeting was new legislation from the Ministry of the Environment requiring mandatory Health and Safety training for all workers in the province. In comparing the Ministry requirements to the McMaster situation, EOHSS has identified a few gaps. Therefore, EOHSS is reviewing the current H & S Training matrix. Everyone on campus will be required to do new H & S orientation training. The due date to have completed the revised training is July 1, 2014. The new training will be on-line, will take less than 30 minutes to complete, and will include a quiz. It is not on-line yet but should be within the next 2 weeks. All staff will be alerted to the testing via a mass communication effort by EOHSS. Moving forward, all McMaster supervisors will be required to take this training within 5 days of being hired; all workers within a reasonable time period.
   - **EOHSS up date** – NAOSH week was a great success!
   - **Injury/Incident Reports** – two incidents at Mills: 1) employee slipped on a wet floor at Mills, had been raining, no lost time, solution – dry all floors before doors are opened; and 2) employee slipped by the service desk at
Thode, both floor and footwear were fine, no lost time. No incidents at the Museum.

- **Ergonomic Assessments** – There are some outstanding assessments at the libraries. Anne to report on at the next meeting of the Committee. No assessments or concerns in the Museum.

4) **Inspection Reports**
- Mills 3 (March) – See Mould Sampling/Mills 3 above (2).
- Innis (April) – (Alex) 1 extinguisher, not inspected. Otherwise, good.
- Mills 2 (April) – (Kathy) numerous lights out in the Gov Pub stacks, metal band on table in the Learning Commons sticks out and is a hazard; Vivian’s flashlight needs replacing; women’s washroom door doesn’t close fully.
- Museum (May) – (Nicole) Coin Room requires a garbage can; ceiling diffusers throughout the building require dusting.
- Mills 5 (May) – (Kathy) fire hose cabinet door by the central stairs is still upside down and won’t open; many lights and more than half of the pot lights on the floor/in the stacks, are out; north east corner, thermostat cover is partially off; several fire exit lights are out (reported); in several stack areas, books are being put on the top of the shelves – will this continue? Should it? Is this an H & S issue?
- Future inspections – Thode and Mills 3 (June); Museum and Lower Level BSB/Archives (July).

5) **New Business**
- **Local managers getting inspection reports handout** – Anne noted that several managers stated they have not been receiving worker reports. Workers should prepare several copies of the Inspection Reports to be distributed as follows: one to the supervisor/manager of the area; one to the Ministry (the original) – this comes through the Committee (that is all workers should hand their reports into the Committee, eventually they rest with Chris Nicol in Library HR); and keep one copy for themselves. One copy may be kept for staff information, this copy can be disposed of after one year.
- The list of managers for each area inspected are as follows (NB: some areas have more than one manager, each manager should receive a copy of the report. Reports can be scanned and emailed to each manager rather than hard copies being made):
  - Innis – Anne P.
  - Museum – Carol P.
  - Thode – Andrew C.
  - BSB & Res Coll – Rick S.
  - Mills south LL – Dale A., Steven W.
  - Mills 1 – Dale A., Lynne S., Jason B., Anne P.
  - Mills 2 – Steven W., Anne P.
  - Mills 3 – Janice A., Dave Ke., Dave Ki., Steven W., Anne P.
- Mills 4 – Rhonda M., Steven W., Anne P.
- Mills 5 – Steven W., Anne P.
- Mills 6 – Steven W.

6) Items to be forwarded to the Central JHSC – NONE.

7) **Next Meeting** – July 22\textsuperscript{nd}, 2014, 2:30 pm, Mills Community Room.

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

\[Signature\]

K. Ouellette, Worker Co-Chair

\[Signature\]

A. Pottier, Management Co-Chair