McMaster University
Libraries & Museum Joint Health and Safety Committee
Minutes
Tuesday July 22, 2014
2:30pm – 4:00pm
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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</thead>
<tbody>
<tr>
<td>A. Colgoni</td>
<td>Thode Library</td>
<td>MUALA</td>
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<tr>
<td>M. Mastragostino</td>
<td>Mills Library</td>
<td>TMG</td>
<td></td>
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<td>C. Nicol</td>
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<td>A. Pearce</td>
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<tr>
<td>A. Pottier</td>
<td>Mills Library (Co-Chair)</td>
<td>MUFA</td>
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<tr>
<td>C Podedworny</td>
<td>Museum of Art</td>
<td>TMG</td>
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<tr>
<td>J. Adlington</td>
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<td>A. Erasmi</td>
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<td>D. Hartz</td>
<td>MIIE TL</td>
<td>Unifor Local 5555</td>
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<td>M. Heal</td>
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<td>N. Knibb</td>
<td>Museum of Art</td>
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<tr>
<td>K. Ouellette</td>
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<td>A. Schell</td>
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<td>L. Sorowka</td>
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<td>J. Willson</td>
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<table>
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<tr>
<td>C Beecroft</td>
<td>EOHSS</td>
<td>Advisor</td>
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Chair: A. Pottier  
Minute Taker: C. Nicol  

1) **Agenda, Attendance, Quorum, Introductions, Announcements**

- Quorum was reached  
- Agenda was adopted with the addition of the Health & Safety training video  
- Janice Adlington was welcomed to the JHSC replacing Olga Perkovic as the MUALA representative
- New certified member: Chris Nicol

2) **Business Arising, Minutes of the Previous Meeting:**

   a) **Minutes:** Minutes of the May 27th, 2014 meeting were approved by email and forwarded to EOHS. A. Pottier pointed out that A. Colgoni was missed on the May 27th minutes and will need to be added.

   b) **Ergonomic Assessments:** See “Review of Reports (e)".

   c) **Updated Health & Safety Matrix:** See “New Business (b)".

   d) **Level 2 Training for the Committee:** K. Oueltette and L. Sorowka went to Basic Electric training course. Some of the training was confusing in regards to volts and amps. M. Heal gave an explanation on volts and Amps. It was agreed that adding this to the level 2 certification would probably be useful. Members who have not gone could be asked to go. M. Heal went to the Mould Awareness training. He reported that it is basic knowledge including how to report it. This training is informative and would be useful in a library/museum setting.

   e) **Problem with opening fire hose cabinets on Mills 5th floor (stacks side):** This matter was looked into. It was determined that the door is not upside down, it is on backwards and the label is upside down. The door is stiff. This is due to the location and the door has now been loosened.

   f) **Books placed on highest shelves:** A concern was brought up about books being placed on top of the shelves. It was pointed out that this must have been students. It is not practice for the Library Facilities department to place books on the shelves in this manner.

   g) **Updated list of Managers and their areas:** A. Pottier distributed a list of managers and the areas they are responsible for. During discussion, it was mentioned that Steve Waters should be added to lower level. Steve is responsible for one room and Rick Stapleton is responsible for the rest of the lower level. One report will be made, but it will be given to both managers. The server room (LB106a) does need to be checked. It was asked if RDC must be inspected by this committee since they answer to someone else. The answer is yes. We also need to inspect the 3rd floor of Thode (1-Sci).

3) **Review of Reports**

   a) **Central JHSC update (A. Pottier):** There was a retirement on the CJHSC and Craig MacDonald has taken over as Co-Chair of the committee.

The CJHSC schedules education sessions that are informative though not necessarily job related. The last session was on ticks and Lyme disease. There was also an email from Healthy Workplaces regarding water safety. Some people may not have received the email. It is possible that staff may need to be signed up for it. A. Pottier asked the committee to think about topics that could be passed along to the CJHSC.

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**Action Items**

- Update membership on the minutes and website
- Update JHSC membership on minutes
- Level 2 training will be reviewed in September and a final listing will be made so that others can go.
- Mark will add server room (LB106a) and RDC to his inspection list.
- Anne Pottier to send out a link on Lyme disease
- Cheryl Beecroft to follow-up on Healthy workplaces
b) EOHSS Report (C. Beecroft): JHSC Basic Training is scheduled for August 25-27.

New Orientation training is online. This training is mandatory as it has been mandated by the Government of Ontario. Everyone in the Museum has completed the training. There was some confusion in the Library as a result of the training matrix updating. Some, but not all, staff in the Library have completed the training and submitted the quiz to C. Nicoll who will submit to EOHSS.

c) Injury / Incident Reports - Library:

- An employee of the Library was making tea at La Piazza and splashed hot water onto hand when moving the cup. A report was also submitted by the manager of La Piazza.

d) Injury / Incident Reports -- Museum:

- Debris fell from ceiling. There was a concern about asbestos. The building has been abated and there is no asbestos. As a precautionary measure, EOHSS took a sample and had it tested which confirmed there is no asbestos.

e) Ergonomics - Library (A. Pottier) / Museum (C. Podedworny)

- Library: Lynne Serviss has been assessed. Jason Brodeur still needs to be completed and David Kemper must be reassessed because he has been relocated and is using new furniture. Assessments for the new students will need to be done. Innis staff will need reassessment when the new computers are in.
- Museum: none

f) Workplace Inspection Reports (done since the last meeting):

- Thode (L. Sorowka) – The first aid station on the first floor needed band-aids which were added. There is also an exit light out in the NE corner.

- Museum (N. Knibb) – Fire exit needs to be cleared. Light needed to be replaced. However, a worker who works in the location takes the lights out every time they are replaced because it is too bright. This has been going on for some time now.

- BSB Storage area (A. Schell) – A couple lights are out; debris, dust and garbage are in the staircase. List of emergency contacts needs to be updated.

- Mills, Res. Coll. (A. Schell) – Tiles need to be replaced; sticky soiled and dusty stairwells; lights need to be replaced in the reading room.

- Mills, Res Coll. – Preservation (A. Schell) – No hot water for 2 weeks; There is a thick tar-like substance that comes up from the sink; Light in LB1110 is out; 3 lockers are blocking the emergency exit and the emergency exit light in this area is burnt out.

- Workplace Inspection Schedule:
  - J. Adlington is unable to take over the responsibility for 3rd floor inspections of Mills from O. Perkovic because she manages this area.
  - M. Heal will do inspections for Mills 1, 3, 6, LB106a & RDC
  - J. Adlington will inspect Mills 4
  - August [Mills 2nd & 6th floors]
  - September [Museum, Innis]

Library to focus on having the remaining staff complete the new orientation training with the necessary equipment.

In the meantime, Anne will forward emails to the committee.
5) New Business:

a) Health & Safety Boards: Health and Safety Boards will be inspected to ensure compliance. This is an annual inspection. Must make sure that an up-to-date copy of the OHSA is on the boards. Checklists can be obtained from the EOHSS website.

b) Updated Health & Safety Matrix: A. Pottier passed out a corporate matrix and informed the JHSC that she is working on one for the library that will emulate the corporate format but will be specific to staff groupings. C. Beecroft pointed out that there is a draft version that has not been finalized yet. If there is training to add to the list, then we will need to let Ryan Devers know. Recertification will need to be done every 5 years. LLG will determine the timelines as to what staff must retake. New managers must complete the training within 5 days of being hired. New hires (non-managers) must complete the training as soon as possible after being hired. Ryan Devers can add Electrical Safety to the Library L2 JHSC Certification.

7) Items to forward to Central JHSC

None

The meeting adjourned at 3:30pm.

The Chair for the next meeting is: Kathy Ouellette

Next meeting: Tuesday Sept 23, 2014 – Location: Mills Connections Centre – 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

A. Pottier, Management Co-Chair
### 2014 JHSC Schedule

<table>
<thead>
<tr>
<th>JANUARY</th>
<th>FEBRUARY</th>
<th>MARCH</th>
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<tr>
<td>Meeting 28th, 2:30 pm, Mills Community Room Museum Innis Mills 6</td>
<td>Mills Lower Levels</td>
<td>Meeting 25th, 2:30 pm, Mills Connections Centre Museum Thode Mills 3</td>
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<td>APRIL</td>
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<td>JUNE</td>
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<td>Meeting 27th, 2:30 pm, Mills Community Room Museum Mills 5</td>
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<td>JULY</td>
<td>AUGUST</td>
<td>SEPTEMBER</td>
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<tr>
<td>Meeting 22nd, 2:30 pm, Mills Community Room Museum Mills Lower Levels &amp; BSB</td>
<td>Mills 2 Mills 6</td>
<td>Meeting 23rd, 2:30 pm, Mills Connections Centre Museum Innis</td>
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<td>OCTOBER</td>
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<td>DECEMBER</td>
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<tr>
<td>Thode Mills 1</td>
<td>Meeting 25th, 2:30 pm, Mills Community Room Museum Mills 3 Mills 4</td>
<td>Thode Mills 5</td>
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Innis – Alex
Museum – Nicole
Thode – Lynn & Julie
Mills Lower Levels/BSB – Audrie
Mills 1 – Mark (+B106A)
Mills 2 – Kathy
Mills 3 – Mark (+217)
Mills 4 – Janice
Mills 5 – Daryl
Mills 6 – Mark