

Tuesday March 27, 2019
2:30pm – 3:30pm
Mills, Wong Classroom

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	Y

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	Y
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		Y
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		Y
Julie Niven	Library Preservation			Y

<p>Chair: A. Pottier Minute Taker: A. Pottier</p>	
<p>1) <u>Agenda, Attendance, Quorum, Introductions, Announcements</u></p> <ul style="list-style-type: none"> • Nothing to add to agenda; no introductions 	<p>Action Items</p>
<p>2) <u>Business Arising, Minutes of the Previous Meeting</u></p> <p>3)</p> <ul style="list-style-type: none"> • Lock down locations updated, new posters installed; updated map will be sent out, floor maps on LibStaff will be updated • Lyon's – hole in ceiling outside of Lyons likely a result of condensation • Distracted driving information provided to everyone who uses library's golf cart • Emergency flashlights @ Innis • Update on replacement of Mills front doors and ADO updates 	<p>update floor maps on LibStaff still to be done</p> <p>Geoff will follow up with facilities re: Lyon's hole in ceiling</p> <p>A.Erasmi will place order for new ones</p> <p>New ADO operators being installed</p>
<p>A. <u>Review of Reports</u></p> <p>a) Central JHSC update (Anne)</p> <ul style="list-style-type: none"> • February meeting – WHMIS 2015 – training, McMaster implementation, labelling compliance • March meeting – discussed Annual Incident/Injury Report <p>b) EOHSS report (Alicia)</p> <ul style="list-style-type: none"> • 2018 Annual Incident/Injury Report (copy attached) • EOHSS is developing some guides on material handling • Safety & Health Week – May 5th to 11th <ul style="list-style-type: none"> ○ H&S Video competition – submission deadline April 29th ○ H&S Award of Excellence –nominations due by April 4th <p>c) Injury/Incident reports (Chris/Carol)</p> <p>Library</p> <ul style="list-style-type: none"> • No incidents to report <p>Museum</p> <ul style="list-style-type: none"> • No incidents to report <p>d) Ergonomic assessments (Anne/Carol)</p> <p>New staff assessments still to be done in Library:</p> <p>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) - Done</p> <p>Museum – none to be done</p>	

<p>B. <u>Inspection Reports:</u></p> <p>88 Forsyth (Inaugural inspection)</p> <ul style="list-style-type: none"> • 2 fire extinguishers have no tags • First Aid kit in poor location <p>Mills Preservation Lab (lower level)</p> <ul style="list-style-type: none"> • Need both a glass waste and hazardous waste container <p>BSB, Room B241</p> <ul style="list-style-type: none"> • Flashlight missing (again) • Lots of excess plastic sheeting on shelves (remove?) <p>Archives & Research Collections (Mills, Lower Level) – nothing to report</p> <p>Mills 1st floor – nothing to report</p> <p>Mills LB106 (lower level) – monitors on floor</p> <p>Mills 3rd floor</p> <ul style="list-style-type: none"> • 2 lights out > will submit an O/S Ticket • Men's staff washroom – appears to be condensation on walls <ul style="list-style-type: none"> ◦ Washroom is in poor condition > needs some attention <p>Assistive Technology Centre (Mills 2nd floor) – problem getting garbage emptied regularly</p> <p>Thode – nothing to report</p> <p>Museum – ongoing water damage on wall in area of staircase middle landing</p> <p>Upcoming Inspections (April/May)</p> <ul style="list-style-type: none"> • Mills 4th floor, Mills 2nd floor, Mills 5th floor, Innis, Museum 	<p>A.Pottier will report to Tayco</p> <p>Will arrange to get from Science Stores</p> <p>A.Schell will order flashlight through library supplies</p> <p>IT Team cleaning up monitors</p> <p>Look at 2nd floor men's washroom to see how it can be cleaned up for use by all genders</p> <p>APo will speak to custodial manager</p>
<p>C. <u>New Business</u></p> <ul style="list-style-type: none"> • First Aid training for library and museum staff being arranged for May or June • H&S Week video submission – anyone interesting in working on this? • AED inspections <ul style="list-style-type: none"> ◦ A. Pottier has been in touch with the company who installed them ◦ Working on pulling together staff from every department who has one of these AED's to put together an inspection and maintenance plan • Mills Elevator #2 being replaced this summer • Heating thermostats/controls being replaced throughout Mills this summer 	
<p>D. <u>Items forwarded to Central JHSC?</u></p> <ul style="list-style-type: none"> • No items mentioned to forward 	
<p>E. <u>Next meeting notice and adjournment.</u></p> <ul style="list-style-type: none"> • May 28, 2019 Mills Community Room Chair: Julie Willson • Note: July meeting date changed from July 23rd to July 9th 	

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 & 88 Forsythe 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 - 9th, 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/88 Forsyth – Audrie
Mills 1 /LB106A – Geoff
Mills 2 – Nancy
Mills 3 – Nicole
Mills 4 – Janice
Mills 5 – Daryl
Mills 6 - Adam