

Tuesday July 9, 2019
3pm – 4pm
Mills Community Room

Management Member	Department	Affiliation	Certified?	Attendance
M. Hotson	Mills Library	TMG		N
C. Nicol	Mills Library	TMG	Y	Y
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		N
N. MacDonnell	Mills Library, Collections	Unifor Local 5555		N
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		N
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

Chair: A. Pottier
Minute Taker: A. Pottier

Action Items

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

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

Updates (Anne):

- First Aid lists and labels have been updated and distributed; web updated
- Process for AED inspections has been worked out; Geoff has walked those responsible for inspections through the process; information not yet posted to library web; broader communication and webpage development not yet done

Anne – send list to EOHSS

Anne – work on broader communication/web page development

3) **Review of Reports**

a) **Central Health & Safety Committee (Anne)**

- **Remotely Piloted Aircraft System (RPAS)** aka drones – D. DeMan reviewing the regulatory change which took effect June 1st; this applies to RPAS from 260gr to 25kg. RPAS must be registered with Transport Canada; “pilots” must be certified; to fly RPAS on campus you must notify EOHSS and complete a RPAS form, as well as filing a pre-flight survey. All contractors must be made aware of these requirements. A new RPAS RMM is being developed
- **Campus Smoke Free Policy** – there continues to be infractions of this policy on campus, many times by repeat offenders in repeat locations. It has been decided to start keeping record of the locations of smoking on campus and repeat offenders. If smoking continues and reaches an inappropriate level, the issue will be referred to either Employee Labour Relations or the Student Code of Conduct Office, as appropriate. It was suggested that additional signage is required at the Sterling St entrance.

b) **EOHSS report (Alicia)**

- Annual fire drills have taken place @ Innis and Thode with no incidents
- Mills fire drill – problem with the northwest Emergency Exit – the cobblestone path was uneven and difficult to walk on; the shrubbery by the west wall of the Museum was overgrown and needed to be trimmed as it was growing over the path – both issues were reported to Facility Services; it was also recommended that this path be paved

c) **Injury/Incident reports (Chris/Carol)**

Library - none

Museum

- Employee moving boxes, strained shoulder
- Mould on wall behind stationery cupboard; WO has been submitted; possibly add barrier between wall and supplies after remediation; Alicia will review

d) **Ergonomic assessments (Anne/Carol)**

Library:

Assessments completed:

- J. Niven, J. Bae, D. Bai, M. Ionni, R. Mathers, B. Whittle

Assessments to be done:

- G. Mircea (new location), C. Long, J. Chung (new location)

Museum: 5 have been done; 2 still to be done

4) Inspection Reports:

Thode – T. Wray – all good

BSB 241 – A. Schell

- Need to update Emergency contacts list – may need a new sign holder
- 4 lights on in larger room
- Water on floor to left of door (this happens occasionally)
- Need to remove rickety chair
- There was a sound of rushing water, but no apparent source for sound

A.Pottier to follow up on this

Mills, Preservation Lab – A. Schell

- Eyewash Station in chemical cupboard
– doesn't appear to be much water flow; has not yet been inspected
- Inspection sticker on fume hood in chemical cupboard dated 7/23/18
- Cold water tap in sink in lab is not working (need to submit WO)
- 3 lights out in the lab

Mills, Research Collections – A. Schell

- Artifacts being stored on top of shelves in some areas > concern about proximity to sprinklers
- 14 lights out
- No flashlight in LB114 (again!!!)
- On a good note: Elevator #2 has been replaced and is working!!

A.Pottier to follow up with mgr of this area

88 Forsyth (Russell House) - A. Schell

- Mat catching on front door
- Need proper Emergency Exit sign in Reading Room
- No signage on washroom

Museum – C.Podedworny for R. Sullivan

- Mould issues in office area (WO has been placed)
- Decaying masonry on ramp (WO has been placed)
- Plaster crumbling in main staircase (WO has been placed)

A.Pottier to follow up on these 2 items

Upcoming inspections:

August/September: Mills 2, Mills 6, Innis, Museum

5) New Business

- J. Faught has been working with departmental supervisors to update all SOP's for Working Alone. These will be shared with staff shortly and will be posted on LibStaff

6) Items forwarded to Central JHSC?

- No items to forward

7) Next meeting notice and adjournment.

Tuesday September 24th, 2:30pm
Mills Connections Centre (L113)

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