

Tuesday January 22, 2019
2:30pm – 3:30pm
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		N
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		N
Julie Niven	Library Preservation			Y

Chair: J. Willson Minute Taker: M. Hotson		
1) <u>Agenda, Attendance, Quorum, Introductions, Announcements</u>		Action Items
2) <u>Business Arising, Minutes of the Previous Meeting</u> <ul style="list-style-type: none"> • Map indicating location of all fire extinguishers complete • Lock down locations updated, new posters installed; updated map will be sent out, floor maps on LibStaff will be updated • Thode: mouldy tile reported in basement has been replaced • 88 Forsythe: evacuation plan has been created – currently being confirmed with Power Access; security settings updated in case of fire (day/night) • Health & Safety Act – reminder to check that most recent copy is available on H&S boards in all Libraries • Lyon's – hole in ceiling outside of Lyons likely a result of condensation; Geoff will follow up with facilities 		<p>Anne will send out updated lock down locations map; update floor maps on LibStaff</p> <p>Geoff will follow up with facilities re: Lyon's hole in ceiling</p>
3) <u>Review of Reports</u> <p>a) Central JHSC update (Anne)</p> <ul style="list-style-type: none"> • Distracted driving – review of new legislation in place; affects staff using University vehicles, golf carts and personal vehicle for work purposes. Anne will send out details of new legislation to all licensed golf cart users • Snow removal - Museum stairs and ramp not cleared during Sat/Sun snow event. Security called, no response. Larger conversation expected at next CJHSC meeting. Noted that 3rd party is providing snow removal at 88 Forsythe. • New Campus Safety app – launched in January by Security services. Many resources available including contact information (able to email service desk through app), friend walk option, and crime map Update (1/25/19): This was a great way to learn about the early closing of the university due to the snow storm and to keep updated about when the university was re-opening! • AED inspections – one pager will be provided for Library once process is determined and complete • Inspection committee and schedule needed for 88 Forsythe, 1st and 2nd floors – Audrey will add to existing schedule <p>b) EOHSS report (Alicia)</p> <ul style="list-style-type: none"> • No update • Thrive Week (February) – series of events happening across campus. Kick off event at L.R. Wilson. Museum hosting print making workshop, tours and Thursday evening sketching. • 'No smoking' signs – Provincial policy requires signs on all exterior and bathroom doors. Facility services will implement. <p>c) Injury/Incident reports (Chris/Carol)</p> <p>Library</p> <ul style="list-style-type: none"> • Thode – Makerspace – student assisting others with laser cutter, material caught on fire. Supervisor spoke with student, recommended multiple low pass cuts. Fire extinguisher used & replaced. • Mills – Student incident, 911 called. Security and police involved, no incident report provided for Library <p>Museum</p> <ul style="list-style-type: none"> • No incidents to report 		<p>Anne to email new legislation to all Library licensed golf cart users</p>

<p>d) Ergonomic assessments (Anne/Carol)</p> <p>New staff assessments still to be done in Library: D. Bai, R. Mathers (Sherman Centre) Julie Niven (Mills, Preservation) Michaela Ionni (Mill, Services) Joan Chung (Mills, Collections) Jaehee Bae (Thode, Services) Ted Shaw (Mills, CCT)</p>	
<p>4) <u>Inspection Reports:</u></p> <p>December</p> <ul style="list-style-type: none"> • Thode (Tim) Basement – expired fire extinguisher in MODEL office – work order placed, not replaced to date Tim will share floor plans he created for Thode showing the location of fire extinguishers, hose cabinets, emergency phones • Mills 5 (Daryl) No update <p>January</p> <ul style="list-style-type: none"> • Museum (Rachel) Peeling plaster and paint in stairwell likely due to water damage from AC unit – work request issued in November, will follow up with another work request Concerns re: snow removal on weekends • Innis (Alex) Emergency flashlights – Alex will test to ensure they are still holding a charge – will report back at next meeting • Mills 6 (Adam) 28 light tubes out – OS ticket issued <p>Other</p> <ul style="list-style-type: none"> • North side entrance (Mills) – auto door sensor only opens 1st door, not the interior door – Anne/Geoff will look into <p>Upcoming Inspections (March)</p> <ul style="list-style-type: none"> • Mills Lower Levels, BSB, 88 Forsythe – Audrey • Mills 1 - Geoff • Mills 4 - Janice 	<p>Alex – do emergency flashlights need to be replaced?</p> <p>Anne/Geoff – Mills north side entrance, inspect auto door opener</p>
<p>5) <u>New Business</u></p> <ul style="list-style-type: none"> • No new business to discuss 	
<p>6) <u>Items forwarded to Central JHSC?</u></p> <ul style="list-style-type: none"> • No items mentioned to forward 	
<p>7) <u>Next meeting notice and adjournment.</u></p> <ul style="list-style-type: none"> • March 26, 2019 Mills Community Room Chair: Anne Pottier 	

PLEASE NOTE: If you cannot attend the next meeting, please send an alternate so the business of the committee can be conducted.


J. Wilson, Worker Co-Chair


A. Pottier, Management Co-Chair