### Management Member

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Affiliation</th>
<th>Certified?</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>M. Hotson</td>
<td>Mills Library</td>
<td>TMG</td>
<td>Y</td>
<td>Y</td>
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<tr>
<td>C. Nicol</td>
<td>Mills Library</td>
<td>TMG</td>
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<tr>
<td>A. Pearce</td>
<td>Innis Library</td>
<td>TMG</td>
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<tr>
<td>A. Pottier</td>
<td>Mills Library (Co-Chair)</td>
<td>MUFA</td>
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<td>C. Podedworny</td>
<td>Museum of Art</td>
<td>TMG</td>
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<tr>
<td>L. Serviss</td>
<td>Mills Library</td>
<td>MUFA</td>
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### Worker Member

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<tr>
<th>Name</th>
<th>Department</th>
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<th>Certified?</th>
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<tbody>
<tr>
<td>J. Adlington</td>
<td>Mills, Collections (Co-Chair)</td>
<td>MUALA</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>A. Erasmi</td>
<td>Innis Library</td>
<td>Unifor Local 5555</td>
<td>Y</td>
<td>Y</td>
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<tr>
<td>T. Gregorio</td>
<td>Museum</td>
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<tr>
<td>D. Hartz</td>
<td>MacPherson</td>
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<tr>
<td>A. Schell</td>
<td>Mills, Research Collections</td>
<td>Unifor Local 5555</td>
<td>Y</td>
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<tr>
<td>B. Sostar</td>
<td>Makerspace</td>
<td>Unifor Local 5555</td>
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<tr>
<td>N. Waite</td>
<td>Mills Library</td>
<td>Unifor Local 5555</td>
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<tr>
<td>G. Woods</td>
<td>Facilities – Mills, Thode, Innis</td>
<td>Unifor Local 5555</td>
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<tr>
<td>A. Snively</td>
<td>Mills Library</td>
<td>Unifor Local 5555</td>
<td>Y</td>
<td>Y</td>
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<tr>
<td>T. Wray</td>
<td>Thode Library</td>
<td>Unifor Local 5555</td>
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### Guests

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<tr>
<th>Name</th>
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<th>Attendance</th>
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<tbody>
<tr>
<td>Alicia Westfall</td>
<td>EOHSS</td>
<td>Advisor</td>
<td>Y</td>
<td>Y</td>
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</table>
1) **Agenda, Attendance, Quorum, Introductions, Announcements**
   - a. Regrets: C. Podedworny
   - b. Changes to committee membership
     Anne Pottier is retiring March 1, 2023.
     Carol Podedworny will take on Management Co-Chair role, Lynne Serviss will join committee as Management member.

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

3) **New Business**
   - JHSC updates to new and improved LibStaff intranet
     - Will plan to present updated version at future All Staff meeting.
   - Need to check official H&S boards to make sure they are current now that more people are working on site.
     - See RMM 319, Appendix 1 for list of items which must be on these boards
   - Certified Level 1 training expected in Spring 2023 – dates TBD.

4) **Review of Reports**

   **Central Health & Safety Committee (Anne)**
   - RMM 1204 – First Aid Program – sent to Senior Management for Approval
   - RMM 311 – Respiratory Protection Program – revised version coming to CJHSC member for comment.
   - JHSC Certification Training – Part 1 & Part 2 – to be scheduled for Spring and Fall 2023
   - Education/Training: January meeting: McMaster Master Space Plan (M. Moore)
     - Proposed plan includes a more pedestrian friendly campus – could this create increase in slips, trips & falls? Further consideration to accessibility and the ability to move between spaces.
     - Entrances to campus more welcoming, information focal points.

   **EOHSS report (Alicia)**
   - Health & Safety Policy out for signature, updated policy RMM100 should be available end of month.
   - Slips, trips, falls – reminder to communicate areas that need to be cleared.
   - Rapid Antigen Tests available in HR office.
   - Masks available through Facility Services; Library is offering mask dispensers at entrances of Mills and Thode.
   - EFAP’s – University looking to change providers, further information to follow.
   - Thrive Week this week – programs aimed at improvement health and well being.
**Injury/Incident reports (Chris/Carol)**

**Library**
- Community member, mental health call to EFERT.
- Staff member concern to response by security and police to mental health call.

**Museum**
- Employee returning dolly – bruised finger when putting away; cold compress applied, no lost time.

**Ergonomic assessments (Anne/Carol)**

Library - none
Museum - none

**Follow up with security on police response and presence with call (Alicia)**

**Inspection Reports**

- **Mills, 1st floor**
  - First floor leading to restrooms vinyl flooring ‘bubbling up’ – could cause tripping hazard.
- **Mills, 2nd floor**
  - no update
- **Mills, 5th floor**
  - no update
- **Mills, 6th floor (Adam Snively)**
  - 30 lights needing replacement (ticket submitted)
  - Ongoing leak – ceiling tiles near elevator (ticket submitted, work order placed)
- **Museum**
  - Workorder submitted in November for lights – additional lights out noted on each floor
- **Mills 3rd (November carry over – Adam Snively)**
  - H&S Board on 3rd floor out of date
  - Lights needing replacement (ticket submitted)
  - Noted that custodian no longer replace lights, electrician needs to be called.

**February Inspections**

- Mills Lower Levels & BSB & 88 Forsyth
- Mills 1
- Mills 4

**March**

- Museum
- Thode
- Mills 3

**Follow up with Fernando (Geoff)**

**Follow up on the ongoing leak (Geoff)**

**Custodians no longer replacing lights (Alicia will follow up with Facilities)**

5) **Items to forward to Central JHSC**

6) **Next meeting notice and adjournment**

- March 28, 2023 – 2:00 - via Teams
- Chair: Janice Adlington
PLEASE NOTE: If you cannot attend the next meeting, please send an alternate so the business of the committee can be conducted.

Anne Pottier
A. Pottier, Management Co-Chair

J. Adlington, Worker Co-Chair
# 2023 Inspection Schedule

<table>
<thead>
<tr>
<th>JANUARY</th>
<th>FEBRUARY</th>
<th>MARCH</th>
</tr>
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<tbody>
<tr>
<td><strong>Meeting – Tues 24, 2:00 pm</strong>&lt;br&gt;Teams&lt;br&gt;Museum&lt;br&gt;Mills 6</td>
<td><strong>Meeting – Tues 28, 2:00 pm</strong>&lt;br&gt;Teams&lt;br&gt;Museum&lt;br&gt;Thode&lt;br&gt;Mills 3</td>
<td><strong>Meeting – Tues 28, 2:00 pm</strong>&lt;br&gt;Teams&lt;br&gt;Museum&lt;br&gt;Thode&lt;br&gt;Mills 3</td>
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<tr>
<td>APRIL</td>
<td>MAY</td>
<td>JUNE</td>
</tr>
<tr>
<td>Mills 2</td>
<td><strong>Meeting – Tues 23, 2:00 pm</strong>&lt;br&gt;Teams&lt;br&gt;Museum&lt;br&gt;Mills 5</td>
<td>Thode&lt;br&gt;Mills 3</td>
</tr>
<tr>
<td>JULY</td>
<td>AUGUST</td>
<td>SEPTEMBER</td>
</tr>
<tr>
<td><strong>Meeting – Tues 25, 2:00 pm</strong>&lt;br&gt;Teams&lt;br&gt;Museum&lt;br&gt;Mills Lower Level &amp; BSB &amp; 88 Forsyth Ave N</td>
<td>Mills 2&lt;br&gt;Mills 6&lt;br&gt;Mills 4</td>
<td><strong>Meeting – Tues 26, 2:00 pm</strong>&lt;br&gt;Teams&lt;br&gt;Museum</td>
</tr>
<tr>
<td>OCTOBER</td>
<td>NOVEMBER</td>
<td>DECEMBER</td>
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<tr>
<td>Thode&lt;br&gt;Mills 1</td>
<td><strong>Meeting – Tues 28, 2:00 pm</strong>&lt;br&gt;Teams&lt;br&gt;Museum&lt;br&gt;Mills 3</td>
<td>Thode&lt;br&gt;Mills 5&lt;br&gt;Mills 2</td>
</tr>
</tbody>
</table>

Museum – Teresa Gregorio  
Thode - Tim / Brittany (Makerspace)  
Mills Lower Levels/BSB - Audrie  
88 Forsyth Ave N - Alex  
Mills 1 / LB106A - Geoff  
Mills 2 - Nancy  
Mills 3 - Adam  
Mills 4 - Janice  
Mills 5 - Daryl  
Mills 6 - Adam