

Tuesday September 24, 2019
2:30pm – 3:30pm
Mills Connections Centre (L113)

Management Member	Department	Affiliation	Certified?	Attendance
M. Hotson	Mills Library	TMG		Y
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. 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	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		N
G. Woods	Facilities – Mills, Thode, Innis	Unifor Local 5555		N
A. Snively	Mills Library	Unifor Local 5555		N
T. Wray	Thode Library	Unifor Local 5555		Y

Guests	Department	Affiliation	Certified?	Attendance
Alicia Westfall	EOHSS	Advisor		Y
Kyle Wood	Fire Safety & Emergency Preparedness Specialist	Advisor		Y

<p>Chair: A. Pottier Minute Taker: M. Hotson</p>	<p>Action Items</p>
<p>1) <u>Agenda, Attendance, Quorum, Introductions, Announcements</u></p> <ul style="list-style-type: none"> • New Fire Safety & Emergency Preparedness Specialist has been hired – Kyle Wood; Rob Edge has retired 	
<p>2) <u>Business Arising, Minutes of the Previous Meeting</u></p> <ul style="list-style-type: none"> a) List of qualified First Aiders & fire wardens sent to EOHSS (complete) b) Communication around AED's – (Anne) <ul style="list-style-type: none"> ○ Include location map ○ Monthly AED's inspections are now worked into monthly inspections; access to AED portal available (includes inspection instruction and resources to replace supplies) c) Update contacts list @ BSB241 (Anne) <ul style="list-style-type: none"> ○ Audrie will update d) Follow up with Res Collns manager re artifacts being stored on top shelf of compact shelving (Anne) e) Signage @ 88 Forsyth (Anne) f) Audit of all washrooms on campus (which are barrier free, which are not but have labels indicating so) and standards to 'barrier free'. List of barrier free washrooms will be posted on accessibility website and locations available on virtual campus tour. 	<p>Communication around AED's (Anne)</p> <p>Update contact lists @BSB241 (Audrie)</p> <p>Follow up with Res Coll re: items stored on top shelf (Anne)</p> <p>Follow up on signage @ 88 Forsyth (Anne)</p>
<p>3) <u>Review of Reports</u></p> <p>Central Health & Safety Committee (Anne)</p> <ul style="list-style-type: none"> a) Kyle Wood introduced; updates to role b) Committee currently brainstorming work plan & education pieces for coming year, suggestions being received c) Traffic at Sterling Street entrance; traffic management consultant report results requested <p>EOHSS report (Alicia)</p> <ul style="list-style-type: none"> a) Fire prevention week (Kyle) - October 7 – 11. Hamilton Fire Department will be on campus with fire safety trailer October 9, 10am – 2pm (in front of University Hall) b) Newsletter sent out recently – included details of United Way Mac Bus pull (October 8), healthy cooking demonstrations, and resilience building training c) Field visit report from last week: welcome week rep fractured heel outside Peter George building on uneven pavement. Following incident gravel was topped up to be even with asphalt. Reminder to identify on campus slip, trip fall hazards. d) HR website, e newsletter includes (healthy workplace) safety toolbox talks includes information sheets that can be shared with staff: https://hr.mcmaster.ca/employees/health_safety_well-being/our-safety/safety-toolbox-talks/ 	

Injury/Incident reports (Chris/Carol)

Library

- Employee tripped on metal stake on path outside Thode; received medical treatment. Incident reported, stakes have been removed
- Facilities staff reporting injuries from handling garbage generated in Libraries. Newly formed sustainability steering committee focussing on waste reduction How can we make our own work more sustainable? Are recycling and garbage being properly separated by facilities staff? Provide signage for patrons on where to put liquids (i.e. soup, coffee etc.)

Museum

- Employee injured lower back lifting large, heavy piece of work – no medical treatment sought

Ergonomic assessments (Anne/Carol)

Library: Ariel Stable-Kennedy, Nicole Doro, Bryn Huzzey, Cordelia Shan, Kyle Fletcher, Wei Zhang, Selina Winters, Paige Maylott, G. Mircea (new location), J. Chung (new location)

Museum: 2 to complete (includes new staff member)

Provide list of assessments required to Audrie (Mary)

4) Inspection Reports:

- Mills 2 – Nancy Waite
 - Loose cords under desks noted
 - Prayer space – bookcases moved now blocking exit aisle
 - South east corner – desks/furniture storage area not taped off – no clear exit, not accessible
 - Dim lights above Carlie's desk
 - Missing tile in washroom

Tickets have been issued for all items above

 - Ladder in Learning Commons (caution taped – waiting for part to come in)
 - Student assistants –access to staff lounge & Health & Safety board; approval to provide access, only while employed by Library
- Mills 3 (deferred from last meeting) - Nicole
 - 10 emergency exit lights burned out – noted that some exits lights possibly replaced with low light bulbs making them dimmer
 - Florescent lights out in stacks
 - All gender washrooms – paint chipping, moldy spots

Tickets have been issued for all items above

 - Suggest signs for no public washrooms on 3rd floor
 - Ergonomics assessment for Learning Support staff (already noted)
- Mills 6 - Adam
 - Elevator #3 out of order (note, has since been repaired)
 - 2 water damaged ceiling tiles – ticket issued

- Innis - Alex
 - Fire extinguisher was not inspected in August. Please note, Fire Safety Program will provide more understanding and training for staff to inspect in the future (Kyle)
- Museum
 - Ergonomic assessment (already noted)
- Other - Mechanical room (4th floor)
 - Damage to ceiling; pipes leaking in ceiling, ongoing issue that Facilities is aware of and working on finding a solution to (Anne)

Upcoming inspections: October (Thode, Mills 1) and November (Museum, Mills 3, Mills 4)

5) New Business

- HSC Certification Training, Part 1 & Part 2 being offered again
 - October 7, 8,9 – Part 1
- Healthy Workplace Newsletter – Safety Toolbox Talks – share with Managers
- Discussion on students moving furniture and creating barriers to aisle ways etc. in Library (Kyle) – Would 'fixed' items limit the amount of moving (i.e. bigger pieces of furniture). Is marking aisles a better option – 'keep this space clear'?
- Between ABB and Thode – concern to crossway & garden being used as path, 2 foot drop– Tim will send picture to Anne

Send picture to Anne of garden, path & drop off (Tim)

6) Items forwarded to Central JHSC?

- No items to forward

7) Next meeting notice and adjournment.

November 26, 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

(on leave)

A. Pottier, Management Co-Chair

