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<td>A. Colgoni</td>
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<td>A. Pottier</td>
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<td>J. Adlington</td>
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<td>E. Ardelean</td>
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<td>D. Hartz</td>
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<tr>
<td>M. Heal</td>
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<td>A. Schell</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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</table>
Chair: A. Pottier  
Minute Taker: C. Nicol  

1) Agenda, Attendance, Quorum, Introductions, Announcements

- Quorum was reached.  
- Agenda was adopted  
- Announcement:

2) Business Arising, Minutes of the Previous Meeting:

a) **First Aid Training:** Three people are scheduled to recertify and five people are scheduled to take the full 2-day training course at the Library. Two other employees are going to complete the training through Athletics and Recreation. New lists will be sent out once the training is complete.

b) **Review of Inspection Report form:** EOHSS has 3 forms, general, office and lab. M. Heal indicated that the general form has some useful aspects. Any of the forms could be used in the library, depending on the location it is being used for. A. Schell could use the lab. Links to the forms will be included in the minutes. There are still some downfalls to the forms. They are hard to read, but could use ledger size paper. The committee will see how the forms work and comment at the next meeting.


c) **Condensation Issue on Windows in Museum:** No news. Will leave this on the agenda for next meeting.

d) **Rescue Signage:** the signage is not up yet and still on the work list.

4) Review of Reports

a) **Central JHSC Update** (A. Pottier): All staff will be required to take new WHMIS training by 2018. New training is very detailed and reviews all of the requirements during the module.

b) **EOHSS Report** (C. Beecroft): Discussed Annual Injury/Incident Summary. 705 incidents (not all injuries). 23 lost time claims with 125 days of lost time. This is a big improvement from previous year. The Library had 1 lost time claim. Incidents do include Health Sciences and students on placements. Most injuries are sprains/strains. Hazards are being reported. MOL Blitz for this week is slips trips and falls. Zero tolerance during the blitz. NAOSH successful. Over 300 people attended. There was a MOL site visit regarding occupational disease. No orders issued. RMM discussed were lockout and tag out as well as controlled goods.
c) Injury / Incident Reports - Library:
   
   - EE sprained left foot. Was at desk working for 3 hours without standing or getting up to walk and foot was bent on an angle during this period. Importance of following ergonomic work practices was discussed and new ergonomic assessment was scheduled.
   
   - EE was moving a half full book shelf and sprained hand. Shelf should have been emptied first or a dolly should have been used.
   
   - EE tripped on threshold when entering MUSC. Bumped head and sprained ankle. May have been moving too quickly and not paying attention.

d) Injury / Incident Reports - Museum:
   
   - None

e) Ergonomics
   
   - C.Pais and A. Smirchich complete
   
   - N. MacDonnell – waiting to hear back regarding scheduling
   
   - M. Heal followed up with CAVS.
   
   - Will need to revisit E. Swanson when R. Clarke Retires.
   
   - New – D. Mircea
   
   - 2 Collections students at Thode.

f) Workplace Inspection Reports:
   
   - Mills 2 – Not Completed
   
   - Mills 5 – Not Completed
   
   - Innis (A. Erasmi) – No issues to report
   
   - Thode (L. Sorowka) – Gate tripping Hazard (mat). Used duct tape
   
   - Museum – Nobody from Museum present

5) New Business;

   - Thode Construction: A lot of construction work is going on at Thode. Some areas are closed off. Work on the first floor should be done by the end of June. Powder actuated tools are being used and causing some noise concerns. Earplugs have been made available. Contractors from Facilities have training for working from heights. Should look into working from heights training for M. Heal.

   - Mills Asbestos Information Meeting: There is a small quantity of asbestos remaining in the building. As a precaution, the library needs to treat any duct work as having asbestos. Pinchin Environmental will be overseeing the work. Area is being contained and nothing has been recorded on the monitors. There will be more information sessions for the work being completed at Mills and the basement of Thode.
7) **Items to forward to Central JHSC**

None

The meeting adjourned at 3:00pm.

The Chair for the next meeting is: A. Pottier

**Next meeting: July 19, 2016 – Location: 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.

J. Wilson, Worker Co-Chair

A. Pottier, Management Co-Chair
## 2016 JHSC Schedule

<table>
<thead>
<tr>
<th>JANUARY</th>
<th>FEBRUARY</th>
<th>MARCH</th>
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</table>
| **Meeting - 19th, 2:30 pm, ML 304**  
Community Room  
Museum  
Innis  
Mills 6 | **Mills Lower Levels & BSB**  
Mills 1  
Mills 4 | **Meeting - 15th, 2:30 pm, ML 304**  
Community Room  
Museum  
Thode  
Mills 3 |

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<tr>
<th>APRIL</th>
<th>MAY</th>
<th>JUNE</th>
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| Innis  
Mills 2 | **Meeting - 17th, 2:30 pm, ML 304**  
Community Room  
Museum  
Mills 5 | Thode  
Mills 3 |

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<tr>
<th>JULY</th>
<th>AUGUST</th>
<th>SEPTEMBER</th>
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</table>
| **Meeting - 19th, 2:30 pm, ML 304**  
Community Room  
Museum  
Mills Lower Level & BSB | **Mills 2**  
Mills 6 | **Meeting - 20th, 2:30 pm, ML 304**  
Community Room  
Museum  
Innis |

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<tr>
<th>OCTOBER</th>
<th>NOVEMBER</th>
<th>DECEMBER</th>
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</table>
| Thode  
Mills 1 | **Meeting - 15th, 2:30 pm, TBA**  
Museum  
Mills 3  
Mills 4 | Thode  
Mills 5 |

Innis – Alex  
Museum – Nicole Knibb  
Thode – Lynn & Julie  
Mills Lower Levels/BSB – Audrie  
Mills 1 /LB106A – Mark  
Mills 2 – Nicole & Nancy  
Mills 3/ML217 – Mark  
Mills 4 – Janice  
Mills 5 – Daryl  
Mills 6 - Elysha