



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

Tuesday January 24, 2023
2:00 – 3:00
MS Teams

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	N
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		Y
N. Waite	Mills Library	Unifor Local 5555		Y
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		Y

Guests	Department	Affiliation	Certified?	Attendance
Alicia Westfall	EOHSS	Advisor		Y

<p>Chair: A. Pottier Minute Taker: M. Hotson</p>	
<p>1) <u>Agenda, Attendance, Quorum, Introductions, Announcements</u></p> <ul style="list-style-type: none"> 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. 	<p>Action Items</p>
<p>2) <u>Business Arising, Minutes of the Previous Meeting (November)</u></p>	
<p>3) <u>New Business</u></p> <ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> • 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. 	<p>Include link to JHSC page in minutes (Mary)</p> <p>H&S Boards: Mills (Mary) Thode (Tim)</p>
<p>4) <u>Review of Reports</u></p> <p><u>Central Health & Safety Committee (Anne)</u></p> <ul style="list-style-type: none"> • 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. <p><u>EOHSS report (Alicia)</u></p> <ul style="list-style-type: none"> • 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. 	<p>Rapid Antigen Tests for Library staff and students (Alicia)</p>

<p><u>Injury/Incident reports (Chris/Carol)</u></p> <p>Library -Community member, mental health call to EFERT. -Staff member concern to response by security and police to mental health call.</p> <p>Museum -Employee returning dolly – bruised finger when putting away; cold compress applied, no lost time.</p> <p><u>Ergonomic assessments (Anne/Carol)</u></p> <p>Library - none Museum - none</p>	<p>Follow up with security on police response and presence with call (Alicia)</p>
<p><u>Inspection Reports</u></p> <ul style="list-style-type: none"> • Mills, 1st floor <ul style="list-style-type: none"> • First floor leading to restrooms vinyl flooring ‘bubbling up’ – could cause tripping hazard. • Mills, 2nd floor <ul style="list-style-type: none"> -no update • Mills, 5th floor <ul style="list-style-type: none"> -no update • Mills, 6th floor (Adam Snively) <ul style="list-style-type: none"> -30 lights needing replacement (ticket submitted) -Ongoing leak – ceiling tiles near elevator (ticket submitted, work order placed) • Museum <ul style="list-style-type: none"> -Workorder submitted in November for lights – additional lights out noted on each floor • Mills 3rd (November carry over – Adam Snively) <ul style="list-style-type: none"> -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. <p>February Inspections -Mills Lower Levels & BSB & 88 Forsyth -Mills 1 -Mills 4</p> <p>March -Museum -Thode -Mills 3</p>	<p>Follow up with Fernando (Geoff)</p> <p>Follow up on the ongoing leak (Geoff)</p> <p>Custodians no longer replacing lights (Alicia will follow up with Facilities)</p>
<p>5) <u>Items to forward to Central JHSC</u></p>	
<p>6) <u>Next meeting notice and adjournment</u></p> <ul style="list-style-type: none"> • 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

Janice Adlington

J. Adlington, Worker Co-Chair

2023 Inspection Schedule

<p>JANUARY</p> <p>Meeting – Tues 24, 2:00 pm Teams Museum Mills 6</p>	<p>FEBRUARY</p> <p>Mills Lower Levels & BSB & 88 Forsyth Mills 1 Mills 4</p>	<p>MARCH</p> <p>Meeting – Tues 28, 2:00 pm Teams Museum Thode Mills 3</p>
<p>APRIL</p> <p>Mills 2</p>	<p>MAY</p> <p>Meeting – Tues 23, 2:00 pm Teams Museum Mills 5</p>	<p>JUNE</p> <p>Thode Mills 3</p>
<p>JULY</p> <p>Meeting – Tues 25, 2:00 pm Teams Museum Mills Lower Level & BSB & 88 Forsyth Ave N</p>	<p>AUGUST</p> <p>Mills 2 Mills 6 Mills 4</p>	<p>SEPTEMBER</p> <p>Meeting – Tues 26, 2:00 pm Teams Museum</p>
<p>OCTOBER</p> <p>Thode Mills 1</p>	<p>NOVEMBER</p> <p>Meeting – Tues 28, 2:00 pm Teams Museum Mills 3</p>	<p>DECEMBER</p> <p>Thode Mills 5 Mills 2</p>

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