McMaster University  
Libraries & Museum Joint Health and Safety Committee  
Minutes  
Tuesday September 5, 2013  
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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<tr>
<td>A. Colgoni</td>
<td>Thode Library</td>
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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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<tr>
<td>A. Pottier</td>
<td>Mills Library (Co-Chair)</td>
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<tr>
<td>C. Podedworny</td>
<td>Museum of Art</td>
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<tr>
<td>A. Erasmi</td>
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<tr>
<td>D. Hartz</td>
<td>Centre for Leadership in Learning</td>
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<td>M. Heal</td>
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<tr>
<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>
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<tr>
<td>A. Schell</td>
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<td>L. Sorowka</td>
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<td>J. Willson</td>
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<tr>
<td>C Beecroft</td>
<td>EOHSS</td>
<td>Advisor</td>
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<tr>
<td>A. Versluis</td>
<td>Library, Co-Op Intern</td>
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Items to be forwarded to Central Joint Health and Safety Committee:  

NONE

Minute Taker: A. Pottier

Action Items
1) Attendance and Quorum

- Quorum was reached
- round the table introductions for new member, C. Nicol (Library HR Coordinator) and
guest, A. Versluis (co-op intern)
- Agenda was adopted as circulated

2) Minutes of the Previous Meeting

-minutes of the June 25, 2013 meeting were approved by email and forwarded to
EOHSS

Business Arising from the minutes:

a) We have determined that it is possible to re-connect the PA system on the 5th floor
of Mills. We will need to run this by the new Director to ensure he is on board with
this.

b) Follow-up from recent fire alarm: the fire bell in the Preservation Lab (LB113) is
still not ringing; Collections staff reported the same for the fire bell outside of Mills
L307; additionally the hedges in front of the Museum need to be trimmed to provide
access for library staff exiting from the lower level.

c) Innis renovation update: - 2/3 of the flooring in Innis has been replaced with new
rubber flooring, the entire space was painted, new windows and blinds installed on
the north side, new power/date drop-down cords, new counters installed on service
desks. Still to do: painter to paint expansion joint with gritted paint

3) Updates:

a) Central Joint H&S Update (A. Pottier) – June & July 2013 meetings; work on the
updated entrance to the university will be complete by September; additional
lighting and signage has been added to the raised “cross walks” on campus; a yield
sign has been added at the entrance to try to control the traffic flow entering campus
first thing in the morning. C. O’Donnell provided an update on the Emergency
Notification Test which took place in March. Several of the recommendations from
this test include having LCD screens set to the highest volume level possible, to
install interior sirens in larger buildings (MDCL, MUSC, DBAC) and to have a
mandatory opt in to text messaging service for all staff and students. The Arts Joint
H&S Committee developed an Electrical Safety Brochure, which was shared with the
larger committee.

b) EOHSS update (C. Beecroft) – several audits were completed campus wide over the
summer – all H&S Boards, First Aid Kits (each was inventoried). Lots of construction
work on campus; many included asbestos and mould removal. New Wilson building –
issues with pedestrian traffic – have set up fencing to force pedestrians to cross the
road and use the sidewalk by Divinity College. Cell Phone parking lot is no longer
available while construction takes place in this area.
4) Review of Reports

a) Injury / Incident Reports - Library:

    July
    • Mills – student assistant injured back when helping to move steel door; lost 1 day work
    • Mills – employee reported unsafe driving practice at entrance to university – driver not observing new yield sign; avoided serious accident

    August
    • Mills - student assistant hurt hand while carrying box and walking backwards

b) Injury / Incident Reports – Museum:

    • Work Study student twisted ankle while walking down staircase

c) Ergonomics - Library (A. Pottier)

    • Need to review the new staff setups in the Thode staff workroom, including J. Willsen
    • S. Lapointe – new staff in Sherman Centre
    • Many staff workstations will require USB keyboards with the introduction of the new Zotac computers; new ergonomic keyboards “Roller Keyboards” were installed at the Mills Service Desk
    • Collections staff who need assessments: L. denBieker, R. Clarke
    • Need to review new staff members setups – L. Serviss, L. Romane, A. Versluys, etc

    Museum – no issues

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

    There was a discussion around what the hot and cold temperature limits are in the Occupational Health & Safety Act. There have been some cold temperatures reported in the Mills, Research Collections area as a result of work being done on replacing a major air supply fan which feeds another part of the building. The minimum temperature, according to the Act, is 18 degrees Celsius (66 degrees Farhenheit). No incident report has been received, although several Building Service Reports have been filed.

    • Mills – 2nd floor (K. Ouellette) – dolly in front of firehose in shipping

    • Innis (A. Erasmi) – the new floor is fantastic! An exit sign is out (previously reported); a shield for a fluorescent light is off above the bookstacks; one end of a ceiling light filter needs to be replaced before it falls

    • Workplace Inspection schedule – reminder that something must be inspected every month; K. Ouellette is working on the 2014 schedule – she will model it on the current year unless you tell her you wish to change something; we need a volunteer to inspect the 1st floor of Mills.

5) New Business;

a) Committee Mandate and Terms of Reference: the frequency of the Library/Museum meetings is every two months, which meets the Act. We need to look at the Library H&S Training matrix to make sure it is up to date (will review at next meeting). A. Pottier will remind all supervisors that they are required to take BOTH Due Diligence and Accident Investigation training. Discussion around which courses should be part of our Level 2 training – currently: Ergonomic, Workplace Inspections and Accident Investigations – all H&S committee members should re-take these every 3 to 5 years. Please look at what additional training courses are offered by EOHSS and be prepared to discuss options at our next meeting.
7) **Items to forward to Central JHSC**

None

The meeting adjourned at 3:25pm.

The Chair for the next meeting is: Anne Pottier

**Next meetings:** 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

A. Pottier, Management Co-Chair