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

**Tuesday May 22\textsuperscript{nd}, 2018**

2:30pm – 3:30pm

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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<tbody>
<tr>
<td>M. Hotson</td>
<td>Mills Library</td>
<td>TMG</td>
<td>Y</td>
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<tr>
<td>C. Nicol</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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<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>
<td>MUALA</td>
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<td>A. Colgoni</td>
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<td>A. Erasmi</td>
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<td>D. Hartz</td>
<td>MacPherson</td>
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<td>R. Sullivan</td>
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<td>N. MacDonnell</td>
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<td>A. Schell</td>
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<td>L. Sorowka</td>
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<td>N. Waite</td>
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<tr>
<td>J. Willson</td>
<td>Thode Library (Co-Chair)</td>
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<tr>
<td>G. Woods</td>
<td>Facilities – Mills, Thode, Innis</td>
<td>Unifor Local 5555</td>
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<td>K. Farragher</td>
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<th>Guests</th>
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<tr>
<td>Alicia Westfall</td>
<td>EOHSS</td>
<td>Advisor</td>
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<td>N</td>
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1) Agenda, Attendance, Quorum, Introductions, Announcements
   - Welcome to new member – Rachel Sullivan, Museum (replacing Nicole Knibb while she is on leave)

2) Business Arising, Minutes of the Previous Meeting
   - Flashlight for BSB - complete
   - Cleaning of BSB – work order submitted

3) Review of Reports
   a) Central JHSC update (Anne)
      i. New Incident Reporting Form –
         - Form has been updated on how lost time incidents are reported; provides a clear tracking and reporting structure. Fillable PDF is available on website.
      ii. New Chemical Inventory System (HECHMET)
         - 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
      iii. Annual Accident Summary 2017 report – to be posted on H&S boards
         - Presented at last meeting, to be posted in staff lounge of each faculty
         - Most current safety policy should be posted, with older ones removed to keep the boards current and clean
         - Noted that not all libraries are not listed on Campus List of JHSC boards
      iv. Heat Stress Program
         - Mainly affects staff working in boiler rooms and outdoors; heat stress can be due to a combination of heat and humidity
         - Noted that Act does not define top limit of safety to work (heat)
         - Presentation includes basic information like types of clothing to wear, recognizing symptoms in yourself, treatment, and supervisor’s responsibilities
         - A reminder to go out to staff of importance of reading and watching available material

   b) EOHSS report (Alicia – not present)
      - Report provided by Leah Allen, presented by Anne Pottier
      - NAOSH week; vendor fair and BBQ well attended
      - JHSC poster contest received four submissions – preventing eyestrain, texting and walking, practicing safe inspections, and pedestrian safety. Winner was the Housing & Conference Services poster on texting & walking. New event for this year, plan to repeat next year
      - Healthy Workplace – May 23rd session on Non-verbal Communication in the Workplace
      - Discussion re: unmaintained path to Parking Lot P – decision to be made on whether to maintain existing trail or create new walkway

   c) Injury/Incident reports (Chris/Carol)
      - Library
        - Employee tripped over cables in office, cut hand when trying to catch fall
        - Near misses outside Mills due to vehicles going the wrong way
- Student fainted outside during 'Light up the Night'
- Student collapsed during class, complained of feeling ill prior to class
- **Museum**
  - Employee did not feel well, felt they were going to faint.
  - Security does not forward report details to EHOSS or JHSC – always report incidents directly

d) **Ergonomic assessments (Anne/Carol)**
- Makerspace Coordinator – new stool ordered/arrived; issues corrected
- New employees starting in next few weeks – Anne will follow up after start date

4) **Inspection Reports:**
- **Mills 5 (Daryl)** – Fire Extinguisher last checked 08/17; 3 employees requested ergonomic assessment
- **Museum (Rachel)**
  - April - storage area items to be moved back
  - May - 2nd floor washroom vent requires cleaning, Shipping & receiving – large objects blocking storage area;
- **Mills 4 (Janice)** – lights out, OS ticket created
- **Mills 2 (Nancy)**
  - Fire extinguishers missed during inspection > IT department not inspected recently
  - Tower entrance - signs blocking hose & ext.
- **Innis (Alex)** – April - no issues to report

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
- Reminder re: library related exhibits at Museum – Russell Exhibit and upcoming Napoleonic War Maps Exhibit

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

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

Meeting adjourned @3:15pm
Next Meeting: **Tuesday July 24th – 2:30pm – Mills Community Room (L304)**

**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
## 2018 JHSC Schedule

<table>
<thead>
<tr>
<th>JANUARY</th>
<th>FEBRUARY</th>
<th>MARCH</th>
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<tbody>
<tr>
<td>Meeting - 23rd, 2:30 pm, ML 304 Community Room Museum Innis Mills 6</td>
<td>Mills Lower Levels &amp; BSB Mills 1 Mills 4</td>
<td>Meeting - 27th, 2:30 pm, ML 304 Community Room Museum Thode Mills 3</td>
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<tr>
<td>APRIL</td>
<td>MAY</td>
<td>JUNE</td>
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<tr>
<td>Innis Mills 2</td>
<td>Meeting – 22nd, 2:30 pm, ML 304 Community Room Museum Mills 5</td>
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<td>JUNE</td>
<td>AUGUST</td>
<td>SEPTEMBER</td>
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<td>Thode Mills 1</td>
<td>Mills 2</td>
<td>Meeting – 25th, 2:30 pm, ML 304 Community Room Museum Innis</td>
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<tr>
<td>OCTOBER</td>
<td>NOVEMBER</td>
<td>DECEMBER</td>
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<tr>
<td>Thode Mills 1</td>
<td>Meeting – 27th, 2:30 pm ML 304 Community Room Museum Mills 3 Mills 4</td>
<td>Thode Mills 5</td>
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Innis – Alex  
Museum – Nicole Knibb  
Thode – Lynn & Julie  
Mills Lower Levels/BSB – Audrie  
Mills 1 & LB106A – Geoff  
Mills 2 – Nancy  
Mills 3 – Nicole  
Mills 4 – Janice  
Mills 5 – Daryl  
Mills 6 – Alex/Keara