

Tuesday September 22, 2020
 2:30pm – 3:30pm
 MS Teams

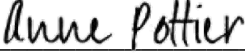

Management Member	Department	Affiliation	Certified?	Attendance
M. Hotson	Mills Library	TMG		Y
C. Nicol	Mills Library	TMG	Y	Y
A. Pearce	Innis Library	TMG		N
A. Pottier	Mills Library (Co-Chair)	MUFA	Y	Y
C Podedworny	Museum of Art	TMG	Y	Y

Worker Member	Department	Affiliation	Certified?	Attendance
J. Adlington	Mills, Collections (Co-Chair)	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
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

Guests	Department	Affiliation	Certified?	Attendance
Alicia Westfall	EOHSS	Advisor		Y

<p>Chair: J. Adlington Minute Taker: M. Hotson</p>	<p>Action Items</p>
<p>1) <u>Agenda, Attendance, Quorum, Introductions, Announcements</u></p>	
<p>2) <u>Business Arising, Minutes of the Previous Meeting</u> Business arising from the minutes of the May 26 meeting – none to discuss. Please note the July 2020 meeting was cancelled.</p>	
<p>3) <u>Review of Reports</u></p> <p><u>Central Health & Safety Committee (Anne)</u></p> <ul style="list-style-type: none"> - Most conversation was around COVID and the work being done to bring different groups back on campus - University is beginning to see incidents among ‘learners’ – example: offsite co-op placements - Foundational guidance documents are being created – will provide consistency <p><u>EOHSS report (Alicia)</u></p> <ul style="list-style-type: none"> - Reminder that staff are required to complete the Provincial COVID self-assessment 1 hour prior to coming on campus. - Mandatory training available on A2L for staff and students working or studying on campus. A reminder to check COVID 19 resources regularly as they are evolving and changing quickly. Daily News is a good resource to check. - Inspections: supplementary COVID 19 inspection form created last week and posted on EHOSS website. - SOP review: Groups working on campus are required to create an SOP for specific work. This should include training and a check list that includes completing the assessment tool. Recommended that JHSC review new SOP's and provide feedback/comments. Anne will send out an example of a newly created document; noted that a SOP template is available on the HR COVID website. - COVID alert app – this has not been discussed among the EHOSS team. - Bookable study spaces within Library is all booked online for tracking purposes – ability to provide Public Health with information if necessary. <p><u>Injury/Incident reports (Chris/Carol)</u></p> <p>Library</p> <ul style="list-style-type: none"> - Ergonomics related incident involving hands & use of mouse – has been resolved <p>Museum</p> <ul style="list-style-type: none"> - None to report in Museum 	<p>Send out example of SOP to JHSC (Anne)</p>

<p><u>Ergonomic assessments (Anne/Carol)</u></p> <p>Library</p> <ul style="list-style-type: none"> - No update <p>Museum</p> <ul style="list-style-type: none"> - No update 	
<p>4) <u>Inspection Reports:</u></p> <ul style="list-style-type: none"> - H&S inspections, plus a new supplemental C-19 inspection form - https://hr.mcmaster.ca/app/uploads/2020/09/Supplemental-COVID-19-Inspection-Checklist-Final.pdf (Anne) <ul style="list-style-type: none"> o Thode Library – Hope Li o Mills Library – Geoff Woods o Innis Library – Geoff Woods (will complete before clean up) - OTHER: <ul style="list-style-type: none"> o AED’s – language on stations and cases will be updated to ‘safe stations’, regardless of branding. Information will be posted on website (Anne/Alex) 	<p>C-19 Inspections of Libraries (Geoff/Hope)</p> <p>Post details of updated AED signage/language on website (Anne/Alex)</p>
<p>5) <u>New Business</u></p> <p>a) <u>Injury/Incident definition while working from home (Alicia)</u></p> <ul style="list-style-type: none"> - Injury must be in course of work – example: ergonomics related injuries. Examples of non-reportable incidents include tripping during a walk at lunch (outside of ‘work space’) - Regardless of nature of injury, it is best to report incident/hazard and discuss as a committee - Communicate to staff that information on incident reporting is available on the COVID website. Anne will address at next Library All Staff meeting <p>b) <u>Member request: structured supervisor follow-up on working-from-home ergonomics (Janice)</u></p> <ul style="list-style-type: none"> - Opportunities for Supervisors to ask questions and proactively determine if more is needed - Suggested to send email to Supervisors and discuss at next L&M meeting - Reminder that Supervisors are responsible to ensure staff are working safely <p>c) <u>New RMM re Remote Work Program – just going to Senior Management for approval (RMM326) (Anne)</u></p> <ul style="list-style-type: none"> - Similar to other RMM’s that have been created, focussed on ergonomics, injuries, employee/employer responsibilities etc. 	<p>Communicate direction on incident reporting to All Staff (Anne)</p>

<ul style="list-style-type: none"> - Recommended to bring new/updated RMM's that are applicable or more general to the JHSC group in the future <p>d) <u>HVAC Concerns</u></p> <ul style="list-style-type: none"> - Heating/Cooling in Library: all fans are operating 24 hours/day to provide as much 'fresh' air as possible - Transmission of COVID through ventilation system and number of people in physical building: protocols and safety measures are in place to deter transmission. Sub-committee reviewed the systems at Mac to ensure the meet standards for ventilation. Taking temperatures upon entry to buildings is not considered a strong enough indicator of infection. - Filters being changed in buildings with switchover from cool to heat - Geoff will do a walk through to determine 'stuffy' areas in the Library and to confirm supply fans are operating (3rd Floor) 	<p>Walk through of Library spaces to determine adequate air flow (Geoff)</p>
<p>6) <u>Items to forward to Central JHSC</u></p> <p>No items to forward</p>	
<p>7) <u>Next meeting notice and adjournment</u></p> <p>November 24, 2020 – 2:30 - via Teams</p> <p>Chair: Anne Pottier</p>	
<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> A. Pottier, Management Co-Chair</p> <p> J. Adlington, Worker Co-Chair</p>	

2020 JHSC Schedule

*UPDATED SEPTEMBER 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 Cancelled 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, MS Team Museum Innis</p>
<p>OCTOBER</p> <p>Thode Mills 1</p>	<p>NOVEMBER</p> <p>Meeting - 24th, 2:30 pm MS Teams 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