McMaster University  
Libraries & Museum Joint Health and Safety Committee  
Minutes

Tuesday May 26, 2015  
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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<tr>
<td>C. Nicol</td>
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<tr>
<td>A. Pearce</td>
<td>Innis Library</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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<tr>
<td>A. Erasmi</td>
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<tr>
<td>D. Hartz</td>
<td>MIIETL</td>
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<td>M. Heal</td>
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<td>N. Knibb</td>
<td>Museum of Art</td>
<td>Unifor Local 5555</td>
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<tr>
<td>K. Ouellette</td>
<td>Mills Library (Co-Chair), Collections</td>
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<tr>
<td>A. Schell</td>
<td>Mills, Research Collections</td>
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<tr>
<td>L. Sorowka</td>
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<tr>
<td>J. Willson</td>
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<th>Attendance</th>
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<tbody>
<tr>
<td>C Beecroft</td>
<td>EOHSS</td>
<td>Advisor</td>
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1) **Agenda, Attendance, Quorum, Introductions, Announcements**

- Quorum was reached
- Agenda was adopted

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

   a) **H & S Training:** The issue with the online Violence & Harassment training module was brought up. C. Beecroft noted that it is not scripted. The slide show can be paused in order to review material. Attending the class session is also an option. Not all library staff have redone the required training as directed. C. Nicol stated that the report on Mosaic contains some people who are not employees of the library. Fire Warden training is only scheduled if there is a need.

   b) **New University Inspection Form:** Posted on Library JHSC website.

   c) **Broken Glass Container for Preservation:** Not able to verify as A. Schell is not present.

   d) **First Aid Course and Updated Lists:** The First Aid course finished today. A number of staff attended. Lists will need to be updated and posted.

4) **Review of Reports**

   a) **Central JHSC Update** (A. Pottier notes): Summary of Annual incidents circulated and should be posted on safety boards. Number of slips trips and falls was high. Some were lost time. GHS will be in effect by summer 2018. WHMIS is going to be a global system. All staff will be required to complete the new training.

   b) **EOHSS Report** (C. Beecroft): Thanks to everyone who attended NAOSH week and BBQ. C. Beecroft informed the committee that recommendations are welcome. External people are brought in to do some training, but they are not well attended.

      A claim was sent to WSIB regarding a noise injury. The MOL made a site visit to see if McMaster has a noise control program/process in place. MOL found it to be acceptable.

      New legislation just passed. It is illegal to use e-cigarettes in designated non-smoking areas. The University treats them as tobacco products. Smoking is not allowed on public sporting fields. A new RMM will be issued.

   c) **Injury / Incident Reports - Library:**

      - Repetitive strain injury to hands and arms. Work station was not ergonomic and employee took infrequent breaks. Ergonomic assessment was completed immediately and actions taken to improve work procedures.

   d) **Injury / Incident Reports – Museum:**

      - No injuries/incidents.

   e) **Ergonomics** - (A. Pottier)

      - Ergonomic assessments were completed for W. Zhang and LAS student.

   f) **Workplace Inspection Reports:**

      - **Innis** (A. Erasmi) – No hazards found.

      - **Mills 2** (K. Ouellette) – Messy. Some lights were out. A fire door did not have a
sign. There was metal on floor.

- **Mills 5** (K. Ouellette) – Replacement of some lights in stacks was complete. MIIETL inspection was not completed.

- **Museum** (N. Kibb) – Inspection scheduled for Thursday.

**5) New Business;**

  a) **Mental Health Training Session**: A. Pearce noted that some Managers are attending a mental health session on Thursday.

**7) Items to forward to Central JHSC**

None

The meeting adjourned at 2:58pm.

The Chair for the next meeting is: A. Pottier

Next meeting: July 28, 2015 – Location: Community Room ML 304 – 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
2015 JHSC Schedule

<table>
<thead>
<tr>
<th>January</th>
<th>February</th>
<th>March</th>
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<tbody>
<tr>
<td>Meeting, 27th, 2:30 pm, ML 304, Community Room Museum</td>
<td>Mills Lower Level &amp; BSB</td>
<td>Meeting, 24th, 2:30 pm, Connections Centre Museum</td>
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<tr>
<td>Innis</td>
<td>Mills 1</td>
<td>Thode</td>
</tr>
<tr>
<td>Mills 6</td>
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<th>April</th>
<th>May</th>
<th>June</th>
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<tr>
<td>Innis</td>
<td>Meeting, 26th, 2:30 pm, ML 304, Community Room Museum</td>
<td>Thode</td>
</tr>
<tr>
<td>Mills 2</td>
<td>Mills 5</td>
<td>Mills 3</td>
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<th>July</th>
<th>August</th>
<th>September</th>
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<tr>
<td>Meeting, 28th, 2:30 pm, ML 304, Community Room Museum</td>
<td>Mills 2</td>
<td>Meeting, 22nd, 2:30 pm, Connections Centre Museum</td>
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<tr>
<td>Mills Lower Level &amp; BSB</td>
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<td>Innis</td>
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<tr>
<th>October</th>
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<th>December</th>
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<td>Mills 3</td>
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Innis – Alex
Museum – Nicole
Thode – Lynn & Julie
Mills Lower Levels/BSB – Audrie
Mills 1/LB106A – Mark
Mills 2 – Kathy
Mills 3/ML217 – Mark
Mills 4 – Janice
Mills 5 – Daryl
Mills 6 – Mark