

Tuesday May 26, 2020
 2:30pm – 3:30pm
 MS Teams

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	Y
D. Hartz	MacPherson	Unifor Local 5555	Y	Y
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		Y
G. Woods	Facilities – Mills, Thode, Innis	Unifor Local 5555		N
A. Snively	Mills Library	Unifor Local 5555	Y	Y
T. Wray	Thode Library	Unifor Local 5555		Y

Guests	Department	Affiliation	Certified?	Attendance
Alicia Westfall	EOHSS	Advisor		Y

<p>Chair: A. Pottier Minute Taker: M. Hotson</p>	
<p>1) <u>Agenda, Attendance, Quorum, Introductions, Announcements</u></p> <ul style="list-style-type: none"> • January meeting minutes approved with no amendments • This will be Julie Willson’s last JHSC meeting before she retires <ul style="list-style-type: none"> ○ Anne and the committee members expressed their thanks to Julie for her many years of work with the committee, and as co-chair of the committee, and wished her all the best in her retirement! • New worker co-chair – Janice Adlington – Congratulations! 	<p>Action Items</p>
<p>2) <u>Business Arising, Minutes of the Previous Meeting</u></p> <ul style="list-style-type: none"> • Communication around AED’s <ul style="list-style-type: none"> - Create LibGuide and on safety related items to share across campus - Anne asked Alex if he would take this on since she is not getting to it, and he graciously said Yes – thanks Alex! • Need for updated First Aid Kit in Thode Staff workroom <ul style="list-style-type: none"> - Not complete • Follow up on mold remediation, Mills 4th floor <ul style="list-style-type: none"> - Customer service confirmed that original work order closed although work was not completed; Geoff to submit another work order to initiate work. No update on work to date. • Provide list of items to be on official H&S Bulletin Boards (A. Pottier) <ul style="list-style-type: none"> - Complete; list sent out with January minutes; Mary will resend when back on campus - Facilities Services will update boards on campus with most recent Central Minutes 	<p>Create AED safety LibGuide (Alex)</p> <p>Update First Aid kit in Thode Staff workroom (Ann P)</p> <p>Follow up on work order and completion of mold remediation (Geoff, Alicia)</p> <p>Check minutes on all boards are up to date (Geoff)</p>
<p>3) <u>Review of Reports</u></p> <p>Central Health & Safety Committee (Anne)</p> <ul style="list-style-type: none"> • February – mostly International travel and pre-COVID discussions • March – mostly COVID-19 discussion (plans for early days) • April – cancelled • May – Annual Incident Report summary <p>EOHSS report (Alicia)</p> <ul style="list-style-type: none"> • Presentation of 2019 Annual Incident Report summary <ul style="list-style-type: none"> - Report has not yet been distributed; once approved will need to be posted on H&S boards - Noted that many reported claims are hazards - Reduction in burns –more training and safety awareness in place - Slips, trips and falls – no specific areas on campus of repeat incidents <p>Injury/Incident reports (Chris/Carol)</p> <p>Library</p> <ul style="list-style-type: none"> • Student slipped in stairwell (February) <p>Museum</p> <p>All incidents involved Museum employees and included no lost time:</p> <ul style="list-style-type: none"> • Strong paint fumes in building • Pinched hand moving display • Slipped on floor at MUSC • Slipped on flooring samples 	

<p>Ergonomic assessments (Anne/Carol)</p> <p>Library</p> <ul style="list-style-type: none"> • Nicole MacDonnell – new work station needs to be assessed once we are back to work on campus - Currently focused on home work station set up – information available on HR and EOHSS website - Requests for items such as foot rests or extra monitors should be submitted via OS ticket - Reminder to remote ergonomics – weekly conversation at All Staff meetings <p>Museum</p> <ul style="list-style-type: none"> • None to report 	
<p>4) <u>Inspection Reports:</u></p> <ul style="list-style-type: none"> • Due to closure of libraries in March, no departmental inspections have been done. Those that are complete can be submitted and will be kept on file • G. Woods does a walkthrough of all library spaces several times per week. Will provide an overview of any problems he has encountered to this group (carried forward) • Monday/Thursday walk through done in Museum each week • Steam shut down this weekend; reminder sent to facilities to bring back online slowly in sensitive areas (Anne) <p>Upcoming inspections:</p> <p>MAY Museum, Mills 5</p> <p>JUNE Thode Mills 3</p> <p>JULY Museum Mills Lower Level & BSB & 88 Forsyth Ave N</p>	<p>Overview of problems encountered in walkthrough (Geoff)</p>
<p>5) <u>New Business</u></p> <ul style="list-style-type: none"> • Discussion about various Return to Work (RTW) Groups on campus - 4 working groups created: Health & Safety, Building & Wayfinding (entry/exits, traffic flow etc.), Building Operations (cleaning requirements of spaces) and Communications (consistent across campus) • Work continuing on replacement of Mills Elevator #1 - Preparation work will begin in June; work should be complete mid-September • CPR and First Aid Training – Red Cross offering online training component; will provide a temporary 6-month extension to current certificates with intention to renew once we are back on campus. Anne will reach out to those who will expire this year to arrange for online training • Update to inspection list - Alex will take over inspection of Russell House inspection from Audrie and schedule updated accordingly. 	<p>Reach out to those whose First Aid certification will expire this year (Anne)</p>

<p>6) <u>Items to forward to Central JHSC</u></p> <ul style="list-style-type: none"> No items to forward 	
<p>7) <u>Next meeting notice and adjournment</u></p> <ul style="list-style-type: none"> July 28, 2020 – 2:30 - via Teams Chair: Anne Pottier 	
<p>PLEASE NOTE: If you cannot attend the next meeting, please send an alternate so the business of the committee can be conducted.</p> <p>Approved via email</p> <hr/> <p>A. Pottier, Management Co-Chair</p> <p>Approved via email</p> <hr/> <p>J. Willson, Worker Co-Chair</p>	

2020 JHSC Schedule

*UPDATED MAY 2020

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

88 Forsyth Ave N. – Alex

Museum – Rachel

Thode – Tim

Mills Lower Levels/BSB – Audrie

Mills 1 /LB106A – Geoff

Mills 2 – Nancy

Mills 3 – Nicole

Mills 4 – Janice

Mills 5 – Daryl

Mills 6 - Adam