

Tuesday January 28, 2020
2:30pm – 3:30pm
Mills Connections Centre (L113)

Management Member	Department	Affiliation	Certified?	Attendance
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	Y

Worker Member	Department	Affiliation	Certified?	Attendance
J. Adlington	Mills, Collections	MUALA		N
A. Erasmi	Innis Library	Unifor Local 5555	Y	N
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		N
A. Schell	Mills, Research Collections	Unifor Local 5555	Y	Y
N. Waite	Mills Library	Unifor Local 5555		N
J. Willson	Thode Library (Co-Chair)	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

Guests	Department	Affiliation	Certified?	Attendance
Alicia Westfall	EOHSS	Advisor		Y

Chair: A. Pottier Minute Taker: M. Hotson	Action Items
<p>1) <u>Agenda, Attendance, Quorum, Introductions, Announcements</u></p> <ul style="list-style-type: none"> Minutes from November 26, 2019 meeting approved with no amendments 	
<p>2) <u>Business Arising, Minutes of the Previous Meeting</u></p> <ul style="list-style-type: none"> Communication are AED's – Anne will create LibGuide for instruction Missing ceiling tiles due to electronic controls work have been replaced (Geoff) Updated labels for first aid kits will be sent out. Ann will notify Tom to update first aid kit on 2nd floor of Thode Replacement pads in AED's complete (Geoff) New 'safe station' labelling has been installed (nationwide to identify AED, consistent language) **include picture in minutes** Bandages updated in first aid kits (Geoff) 88 stickers have been added to new phones (Anne) <p>Other:</p> <ul style="list-style-type: none"> Mold on ceiling outside of Lyons – Geoff has reached out to Joe Emerson. Alicia will follow up with facilities mold remediation program Fire Incident at Mills - Audible alarm turned off by Electricians, strobes continued. Building was half evacuated – created confusion 	<p>Anne – create LibGuide for AED instruction</p> <p>Ann – update first aid kit on 2nd floor of Thode</p> <p>Alicia – follow up with facilities mold remediation program</p>
<p>3) <u>Review of Reports</u></p> <p>Central Health & Safety Committee (Anne)</p> <ul style="list-style-type: none"> Discussed traffic patterns at entrance to Sterling and Wilson – second consultants report will provide feedback on what has improved/worsened, recommendations on what can be done Reactor safety reporting program – update on safety of reactor and work done on expansion – noted that minimal exposure rates are continuously monitored. Highlight version of H&S meeting minutes provided Travel safety app available through government of Ontario - check destination prior to travelling re: threats, medical situations etc. International SOS service provided by MAC for those travelling abroad needing help (medical emergency, stolen id etc.) Thrive week - focus on Psychological Health & Safety <p>EOHSS report (Alicia)</p> <ul style="list-style-type: none"> 2020 Health & Safety policy to be posted on boards Reminder that training frequency has changed – ex. Ergonomics, Slips Trips & Falls NAOSH week – May 4-8 Update boards in all Libraries – Anne will provide list of items that should be on the board (will attach to minutes) 	<p>Anne – provide list of H&S board items</p>

Injury/Incident reports (Chris/Carol)

Library

- Employee tripped on central stairs in Mills Library - injured but no lost time or medical attention required
- Student slipped on wet stairs at Thode Library
- Noted that 'Caution' signs have been installed throughout Library in common areas (elevators washrooms) for quick use

Museum

- Student cut themselves while carving during workshop; bandage was applied, no further medial attention required

Ergonomic assessments (Anne/Carol)

Library:

- Paige Maylott (LAS)
- Nicole MacDonnell – new work area on third floor
- Smit Saboo – IT Coop Student

Museum:

- None to complete

4) Inspection Reports:

October

- Mills 1 - Geoff Woods
 - Emergency exit lights (2)
 - Noted that all outstanding tickets for exit lights will be reviewed and resubmitted

December

- Mills 5 - Daryl Hartz
 - Ceiling tiles in L501/B – controls work has changed air flow – ticket has been issued (Geoff)
- Thode - Tim Wray
 - 2nd floor ceiling tile starting to fall – ticket issued, has been fixed

January

- Museum - Rachel Sullivan
 - Saturday snow removal still an issue
 - Parking – recent unexpected visit by group from seniors residence; all accessible lots were full so parking was offered by garden in front of Museum; parking services indicated they would ticket vehicle – Rachel will email Carlos, cc Anne re: incident
- Innis - Alex Erasmi
 - No issues
- Mills 6 - Adam Snively
 - Ceiling tile in front of elevator 2, unresolved, beginning to 'sag'

Upcoming inspections:

February

- Mills 1
- Mills 4
- Mills Lower Levels/BSB, 88 Forsyth Ave N.

March

- Museum
- Thode
- Mills 3

5) **New Business**

- No new business to discuss

6) **Items to forward to Central JHSC**

- No items to forward

7) **Next meeting notice and adjournment**

Tuesday March 24, 2020, 2:30-3:30 Mills Connections Centre (ML113),
Chair: Anne Pottier

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



A. Pottier, Management Co-Chair

J. Willson, Worker Co-Chair