

Tuesday July 24th 2018
2:30pm – 3:30pm
Mills, Community Room

Management Member	Department	Affiliation	Certified?	Attendance
M. Hotson	Mills Library	TMG		N
C. Nicol	Mills Library	TMG	Y	N
A. Pearce	Innis Library	TMG		Y
A. Pottier	Mills Library (Co-Chair)	MUFA	Y	Y
C Podedworny	Museum of Art	TMG	Y	N

Worker Member	Department	Affiliation	Certified?	Attendance
J. Adlington	Mills, Collections	MUALA		Y
A. Colgoni	Thode Library	MUALA		N
A. Erasmi	Innis Library	Unifor Local 5555	Y	N
D. Hartz	MacPherson	Unifor Local 5555	Y	N
R. Sullivan	Museum of Art	Unifor Local 5555		Y
N. MacDonnell	Mills Library, Collections	Unifor Local 5555		Y
A. Schell	Mills, Research Collections	Unifor Local 5555	Y	Y
L. Sorowka	Thode Library	Unifor Local 5555		Y
N. Waite	Mills Library	Unifor Local 5555		N
J. Willson	Thode Library (Co-Chair)	Unifor Local 5555		N
G. Woods	Facilities – Mills, Thode, Innis	Unifor Local 5555		N
A. Snively	Mills Library	Unifor Local 5555		Y
T. Wray	Thode Library	Unifor Local 5555		Y

Guests	Department	Affiliation	Certified?	Attendance
Alicia Westfall	EOHSS	Advisor		Y
Julie Niven	Library Preservation			Y

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)

AP - JHSC member list to be updated on library website

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- A. Pottier to communicate with managers re: H&S training and outdated SOP's – not done yet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

Contact L. Allen for updated SDS

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

APottier to provide list of library bulletin board locations to A.Westfall. APottier to also provide current list of Fire Wardens

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

<p>4) <u>Inspection Reports:</u></p> <ul style="list-style-type: none"> • Mills LL & BSB (Audrie) <ul style="list-style-type: none"> • LL – no problems <ul style="list-style-type: none"> • 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) <ul style="list-style-type: none"> • 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) <ul style="list-style-type: none"> • Is there a protocol for AED inspections? Anne to provide the one used by Athletics & Recreation <ul style="list-style-type: none"> • 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) <ul style="list-style-type: none"> • 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 	<p>Contact L. Allen for all 3 things</p> <p>AED inspection protocol to be supplied</p> <p>Follow up on additional fire extinguisher</p> <p>APottier to follow up on oil debris</p>
<p>5) <u>New Business</u></p> <ul style="list-style-type: none"> • Geoff working on floor maps showing fire extinguishers locations • Health & Safety training matrix (by job type & training available) to be updated over summer <ul style="list-style-type: none"> ○ 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. <ul style="list-style-type: none"> ○ 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 	<p>All 3 items still need to be done</p> <p>A.Pottier to communicate w/ managers on both issues</p>
<p>6) <u>Items forwarded to Central JHSC?</u></p> <p>- No items mentioned to forward</p>	
<p>7) <u>Next meeting notice and adjournment.</u></p> <p>Meeting adjourned @3:15pm Next Meeting: Tuesday September 25th – 2:30pm – Mills Community Room (L304)</p> <p>Inspections to be completed for this meeting: Mills 2, Mills 6, Innis, Museum</p>	

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