



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

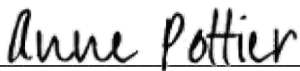

Tuesday November 24, 2020  
2:30pm – 3:30pm  
MS Teams

<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 (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		N
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		N

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

<p><b>Chair: A. Pottier</b>  <b>Minute Taker: M. Hotson</b></p>	<b>Action Items</b>
<p><b>1) <u>Agenda, Attendance, Quorum, Introductions, Announcements</u></b></p>	
<p><b>2) <u>Business Arising, Minutes of the Previous Meeting</u></b>  Business arising from the minutes of the September 22, 2020 meeting.  No amendments brought forward</p>	
<p><b>3) <u>Review of Reports</u></b></p> <p><b><u>Central Health &amp; Safety Committee (Anne)</u></b></p> <ul style="list-style-type: none"> <li>• <b>October</b> – COVID update for Campus  Review of COVID supports, forms, self-assessment and training available. All Student records were added to the reporting tool in Mosaic for training (A2L); new employees will be automatically added to COVID training module (eliminates registration step)</li> <li>• <b>November</b> – Campus Snow Removal Plan  A reminder to Facility Services to spaces being used: Museum Staff are on campus throughout the week using main entrance, graduate students using the Learning Commons entrance (study space), Mills loading dock and Russell House.  Committee members can email Anne with any issues related to snow removal and she will forward to Facility Services.</li> </ul> <p><b><u>EOHSS report (Alicia)</u></b></p> <ul style="list-style-type: none"> <li>• A reminder to complete screening prior to arriving on campus; SOP's are in place for those working on site</li> <li>• Hamilton has moved to 'red zone' – article on Daily News outlines impact to McMaster (not many impacts/changes noted)</li> <li>• All departments on campus encouraged to prepare for 'lockdown'</li> <li>• Health &amp; Safety Boards – reminder to keep up to date, if possible, with updated documents (minutes, H&amp;S policy) Alicia will work with Geoff &amp; Hope to update Mills &amp; Thode and with Rachel to update Museum board</li> <li>• Innis first aid kit will be relocated to second floor of Thode – Ann will send Anne P reminder to update list of first aid kit locations.</li> <li>• Winter weather – report icy conditions to facility services</li> </ul> <p><b><u>Injury/Incident reports (Chris/Carol)</u></b></p> <p><b>Library</b></p> <ul style="list-style-type: none"> <li>• Injury reported at Innis – employee was packing books in boxes that were on a table. Table collapsed resulting in knee injury to employee. Incident involved no lost time, employee is recovering.</li> </ul> <p><b>Museum</b></p> <ul style="list-style-type: none"> <li>• None to report in Museum</li> </ul> <p><b><u>Ergonomic assessments (Anne/Carol)</u></b></p> <p><b>Library</b></p> <ul style="list-style-type: none"> <li>• No update</li> </ul> <p><b>Museum</b></p> <ul style="list-style-type: none"> <li>• No update</li> </ul>	<p>Update Health &amp; Safety Boards (Geoff/Rachel)</p> <p>Update list of first aid kit locations (Anne P)</p>

<p><b>4) <u>Inspection Reports:</u></b></p> <ul style="list-style-type: none"> <li>• Thode (prepared by H. Li) <ul style="list-style-type: none"> <li>○ Complete inspection done, no issues reported</li> <li>○ No users in space only contractors in early summer</li> </ul> </li> <li>• Mills, floors 1 through 3 (prepared by G. Woods) <ul style="list-style-type: none"> <li>○ Pathways clear, no lighting issues</li> <li>1<sup>st</sup> Floor &amp; Learning Commons area – no issues</li> <li>2<sup>nd</sup> Floor outside Admin area – landing area for furniture and other items – no issues</li> <li>3<sup>rd</sup> floor – landing floor for Innis books</li> </ul> </li> </ul> <p>Noted that some furniture has been ‘stock piled’ in certain areas to maintain safe distancing in ‘open areas’ – this will be cleared when Library fully reopens to public</p>	
<p><b>5) <u>New Business</u></b></p> <ul style="list-style-type: none"> <li>• Campus Snow Plan 2020-21 – discussed in Item 3: November CHSC update (Anne)</li> <li>• Some air filter work being considered; noted that air temperature issues have been resolved</li> <li>• Work being done to resolve water issue on 5<sup>th</sup> floor (Geoff)</li> <li>• Exit light out in lower level by water station (Audrie) Geoff will let electricians know.</li> </ul>	<p>Exit light in lower level – notify electricians (Geoff)</p>
<p><b>6) <u>Items to forward to Central JHSC</u></b></p> <p>No items to forward</p>	
<p><b>7) <u>Next meeting notice and adjournment</u></b></p> <p>January 26, 2021 – 2:30 - via Teams</p> <p>Chair: Janice Adlington</p>	
<p><b>PLEASE NOTE: If you cannot attend the next meeting, please send an alternate so the business of the committee can be conducted.</b></p> <p>  A. Pottier, Management Co-Chair</p> <p>  J. Adlington, Worker Co-Chair</p>	

## 2021 JHSC SCHEDULE

<b>JANUARY</b>  <b>Meeting -Tues 26, 2:30 pm, Teams</b> Museum Mills 6	<b>FEBRUARY</b>  Mills Lower Levels & BSB & 88 Forsyth Mills 1 Mills 4	<b>MARCH</b>  <b>Meeting – Tues 23 ,2:30 pm, Teams</b> Museum Thode Mills 3
<b>APRIL</b>  Mills 2	<b>MAY</b>  <b>Meeting - Tues 25, 2:30 pm, Teams</b> Museum Mills 5	<b>JUNE</b>  Thode Mills 3
<b>JULY</b>  <b>Meeting – Tues 27, 2:30 pm</b> Museum Mills Lower Level & BSB & 88 Forsyth Ave N	<b>AUGUST</b>  Mills 2 Mills 6 Mills 4	<b>SEPTEMBER</b>  <b>Meeting – Tues 28, 2:30 pm, ML 113 Connections or Teams</b> Museum
<b>OCTOBER</b>  Thode Mills 1	<b>NOVEMBER</b>  <b>Meeting – Tues 23, 2:30 pm ML 304 Community Room or Teams</b> Museum Mills 3	<b>DECEMBER</b>  Thode Mills 5 Mills 2

Roster when buildings are physically open:

Museum - Rachel Sullivan

Thode -Tim

Mills Lower Levels/BSB - Audrie

88 Forsyth Ave N - Alex

Mills 1 /LB106A - Geoff

Mills 2 - Nancy

Mills 3 - Nicole

Mills 4 - Janice

Mills 5 - Daryl

Mills 6 - Adam