

Tuesday November 27, 2018
3:00pm – 4:00pm
Mills, Community Room

Management Member	Department	Affiliation	Certified?	Attendance
M. Hotson	Mills Library	TMG		Y
C. Nicol	Mills Library	TMG	Y	Y
A. Pearce	Innis Library	TMG		N
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	Y
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
N. Waite	Mills Library	Unifor Local 5555		N
J. Willson	Thode Library (Co-Chair)	Unifor Local 5555		Y
G. Woods	Facilities – Mills, Thode, Innis	Unifor Local 5555		Y
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		N
Cheryl Beecroft	EOHSS	Advisor		Y
Julie Niven	Library Preservation			Y

Chair: A. Pottier
Minute Taker: M. Hotson

Action Items

1) **Agenda, Attendance, Quorum, Introductions, Announcements**

Rachel Sullivan is replacing Nicole Knibb as the Museum's worker representative.

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

A reminder that the September 25th meeting was cancelled.

Updates from Minutes Updates:

- Anne has updated the committee membership - <https://libstaff.mcmaster.ca/joint-occupational-health-and-safety-committee> on Libstaff
- L. Allen has been in touch with our Preservation staff re the New Chemical Inventory System (HECHMET) system
- Anne provided Alicia with a list of H&S bulletin board locations and a current list of our Fire Wardens.
- Additional Fire Extinguisher has been added to the Makerspace
- AED protocol from Athletics & Rec is attached. Needs to be updated so that it is specific to the libraries. List of AED's on campus can be found at <http://www.workingatmcmaster.ca/med/document/AED-List---Updated-October-2017-1-36.pdf>
- Oil debris at the fire exit area of Mills Shipping has been cleaned up.
- Map showing the fire extinguishers in the libraries has not been completed yet
- Anne provided a training update and SOP's to managers – the updated matrix can be found at <https://libstaff.mcmaster.ca/node/1962> [copy is attached] - note, Heat Stress training now available online
- In terms of the last fire alarm at Mills (front doors locked before library opened), Anne will be talking to the managers about "unlocking" the main doors if such an alarm should happen again when we are not open.

G. Woods to update map showing fire extinguishers in Libraries.

3) **Review of Reports**

a) **Central JHSC update (Anne)**

- August – no meeting
- September – Cannabis legislation and on campus policy & procedures reviewed. November Library 'All Staff' meeting included this discussion as well as security measures in place. For possible Cannabis induced injury, front line services should notify security - those trained can administer First Aid. EFERT should be called for overdoses etc.
- October – Construction Projects
Lists of projects will be published and include PM to contact for questions or concerns – creates transparency. Public website will include all active construction projects on campus, projected end dates & PM.
- November – Campus Snow Emergency Protocol
Small changes include new additional equipment on campus.
Anne reminded Central Committee of extended Library hours during winter term – staff will communicate when removal is not complete in time and call in slippery/hazardous areas etc. (afters hours, call security). Salt boxes available at several entrances around libraries.

b) **EOHSS report (Cheryl)**

Indoor Air Quality (Mould) Report for Archives & Research Collections area (Mills lower level)

- Update on testing done - concern due to water leaks & humidity.

12 airborne air samples throughout area - results came back without concern, very clean. Report shared with Audrey - will post on safety board. Russell House - something to consider in a few years

- Newsletter available in December
- Reminder: report slippery areas, wear appropriate footwear, use handrails on stairs

c) Injury/Incident reports (Chris/Carol)

Library

- Employee assaulted - Security Services responded, meeting held with staff & security to discuss (Thode)
- Student fell while riding skateboard (Thode)
- Student on chair, bolts came unscrewed causing student to fall (Thode)
- Fire alarm - Security Services not familiar with personal evacuation plan which is in place for an employee nor for the proper re-entry process (Mills)
- Capped syringe found on floor (Mills) - proper procedure will be documented and communicated (call Security for removal) – should the Library provide 'Sharps' container in washrooms?
- Student slipped on grates at main doors (Mills)
- Employee slipped on humid floor (Mills)
- Student cut on equipment (Maker Space)
- Bicycle fell on employee during ice cream social

Museum

- Hazardous situation - AC unit in stairwell leaked in landing and on stairs (plumbing issue resolved)
- Employee stabbed with pencil, lead broke off
- Repetitive motion injury with staff member

d) Ergonomic assessments (Anne/Carol)

Libraries – recently completed C. Soares, A. Flak, E. Westenhoefer; need to look at our new hires now:

D. Bai, R. Mathers (Sherman Centre, MacExperts)
Julie Niven? (Mills, Preservation)
Michaela Ionni (Mills Services)
Joan Chung (Mills Collections)
Jaehee Bae (Thode Services)

A. Pottier/ A. Schell/G. Woods – ensure Ergonomics assessments are complete for new staff listed

4) Inspection Reports:

August

- Mills 2 – Nancy Waite - no update
- Mills 6 – Adam Snively
Metal box loose from ceiling, OS ticket issued & fixed

September

- Museum – Rachel Sullivan
Lights out, service request issued
Light cover in ceiling falling out
Dollies & bins left near doors in loading dock - staff move regularly with deliveries
- Innis – Alex Erasmi
Nothing to report

October

- Thode – Tim Wray
2nd floor - Chair broke (student incident) - bolts tightened on all chairs
1st floor – North-west wall – electrical outlet – plate & mechanism fell off, work order placed, fixed
Basement – North-west fire exit, bulb burnt out, reported, replaced

MODEL group in basement - Thode looks after space - ceiling tile with mould (work order placed, Geoff will follow up)

- Mills 1 – Geoff Woods

No evacuation plans posted – noted they are not specific to each location.

Lock down stickers need to be updated

Evacuation plan for 88 Forsythe to be created (Anne)

November

- Museum – Rachel Sullivan

- Mills 3 – Nicole Macdonnell

4 emergency lights out,

Lock down signs need updating

Learning support door – sign blocking window

Stacks - lights out (OS ticket complete)

Board in staff lounge - out of date items - include official list

- Mills 4 – Janice Adlington

Lights out - reported

Hole in ceiling in the foyer outside Lyon's - not hazardous, due to previous

water leaks - reminder has been sent to facilities to have this work completed

G. Woods- follow up on mouldy tile in basement of Thode

A. Pottier – create evacuation plan for 88 Forsythe

M. Hotson – update boards in staff lounge (Anne will provide list)

G. Woods – follow up with Facilities re: hole outside Lyons

Reminder re: upcoming inspections:

December (Thode, Mills 5)

January (Museum, Innis, Mills 6)

5) New Business

- The updated meeting schedule for 2019 is attached to this email. - updated meeting room for September noted
- Campus Wayfinding Committee (Anne) - help people on campus find their way - new finger post signage will include metres/minutes in distance
New campus map (parking services website) - colour coded, list of buildings alphabetically (includes new buildings)
- Innis - VoIP phones - 'emerg' button, goes to 911 not 88 - question to phone usage during power outages (Anne will follow up).
- New Adaptive Technology Centre (Mills L212) - students with disabilities requiring quiet space to work; low sensory space

A. Pottier – check into VoIP phone usage during power outages.

6) Items forwarded to Central JHSC?

- No items mentioned to forward

6) Next meeting notice and adjournment.

January 22, 2019, Mills Community Room (ML304), Chair: Julie Willson

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

2019 JHSC Schedule

<p>JANUARY</p> <p>Meeting - 22th, 2:30 pm, ML 304 Community Room Museum Innis Mills 6</p>	<p>FEBRUARY</p> <p>Mills Lower Levels & BSB Mills 1 Mills 4</p>	<p>MARCH</p> <p>Meeting – 26th 2:30 pm, ML 304 Community Room Museum Thode Mills 3</p>
<p>APRIL</p> <p>Innis Mills 2</p>	<p>MAY</p> <p>Meeting - 28th, 2:30 pm, ML 304 Community Room Museum Mills 5</p>	<p>JUNE</p> <p>Thode Mills 3</p>
<p>JULY</p> <p>Meeting - 23th, 2:30 pm, ML 304 Community Room Museum Mills Lower Level & BSB</p>	<p>AUGUST</p> <p>Mills 2 Mills 6</p>	<p>SEPTEMBER</p> <p>Meeting – 24th , 2:30 pm, ML 113 Connections Centre Museum Innis</p>
<p>OCTOBER</p> <p>Thode Mills 1</p>	<p>NOVEMBER</p> <p>Meeting - 26th, 2:30 pm ML 304 Community Room Museum Mills 3 Mills 4</p>	<p>DECEMBER</p> <p>Thode Mills 5</p>

Innis – Alex
Museum – Rachel Sullivan
Thode – Tim & Julie
Mills Lower Levels/BSB – Audrie
Mills 1 /LB106A – Geoff
Mills 2 – Nancy
Mills 3 – Nicole
Mills 4 – Janice
Mills 5 – Daryl
Mills 6 - Adam