# McMaster University Libraries & Museum Joint Health and Safety Committee Minutes

Tuesday November 24, 2015  
2:30pm – 4:00pm  
Mills, Connections Centre

<table>
<thead>
<tr>
<th>Management Member</th>
<th>Department</th>
<th>Affiliation</th>
<th>Certified?</th>
<th>Attendance</th>
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<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>
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<tr>
<td>C. Nicol</td>
<td>Mills Library</td>
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<tr>
<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>
<td>Mills, Collections</td>
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<tr>
<td>E. Ardelean</td>
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<tr>
<td>A. Erasmi</td>
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<tr>
<td>D. Hartz</td>
<td>MIIETL</td>
<td>Unifor Local 5555</td>
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<tr>
<td>M. Heal</td>
<td>Mills, Facilities</td>
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<tr>
<td>N. Knibb</td>
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<tr>
<td>N. MacDonnell</td>
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<tr>
<td>A. Schell</td>
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<tr>
<td>L. Sorowka</td>
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<td>N. Waite</td>
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<td>J. Willson</td>
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<tr>
<th>Guests</th>
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<th>Certified?</th>
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<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
- Announcement:
  - Welcome to new committee members Elysha Ardelean and Nancy Waite. Nicole MacDonnell not present.

2) Business Arising, Minutes of the Previous Meeting:

a) H & S Training: All staff being encouraged to complete H. & S. training. Library Managers were reminded at the last Manager’s Group meeting to instruct staff to complete the training.

b) Broken Glass Container for Preservation: The broken glass container is too small and a larger one is needed. Could get container and label it. Smaller bin is for lab glass that may be contaminated. There is no need for container for larger non lab glass, but needs to be secure for disposal.

c) Fire Warden Training: Two dates have been set for December. One in the morning and one in the afternoon.

4) Review of Reports

a) Central JHSC Update (A. Pottier): Reminder about removing MOL notices after 30 days. The MUSST App is now available on Blackberry and Android devices. The cartographer app for accessibility was discussed but it is not on the web yet. Smoking infractions were discussed. The “butt out box” and lines were moved at the tower entrance of Mills. Thode has had a problem with smoking area outside. Members were informed that if someone is seen committing an infraction, then speak to the person and let them know the rules. Even students have to adhere to the policy. E-cigarettes are also affected by the policy and are considered the same as cigarettes. Infractions can be enforced by security.

b) EOHSS Report (C. Becroft): Basic Certification is on Dec. 8-10. There was another site visit from the MOL. The inspector looked at the engineering building. A couple orders were given forthwith and the University complied. Some are compliance issues. We need to be extra vigilent (do inspections, update safety boards, make sure training is up-to-date). Random checks are possible.

c) Injury / Incident Reports - Library:

  - Student walking on sidewalk appeared to trip on uneven sidewalk. Student said she was ok and did not stay around.

  - Employee leaned back onto short bookcase that collapsed and steel shelf plugs jabbed into lower back causing bruising. Employee and Supervisor had discussion about not sitting on this type of furniture.

d) Injury / Incident Reports – Museum:

  - Student fainted. Did not eat breakfast. EFRT responded.
e) Ergonomics

- Ergonomic assessments are up-to-date.
- If staff get new glasses then they may need a new ergonomic assessment.

f) Workplace Inspection Reports:

- Thode (L. Sorowka) – Fire hose not checked since May 2014 (storage area). No tag on extinguisher on first floor.
- Museum (N. Knibb) – Broken Table leg. Pipes on ramp need to be removed. Flickering lights.
- Mills 1 (M. Heal) – Not complete at time of meeting.
- Mills 3 (M. Heal) – Not complete at time of meeting. Scheduled for this week.
- Mills 4 (J. Adlington) – Not complete at time of meeting. Scheduled for this week.

5) New Business:

None

7) Items to forward to Central JHSC

None

The meeting adjourned at 3:25pm.

The Chair for the next meeting is: A. Pottier

Next meeting: January 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. Willson, Worker Co-Chair

A. Pottier, Management Co-Chair
<table>
<thead>
<tr>
<th>JANUARY</th>
<th>FEBRUARY</th>
<th>MARCH</th>
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| **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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<thead>
<tr>
<th>JULY</th>
<th>AUGUST</th>
<th>SEPTEMBER</th>
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| **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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| **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