



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

Tuesday January 23, 2024
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
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		N
K. Compton	Mills, Access Services	Unifor Local 555		Y
G. Woods	Facilities – Mills, Thode, Innis	Unifor Local 5555		Y
A. Snively	Mills, Access Services	Unifor Local 5555	Y	Y
J. Tuinstra	Mills, Collections	Unifor Local 5555		Y

Guests	Department	Affiliation	Certified?	Attendance
Alicia Westfall	UHS	Advisor		Y

<p>Chair: Janice Adlington Minute Taker: Mary Hotson</p>	
<p>1) <u>Agenda, Attendance, Quorum, Introductions, Announcements</u></p> <p>Welcome to new committee member, Jessica Tuinstra</p>	<p>Action Items</p>
<p>2) <u>Business Arising, Minutes of the November 28, 2023 Meeting</u></p> <p>Building Construction Safety – standing agenda item, no update</p>	
<p>3) <u>New Business</u></p>	
<p>4) <u>Review of Reports</u></p> <p><u>Central Health & Safety Committee (Lynne)</u></p> <p>December 20, 2023</p> <ul style="list-style-type: none"> -Naloxone training held for Library staff; approval received for kits to be kept behind Service desk – reminder to follow safety protocol. Lynne will pick up kits and distribute. -Fire alarms triggered by vaping in Library bathrooms - numbers not available through Security as they are not able to determine cause of fire alarms. Could Library staff track alarms and note when vaping is the cause? Creates an opportunity to communicate repercussions, consequences to students. -Campus Snow Plan – reporting tool shared, QR code, signs posted in parking lots. 90+ salt bins located across campus – all are encouraged to use when necessary. -The Working Mind – Health Safety & Wellness – programs and workshops available online. Reminder to encourage and share content on Wellness page. -Summary of incidents report: Hospitality services and Athletics & Rec. Overall incidents mainly include cuts & lacerations (art studio & labs). Incident in Mills Library, 5th Floor – Facility staff member poked by sharp while dusting stacks – noted that Library was not notified of incident in advance. Alicia will ensure communication with Library for future incidents. -Discussion around fire inspections not being complete – extinguishers in Library are checked with floor inspections. 	<p>Lynne – Naloxone kits for Service desks</p>

UHS report (Alicia)

-Winter weather – Slips, Trips, and Falls prevention campaign – posters, additional salt bins, info online.
-Certification training – Part 1 - end of April/May, Part 2 - October (5 in class days) – communication will go out via email, registration in Mosaic.

Injury/Incident reports (Chris/Carol)

Library

-Employee retrieving book from shelf, reached and books fell. Strained wrists. Stepping stool placed in location, non-slip tape put on shelf, manager of area reviewing.

Museum

-no update

Ergonomic assessments (Anne/Carol)

-Alex and Amber Dawkins will look after staff ergonomic assessments
-Plan being established (noted 40+ new staff requiring assessments)

Library

Museum

Inspection Reports

- **Museum**
-No issues to note, waiting on new sign for eye wash station
- **Thode**
-Lower level - lights out in stacks area (OS ticket submitted)
-1st Floor – staff desks moved to accommodate new workspace, cords exposed.
-2nd Floor – fire hose missing sign off for monthly inspection
- **Mills 3**
-17 fluorescent lights out (Adam will submit OS ticket)
-Water stain by copier #8
-No hot water in staff lounge
-Sounds baffles – askew, could fall
- **Mills 2**
-pending
- **Mills 6**
-22 fluorescent lights out (Adam will submit OS ticket)
-Stained ceiling tile by elevator #2
-Network cable coming out of ceiling

5) Items to forward to Central JHSC

- Vaping issues in the Library

- **Next meeting notice and adjournment**

Tuesday March 26, 2024

2:00 – 3:00 via MS TEAMS

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