



McMaster University
 Libraries & Museum Joint Health and Safety
 Committee Minutes

Tuesday March 27th, 2018
 2:30pm – 3:30pm
 Mills, Community Room

Management Member	Department	Affiliation	Certified?	Attendance
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		Y
E. Ardelean	Mills Library	MUALA		N
A. Colgoni	Thode Library	MUALA		N
A. Erasmi	Innis Library	Unifor Local 5555	Y	Y
D. Hartz	MacPherson	Unifor Local 5555	Y	N
N. Knibb	Museum of Art	Unifor Local 5555	Y	N
N. MacDonnell	Mills Library, Collections	Unifor Local 5555		N
A. Schell	Mills, Research Collections	Unifor Local 5555	Y	Y
L. Sorowka	Thode Library	Unifor Local 5555		N
N. Waite	Mills Library	Unifor Local 5555		Y
J. Willson	Thode Library (Co-Chair)	Unifor Local 5555		Y
G. Woods	Facilities – Mills, Thode, Innis	Unifor Local 5555		Y
K. Farragher	Mills Library	Unifor Local 5555		Y

Guests	Department	Affiliation	Certified?	Attendance
Alicia Westfall	EOHSS	Advisor		Y

Chair: J. Willson
Minute Taker: M. Hotson

Action Items

1) **Agenda, Attendance, Quorum, Introductions, Announcements**

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

No items for review; minutes approved with no amendments.

3) **Review of Reports**

Central Health and Safety Committee (Anne)

Education portion included review of annual incident report; noted improvement with decrease number of incidents.

Updates:

- Wilson Hall and traffic congestion – determined that installation of hand rails will not resolve traffic issues; sliding glass doors will be closed to daily traffic and become an emergency exit only, main entrance will move to entrance doors across from Divinity –awareness campaign and adequate signage required. Traffic pattern studies to be conducted, further details and findings to follow.
- Construction- large portable to house temporary lecture hall/classroom space will be installed between Divinity College and Life Sciences building (end of July); expansion to Divinity atrium (end of June).
- Trail/Path – large branches placed on unmaintained trails to discourage use. Recent injury incident reported, no orders directed by MOL. Issue raised and discussed at CJHSC; recommendations and options being discussed. Cost involved in maintaining trails for safe use being reviewed to avoid further injury. Note that any newly engineered trails and RFP for new shuttle busses must include accessibility options.

Campus Annual Incident Report (Alicia/Anne)

Review of report, notable items:

- Total # of incidents decreased
- Lost time claims (1 full day of work missed as a result of injury) – 2 large claims through Campus Services increased # of days reported significantly.
- Summary of incidents reported – increased incidents through FHS
- WSIB claims and lost time incidents – EHOSS main focus
- Education and awareness contributed to decrease in slips, trips & falls
- Increased training required re: needle use for placements to avoid injury (needle pricks)

EHOSS (Alicia)

- North American Occupational Safety & Health Week – May 7th – 11th
BBQ planned for May 9th
- Health & Safety – Award of Excellence – deadline for nominations April 4th
- Poster competition – departments create and submit based on chosen Health & Safety topic.

Injury/Incident Reports (Chris/Carol)

Library:

- Thode – intern fell down stairs (slipped on food/oil)
- Mills – employee slipped on ice walking into work; aware of ice, alternative routes discussed
- Makerspace – User cut while operating circuit board milling machine; first responders called

Ergonomics Assessments (Anne/Carol)

- New employees – Matthew Fesnak, and Adam Snively; Sandra Rakovac - request for new assessment with new work space.

4) Inspection Reports

February

- Mills Lower Level/BSB – Audrie Schell
BSB – flashlight missing, Anne to order replacement
Concern to aisles obstructed with plastic/boxes (belong to thesis area)
Space in need of general cleaning – OS ticket to be issued
Archives boxes – require rehousing, boxes full and misshapen due to temperature and humidity
- Mills Lower Level - no issues to report
Russell area – very warm (101/C)
Inconsistent custodial services – i.e. garbage pick up
- Mills 1/LB106A - Geoff Woods
First floor – new shelving, brace required to connect to wall
No other issues
Server room - no issues
- Mills 4 - Janice Adlington
No update - next meeting

- Anne to order replacement flashlight for BSB
- Audrey to issue OS ticket for cleaning

March

- Museum – Nicole Knibb
No update – next meeting
- Mills 3 - Nicole MacDonnell
No update – next meeting
- Thode – Julie
Makerspace – laser cutter issues - filter was changed resulting in motor speed adjustment

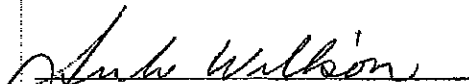
5) New Business

- Anne is arranging First Aid training for this year; date TDB – will send out information once confirmed.
- Exercise bike desks – now available in all 3 libraries, more to be purchased in future; bikes include laptop space/platform; 30 minute time limit
- Apples/granola bars for students during exam time; discussion on how best to provide students with exam resources and other information - social media, create Facebook event?

6) Next Meeting

- May 22nd, 2018
Mills Community Room (ML304)
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.


J. Willson, Worker Co-Chair


A. Pottier, Management Co-Chair

2018 JHSC Schedule

<p>JANUARY</p> <p>Meeting - 23rd, 2:30 pm, ML 304 Community Room Museum Innis Mills 6</p>	<p>FEBRUARY</p> <p>Mills Lower Levels & BSB Mills 1 Mills 4</p>	<p>MARCH</p> <p>Meeting - 27th, 2:30 pm, ML 304 Community Room Museum Thode Mills 3</p>
<p>APRIL</p> <p>Innis Mills 2</p>	<p>MAY</p> <p>Meeting – 22nd, 2:30 pm, ML 304 Community Room Museum Mills 5</p>	<p>JUNE</p> <p>Thode Mills 3</p>
<p>JULY</p> <p>Meeting – 24th, 2:30 pm, ML 304 Community Room Museum Mills Lower Level & BSB</p>	<p>AUGUST</p> <p>Mills 2 Mills 6</p>	<p>SEPTEMBER</p> <p>Meeting – 25th, 2:30 pm, ML 304 Community Room Museum Innis</p>
<p>OCTOBER</p> <p>Thode Mills 1</p>	<p>NOVEMBER</p> <p>Meeting – 27th, 2:30 pm ML 304 Community Room Museum Mills 3 Mills 4</p>	<p>DECEMBER</p> <p>Thode Mills 5</p>

Innis – Alex
 Museum – Nicole Knibb
 Thode – Lynn & Julie
 Mills Lower Levels/BSB – Audrie
 Mills 1 & LB106A – Geoff
 Mills 2 – Nancy
 Mills 3 – Nicole
 Mills 4 – Janice
 Mills 5 – Daryl
 Mills 6 – Alex/Keara