



**McMaster University  
Libraries & Museum Joint Health and Safety  
Committee Minutes**

Tuesday November 26, 2019  
2:30pm – 3:30pm  
Mills Connections Centre (L113)

<b>Management Member</b>	<b>Department</b>	<b>Affiliation</b>	<b>Certified?</b>	<b>Attendance</b>
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	N

<b>Worker Member</b>	<b>Department</b>	<b>Affiliation</b>	<b>Certified?</b>	<b>Attendance</b>
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	N
N. MacDonnell	Mills Library, Collections	Unifor Local 5555		Y
A. Schell	Mills, Research Collections	Unifor Local 5555	Y	N
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	Y
T. Wray	Thode Library	Unifor Local 5555		Y

<b>Guests</b>	<b>Department</b>	<b>Affiliation</b>	<b>Certified?</b>	<b>Attendance</b>
Alicia Westfall	EOHSS	Advisor		Y

Chair: A. Pottier  
 Minute Taker: M. Hotson

**Action Items**

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

- Minutes from September 24, 2019 meeting approved with no amendments

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

- Communication around AED's  
 More discussion on campus; updated list of locations will be posted on Health and Safety website
- Need to update contacts list @ BSB241- complete
- Follow up with Res Collins manager re artifacts being stored on top shelf of compact shelving – complete. Guitar cases stored on top of stationery shelving – suggested they be covered to avoid damage
- Signage @ 88 Forsyth – complete; permanent signage put up. Automatic door opener signage needs to be installed where necessary - complete
- Slip, trip, fall hazard at new ABB addition (garden area) being used as a path – forwarded photo + email to construction PM – Pylon has been put in area, no other updates

Communication around AED's (Anne P)

**3) Review of Reports**

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

- Facility services - campus snow removal plan will be posted on health & safety boards in each library. No changes; plan is more streamlined, more equipment onsite, group meetings daily to discuss schedule & expectations – Anne reminded Facilities Services about late night and evening study Library hours and the importance of communication with the Library during snow events.
- Traffic at Sterling & entrance to LR Wilson – consultant has been asked to review area again. Many options have already been presented – will be looked at again. Discussion on raising lighting levels in area, updating line painting around entrances.
- More accessible parking spots have been created in several lots across campus

**EOHSS report (Allcia)**

- Winter snow/ice removal and reporting – during regular hours call customer service (x24740), after hours call security services (x24281), or complete a Service Request form in MOSAIC, or a Service Request form in the Safety Toolbox area in the McMaster Safety App
- Watch for upcoming newsletter

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

**Library**

- Student fainted outside office near LAS – no loss of consciousness
- Employee slipped during United Way buss pull
- Employee leading student into Learning Commons, door hit employee on shoulder; no lost time
- Employee hurt hand trying to close interior LC doors – no lost time – additional handle being installed

**Museum**

- No issues or incidents to report

**Ergonomic assessments (Anne/Carol)**

**Library:**

- Completed: Alanna, Ariel, Wei, Nicole D, Gabriela, Chris Long
- To be done still: Bryn Huzzey, Paige Maylott and Kyle Fletcher

**Museum: 2 to complete (includes new staff member)**

- No update

4) **Inspection Reports:**

- Mills 1
  - Not complete – to be done by next meeting
- Mills 3
  - Most issues involve light bulbs that need replacing (emergency lights have been addressed, Geoff – electrician looking at issue)
  - Flaking paint and grey 'specks' in washroom on 3<sup>rd</sup> floor (previous men's washroom); shelf or hanger suggested, check door lock
- Mills 4
  - Light bulbs out and reported
  - Extension cord in Lyons (pull down, does not spring back)
  - Ceiling tiles missing outside Lyon's, nears stacks & restrooms (likely as a result of the recent electronics controls work which is being completed)
- Thode
  - Emergency flash light to be replaced
  - Lights to be changed (complete)
  - Label on first aid kit needs to be updated
  - Front door glass broken – has been replaced
  - ADO button taken outside of Library – has been replaced
  - ADD – pads expire this month – ordered & will arrive this week
  - Bandages for first aid box not suitable – Geoff will follow up with Tom
- Museum
  - Batteries in flashlights
  - Staff members requiring Health & Safety training

Mills – 1<sup>st</sup> floor inspection (Geoff)

G. Woods to follow up with controls team

Update labels for First Aid kits (Mary)

G. Woods will get AED pads installed

Order appropriate bandages for first aid kits (Geoff)

5) **New Business**

- JHSC Certification Training, Part 2 being offered January 13/14 (Mills L113)
- Sign outside of Mills; small section of post left in ground – post removed, but hole in ground remains – temporary barriers to be installed to avoid injuries – WO placed
- First aid kit for 2<sup>nd</sup> floor (currently in shipping area, closes at 4pm) – reminder that students are not certified and should not access first aid kits. First aid kit available on 1<sup>st</sup> floor (Services) for emergencies or call 88
- 'Call 88' stickers will be provided for new phones

Provide '88' stickers for staff (Anne P.)

6) **Items forwarded to Central JHSC?**

- No items to forward

7) **Next meeting notice and adjournment.**

January 28, 2020, 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

## 2020 JHSC Schedule

<b>JANUARY</b>  <b>Meeting - 28<sup>th</sup> ,2:30 pm, ML 113</b>  <b>Connections Centre</b> <b>Museum</b> <b>Innis</b> <b>Mills 6</b>	<b>FEBRUARY</b>  <b>Mills - Lower Levels &amp; BSB</b> <b>Mills 1</b> <b>Mills 4</b>	<b>MARCH</b>  <b>Meeting - 24<sup>th</sup>,2:30 pm, ML 113</b> <b>Connections Centre</b> <b>Museum</b> <b>Thode</b> <b>Mills 3</b>
<b>APRIL</b>  <b>Innis</b> <b>Mills 2</b>	<b>MAY</b>  <b>Meeting - 26<sup>th</sup>, 2:30 pm, ML 304</b> <b>Community Room</b> <b>Museum</b> <b>Mills 5</b>	<b>JUNE</b>  <b>Thode</b> <b>Mills 3</b>
<b>JULY</b>  <b>Meeting - 28<sup>th</sup>, 2:30 pm, ML 304</b> <b>Community Room</b> <b>Museum</b> <b>Mills Lower Level &amp; BSB &amp;</b> <b>88 Forsyth Ave N</b>	<b>AUGUST</b>  <b>Mills 2</b> <b>Mills 6</b>	<b>SEPTEMBER</b>  <b>Meeting - 22<sup>th</sup>, 2:30 pm, ML 113</b> <b>Connections</b> <b>Museum</b> <b>Innis</b>
<b>OCTOBER</b>  <b>Thode</b> <b>Mills 1</b>	<b>NOVEMBER</b>  <b>Meeting - 24<sup>th</sup>, 2:30 pm ML 304</b> <b>Community Room</b> <b>Museum</b> <b>Mills 3</b> <b>Mills 4</b>	<b>DECEMBER</b>  <b>Thode</b> <b>Mills 5</b>

Innis – Alex

Museum – Rachel Sullivan

Thode – Tim & Julie

Mills Lower Levels/BSB, 88 Forsyth Ave N. – Audrie

Mills 1 /LB106A – Geoff

Mills 2 – Nancy

Mills 3 – Nicole

Mills 4 – Janice

Mills 5 – Daryl

Mills 6 - Adam