



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



Tuesday August 8, 2023  
2:00 – 3:00  
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	N
A. Pearce	Innis Library	TMG		Y
C. Podedworny	Museum of Art	TMG	Y	Y
L. Serviss	Mills Library	MUFA		Y

<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
T. Gregorio	Museum	Unifor Local 5555		N
D. Hartz	MacPherson	Unifor Local 5555	Y	N
A. Schell	Mills, Research Collections	Unifor Local 5555	Y	Y
B. Sostar	Makerspace	Unifor Local 555		Y
NEW MEMBER				
G. Woods	Facilities – Mills, Thode, Innis	Unifor Local 5555		Y
A. Snively	Mills Library	Unifor Local 5555	Y	N
NEW MEMBER				

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

<p><b>Chair: J. Adlington</b>  <b>Minute Taker: M. Hotson</b></p>	<p><b>Action Items</b></p>
<p>1) <b><u>Agenda, Attendance, Quorum, Introductions, Announcements</u></b></p> <ul style="list-style-type: none"> <li>Member departures: Tim Wray (Thode); Nancy Waite (Mills 2<sup>nd</sup> Floor)  - Suggestions for new members – Janice will reach out for interest</li> </ul>	
<p>2) <b><u>Business Arising, Minutes of the March 28, 2023, Meeting</u></b></p> <ul style="list-style-type: none"> <li>First Aid training, June 13-14</li> <li>Invitation to healthy workplace committee member for September meeting</li> </ul>	<p>Mary will pull the list of participants, copy to Alicia.</p> <p>Alicia has reached out to committee rep.</p>
<p>3) <b><u>New Business</u></b>  Naloxone training through Hamilton Public Health will be scheduled for October (?)</p>	<p>Lynne will follow up with HPH and confirm date</p>
<p>4) <b><u>Review of Reports</u></b></p> <p><b><u>Central Health &amp; Safety Committee (Lynne)</u></b></p> <ul style="list-style-type: none"> <li>Right to disconnect – reminder of the policy</li> <li>Congratulations to Daryl Hartz the receipt of the Health and Safety Award of Excellence.</li> <li>Ergonomic Self-Assessment checklist has been updated for remote work.  <a href="#">Ergonomics Self Assessment Checklist</a></li> <li>Annual Health, Safety and Well-Being and Labour Relations report – This year the hazards that did not lead to an injury were pulled out and highlighted separately under a new category for ‘Psychological Health and Safety’. Increase of 132% in mental health claims from 2021-2022 (new category - part of the team’s goals is to advance psychological health and safety similarly to physical health and safety).</li> <li>Summary of Incidents on campus – mainly out of Health Science – fainting, cuts and stabs; second chemical spills.  <a href="https://hr.mcmaster.ca/app/uploads/2023/06/Health-and-Safety-Annual-Report.pdf">https://hr.mcmaster.ca/app/uploads/2023/06/Health-and-Safety-Annual-Report.pdf</a></li> <li>Healthy Workplace - focused on psychological health and safety as part of Mental Health week.</li> <li>Working Mind training is also available. The committee is currently recruiting members. Noted this has replaced Mental Health First Aid Training.</li> </ul> <p><b><u>UHS report (Alicia)</u></b></p> <ul style="list-style-type: none"> <li>Training refresh expected in next month – 4 modules combined into 1 session.</li> <li>COVID website will no longer be available end of August. Relevant information will move to HR website (infectious disease).</li> </ul>	<p>Lynne will provide links to Working Mind training &amp; look into Library specific training.</p>

<p><b><u>Injury/Incident reports (Chris/Carol)</u></b></p> <p><b>Library</b> – no incidents to report  <b>Museum</b> – no incidents to report</p> <p><b><u>Ergonomic assessments (Anne/Carol)</u></b></p> <p><b>Library</b> – no update  <b>Museum</b> – no update</p>	<p>Geoff will provide link to ergonomics assessment video.</p>
<p><b><u>Inspection Reports</u></b></p> <ul style="list-style-type: none"> <li>• Mills, 3rd Floor</li> <li>• Mills Lower Level &amp; BSB &amp; 88 Forsyth  <b>BSB</b>  -Custodial services required  -Thesis stacked very high, boxes falling apart - noted concern  -Garbage in landing has returned  -Extinguishers inspected in July</li> <li>• Museum – received via email</li> </ul>	<p>Lynne will submit ticket to Facility Services re: BSB</p> <p>Janice will follow up with Chris Nicol on status of inspection reports.</p>
<p><b>5) <u>Items to forward to Central JHSC</u></b></p>	
<ul style="list-style-type: none"> <li>• <b><u>Next meeting notice and adjournment</u></b>  Tuesday September 26, 2023  2pm – 3 pm via TEAMS  Chair: Carol Podedworny</li> </ul>	
<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>  <hr/> <p><b>C. Podedworny, Management Co-Chair</b></p>  <hr/> <p><b>J. Adlington, Worker Co-Chair</b></p>	