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<tr>
<td>Alicia Westfall</td>
<td>EOHSS</td>
<td>Advisor</td>
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<td>Julie Niven</td>
<td>Library Preservation</td>
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Chair: A. Pottier  
Minute Taker: A. Pottier

Action Items

1) **Agenda, Attendance, Quorum, Introductions, Announcements**
   - Many thanks to Lynn Sorowka for her work on this committee over many years and best wishes as she retires!
   - Welcome to new worker members – Adam Snively (replacing K. Faragher) and Tim Wray (replacing L. Sorowka)

2) **Business Arising, Minutes of the Previous Meeting**
   - Fire extinguisher survey – not complete yet
   - D. Hartz – follow up with EOHSS re: ergonomic assessment – done
   - A. Pottier to communicate with managers re: H&S training and outdated SOP’s – not done yet

3) **Review of Reports**
   a) Central JHSC update (Anne)
      i. New Chemical Inventory System (HECHMET) – L. Allen presented on this
         - Database of all chemicals used on campus; will include suppliers, what is stored; helps ensure proper labelling and storage
         - Library - will effect preservation lab (Audrey’s area); yellow box in Shipping/Receiving area to be inventoried
         - Museum - will look into possible chemicals stored there
      ii. More discussion took place around traffic patterns on campus, particularly at the Sterling St entrance and re: new campus wayfinding signs
   
   b) EOHSS report (Alicia)
      - Update on campus construction projects
      - Update on camp programs
      - Update on Welcome Week activities and related risk assessments
      - Completed most of the annual Fire Drills
         - Problem @ Innis Library since fire alarm system is shared between KTH and DSB > no one giving the All Clear on the KTH side
         - No fire warden present at the Museum – drill was done on a Monday – the Museum is closed on Monday’s
      - Make sure official H&S Bulletin Boards are kept up-to-date
         - We decided the following people will be responsible for the 3 library bulletin boards, each of which is kept in the staff lounge.
         - Innis – A. Erasmi, Thode – T. Wray, Mills – N. Macdonnell
   
   c) Injury/Incident reports (Chris/Carol)
      - Library - none
      - Museum - none
   
   d) Ergonomic assessments (Anne/Carol)
      - C. Soares (L217) – to be done
      - J. An – done @ RJC; still needs to be done for Mills L305
      - J. Niven - Preservation

AP - JHSC member list to be updated on library website
Contact L. Allen for updated SDS
APottier to provide list of library bulletin board locations to AWestfall.
APottier to also provide current list of Fire Wardens
4) **Inspection Reports:**
- Mills LL & BSB (Audrie)
  - LL – no problems
  - Need glass waste container
  - Need chemical waste container
  - Need label for new chemical fridge
  - BSB – flashlight is still there – yay! – no other problems
- Mills 3 (Nicole)
  - Lights are all fine
  - 2 lockdown signs need to be replaced – lounge and staff area
  - Need updated label for First Aid kit
  - J. An – requested ergonomic assessment for 3rd floor office area
- Thode (Lynn/Julie)
  - Is there a protocol for AED inspections? Anne to provide the one used by Athletics & Recreation
    - The door seems hard to open. Is there an alarm on the door?
  - Fire extinguisher has been requested for the Thode Makerspace (there is one just outside the space already)
- Museum (Rachel)
  - Several Facilities related work orders have been placed to repair some areas
  - Problem with water in the bottom of the elevator shaft
  - Appears to be oil debris in fire exit area near Mills Shipping

5) **New Business**
- Geoff working on floor maps showing fire extinguishers locations
- Health & Safety training matrix (by job type & training available) to be updated over summer
  - Training requires regular updated
  - Mosaic tracks regular training – lists training and completion
  - Summary will be provided to Managers for follow-up
- SOP (standard operating procedures) out dated; update over summer – Managers to focus on their areas, specifically on working alone.
  - Post on Libstaff for reference.
  - Anne to create dropbox folder for Managers to access and review/update
- BSB flood and restoration plan – explained what happened to committee members and what steps are being taken to correct this problem

6) **Items forwarded to Central JHSC?**
- No items mentioned to forward

7) **Next meeting notice and adjournment.**

Meeting adjourned @3:15pm
Next Meeting: **Tuesday September 25th – 2:30pm – Mills Community Room (L304)**

**Inspections to be completed for this meeting:** Mills 2, Mills 6, Innis, Museum
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