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

**Tuesday January 27, 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>
</tr>
</thead>
<tbody>
<tr>
<td>A. Colgoni</td>
<td>Thode Library</td>
<td>MUALA</td>
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<td>X</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>
<td>TMG</td>
<td></td>
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<tr>
<td>A. Potter</td>
<td>Mills Library (Co-Chair)</td>
<td>MUFA</td>
<td>Y</td>
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</tr>
<tr>
<td>C. Podedworny</td>
<td>Museum of Art</td>
<td>TMG</td>
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<tr>
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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>
<td>Unifor Local 5555</td>
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<tr>
<td>M. Heal</td>
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<td>Unifor Local 5555</td>
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<td>N. Knibb</td>
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<td>Unifor Local 5555</td>
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<tr>
<td>K. Ouellette</td>
<td>Mills Library (Co-Chair), Collections</td>
<td>Unifor Local 5555</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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<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
- The 2015 schedule was distributed to worker members

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

   a) **Minutes:** Minutes of the November 25th, 2014 meeting were approved via email and forwarded to EOHSS.

   b) **Terms of Reference:** 4 people have been certified. Terms of Reference have not yet been signed.

   c) **H & S Training and Mosaic:** The Staff Learning and Development Committee is setting time to discuss training. Need to send message to staff. Training is done through Mosaic/Avenue2Learn. The Library will ask most staff to redo safety training. Newer staff will not need to complete it again. 11 people have not yet completed the H & S Orientation. A. Pottier sent reminders.

   d) **Ergonomic Assessments:** D. Kemper, P. Morgan and 3 new staff at Thode are complete. Assessment for J. Willson is on hold until her new furniture arrives. C. McAllister needs an assessment.

   e) **Lockdown Procedures:** Test of the campus Emergency Notification System to be completed on Friday at 10:00am. There will be designated people around campus to hear. A. Pottier will send message to staff. Website has location of lockdown rooms. Need to request more posters. A reminder was given regarding the updated Emergency Guidebook. The guide is given to new staff and contains various codes. [http://security.mcmaster.ca/campus_emergencies_guide.html](http://security.mcmaster.ca/campus_emergencies_guide.html)

4) **Review of Reports**

   a) **Central JHSC Update (A. Pottier):** Feb. 19th is cardiovascular week. Info will be coming out soon. The 2015 H & S Policy has been sent out

   b) **EOHSS Report (C. Beecroft):** C. Beecroft reminded the committee that the Policy must be posted on the H & S Boards. Slips, trips and falls info was released on the Daily News. A reminder is also on Mosaic and getting out through twitter. There was an issue with snow coming late and some parking lots were not cleared. Facilities were called, but they only had 7 staff on grounds. This will be going back to Central.

   Bill 18 came into effect in November 2014. It is designed to increase protection to vulnerable workers. It protects various types of workers including unpaid interns, and co-op students now have rights as workers. It does not apply to volunteers. A. Pottier noted that this will have an impact on some of our unpaid interns. They normally are not here very long and do not have MacIDs. We will need to use a temporary MacID for them.

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

      - An Employee was crossing the road between Mills Library and Divinity College and stepped into a pothole. Parking Services was contacted to repair the pothole and Employee recognizes the need to be more aware of surroundings.

      - Employee was walking up the accessibility ramp at Mills Memorial Library. The ramp was snow/slush covered and slippery. Employee slipped and twisted knee/foot.
d) **Injury / Incident Reports – Museum:**

- No injuries/incidents.

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

- Reported above.

f) **Workplace Inspection Reports:**

- **Museum** (N. Knibb) – Flashlight batteries need replacing. There were items in front of an electrical panel in A202B. Lights out in AB101 and office.

- **Thode** (J. Willson) – No problems to report.

- **Innis** (A. Erasmi) – Light dimming in emergency exit stairwell. Problem was reported.

- **Mills 6** (M. Heal) – No problems to report. Thermostats were replaced.

- **General** – All mechanical boxes need a caution label. The box for Innis is located outside of the Library. M. Heal will put a label on this box.

It was noted that A. Schell would like BSB included on the schedule for both months that Mills Lower Level is listed. MIIETL was not inspected in December as both D. Hartz and K. Ouellette were away.

5) **New Business:**

a) **Mould Awareness:** Thode staff raised the question of what to do with mouldy books. A staff member found several mouldy books. A. Schell inspected and determined that they should be destroyed. The books were placed in zip lock bags. The committee discussed respirators. C. Beecroft noted that if an employee is using a respirator then that employee must be fit tested. M. Heal and A. Schell have both been fit tested.

Mould Awareness training schedule is on the EOHSS website.

b) **Committee Website:** It was noted that some members have difficulty accessing libstaff which is specific to the Library. Committee information is on the public website. The Museum only needs information that is on the public website and does not need access to libstaff.

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

None
The meeting adjourned at 3:18pm.

The Chair for the next meeting is: A. Pottier

Next meeting: March 24, 2015 – Location: Connections Centre L113 – 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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| Meeting, 27th, 2:30 pm, ML 304, Community Room Museum
Innis
Mills 6 | Mills Lower Level & BSB Mills 1
Mills 4 | Meeting, 24th, 2:30 pm, Connections Centre Museum Thode
Mills 3 |
| April         | May             | June           |
| Innis
Mills 2 | Meeting, 26th, 2:30 pm, ML 304, Community Room Museum
Mills 5 | Thode
Mills 3 |
| July          | August          | September      |
| Meeting, 28th, 2:30 pm, ML 304, Community Room Museum
Mills Lower Level & BSB | Mills 2
Mills 6 | Meeting, 22nd, 2:30 pm, Connections Centre Museum
Innis |
| October       | November        | December       |
| Thode
Mills 1 | Meeting, 24th, 2:30 pm, ML 304, Community Room Museum
Mills 3
Mills 4 | Thode
Mills 5 |

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