



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

Tuesday November 28th, 2023
2:00 – 3:00
MS Teams

Management Member	Department	Affiliation	Certified?	Attendance
M. Hotson	Mills Library	TMG		N
C. Nicol	Mills Library	TMG	Y	Y
A. Pearce	Innis Library	TMG		Y
C. Podedworny	Museum of Art	TMG	Y	Y
L. Serviss	Mills Library	MUFA		Y

Worker Member	Department	Affiliation	Certified?	Attendance
J. Adlington	Mills, Collections (Co-Chair)	MUALA		Y
A. Erasmi	Innis Library	Unifor Local 5555	Y	Y
T. Gregorio	Museum	Unifor Local 5555		Y
D. Hartz	MacPherson	Unifor Local 5555	Y	N
A. Schell	Mills, Research Collections	Unifor Local 5555	Y	Y
B. Sostar	Makerspace	Unifor Local 555		N
K. Compton		Unifor Local 555		Y
G. Woods	Facilities – Mills, Thode, Innis	Unifor Local 5555		Y
A. Snively	Mills Library	Unifor Local 5555	Y	N
NEW MEMBER	TBA			

Guests	Department	Affiliation	Certified?	Attendance
Alicia Westfall	UHS	Advisor		Y

<p>Chair: Janice Adlington Minute Taker: Carol Podedworny</p>	<p>Action Items</p>
<p>1) <u>Agenda, Attendance, Quorum, Introductions, Announcements</u> Jessica Tuinstra has volunteered to join the Committee and look after inspections on Mills 2nd Floor. Still needs to be approved by UNIFOR. To join, hopefully, in January 2024.</p>	<p>Janice to contact UNIFOR re: new member</p>
<p>2) <u>Business Arising, Minutes of the September 26, 2023, Meeting</u> None.</p>	
<p>3) <u>New Business</u> Lynne reported that Audrie and Geoff, after many years, are retiring as the Committee’s ergonomic specialists for the library. THANK YOU VERY MUCH TO THEM BOTH for their years of service in this area!</p> <p>Alex Erasmi (on the Committee) and Amber Dockins (Access Services) have stepped up to take this work on moving forward. They will receive training from Alicia and Geoff. They will start this assignment in the new year.</p> <p>At the Library, all new employees (since March 2020) have yet to be assessed.</p> <p>Alicia reminded the Committee that, in the meantime, all new employees can refer to the online self-ergonomic assessment.</p>	
<p>4) <u>Review of Reports</u></p> <p><u>Central Health & Safety Committee (Lynne)</u></p> <ol style="list-style-type: none"> 1) Traffic safety concerns on campus, especially around Sterling Street and hospital entrances. For pedestrians, bicyclists and cars. Central approached upper administration to respond. Saher Fazilat’s team has created a Working Group to develop Recommendations. 2) With the significant number of construction projects on campus, there are safety concerns for staff, faculty and students in these areas. Moving forward, all H&S Committee meeting Agendas are to include a Building Construction Safety item. When required, relevant campus experts/project leads will visit Committees for comment. 3) Incident Summaries for the entire campus will be shared, moving forward, in their entirety. 4) Lynne reminded Committee members of the many programs, services and courses offered to support employee wellness. <p><u>UHS report (Alicia)</u></p> <ol style="list-style-type: none"> 1) There was a Ministry of Labour visit for a critical injury at the David Braley Health Sciences Centre downtown. There was found to be a trip hazard on site. 2) H&S Boards moving forward will be virtual only. 3) Its that time of year! Watch for slips, trips and falls! Advise staff to contact Customer Service regarding salting and shovelling, use the salt bins 	

themselves if needed, use cleared pathways, and wear appropriate footwear.

Injury/Incident reports (Chris/Carol)

Library – a student employee fell during an orientation event and sprained their ankle.

Museum – none.

Ergonomic assessments (Anne/Carol)

Library – none.

Museum – none.

Inspection Reports

- 1) Museum – shower decommissioned. All else good.
- 2) Thode –
- 3) Mills 1 – replaced numerous lights on 1st and 2nd floors. Cleaned up basement level, making it less hazardous. All else good.
- 4) Mills 3 – not completed. To be carried forward to January meeting.
- 5) Mills 2 – not completed (new member for this area, yet to be approved by UNIFOR). Inspection to be carried forward to January meeting.

5) Items to forward to Central JHSC

None.

• **Next meeting notice and adjournment**

Forward meetings booked in our calendars already by Mary Hotson.
Next meeting: Tuesday January 23rd, 2:00 – 3:00 pm. On TEAMS.

The meeting was adjourned at 2:35 pm.

PLEASE NOTE: If you cannot attend the next meeting, please send an alternate so the business of the committee can be conducted.



C. Podedworny, Management Co-Chair



J. Adlington, Worker Co-Chair