



McMaster University
Libraries & Museum Joint Health and Safety
Committee Minutes

Tuesday May 23, 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
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		N
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	N
B. Sostar	Makerspace	Unifor Local 555		Y
N. Waite	Mills Library	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		Y

Guests	Department	Affiliation	Certified?	Attendance
Alicia Westfall	EOHSS	Advisor		Y

<p>Chair: C. Podedworny Minute Taker: M. Hotson</p>	<p>Action Items</p>
<p>1) <u>Agenda, Attendance, Quorum, Introductions, Announcements</u> a) Nancy Waite will be stepping down from the committee. Janice and Carol will work on finding a new worker representative to replace her.</p>	
<p>2) <u>Business Arising, Minutes of the March 28, 2023, Meeting</u></p> <ul style="list-style-type: none"> • New provider for First Aid Training – noted that First Aid Training for Library staff has been scheduled through Canadian Red Cross for June 13 & 14. 	
<p>3) <u>New Business</u></p>	
<p>4) <u>Review of Reports</u></p> <p><u>Central Health & Safety Committee (Lynne)</u> April 19, 2023 Education Topic – Automated External Defibrillators (AED) C. Beecroft reviewed the AED program and website.</p> <ul style="list-style-type: none"> • The AED program has evolved over many years, being managed by individual departments - thank you to Anne Pottier for her work on the program and initiating work with Action First Aid our AED provider. • In the past 6 months we have established RMM 1207 Automated External Defibrillator and Management Program, conducted training with caretakers on the tracking tool, communications, launched AED website. • First university in Canada to provide indoor and outdoor save stations – 60 AEDs in our buildings, three outdoor AEDs which have climate-controlled cabinets and are monitored by Action First Aid • Security and EFRT have their own portable AED units • Monthly AED inspections are conducted by the caretakers • AED locations can be found on the AED website and also on the safety app. <p>Healthy Workplace</p> <ul style="list-style-type: none"> • Palmer advised McMaster Earth Day Tree Planting event taking place April 22nd, registration required. • Other upcoming events include: Campus Food Charter Survey, Working Mind Mental Health training designed for people leaders. • S. Cameron provided a demonstration of the Telus Health (Employee and Family Assistance Provider) platform <p>How to best communicate well-being resources available?</p> <p><u>UHS report (Alicia)</u></p> <ul style="list-style-type: none"> • Updated ergonomics self assessment check list now available (work and home) – noted as mandatory for staff working from home • Safety and health week went well – good turnout. Daryl Hartz awarded Health & Safety Award of Excellence. 	<p>Alicia will invite healthy workplace committee member to a future meeting (September).</p>

Injury/Incident reports (Chris/Carol)

Library – Employee using drill, slipped and punctured thumb - advised to use clamp in future.

Museum – Employee tripped on stairs while carrying something – advised to use caution.

Ergonomic assessments (Anne/Carol)

Library – no update

Museum – no update

Inspection Reports

Mills, 1st Floor – no update

Mills, 2nd Floor – no update (Nancy has provided via email)

Mills, 5th Floor – no update

Museum – lights out (+20 carried forward since November).

Note safety issues in ticket when submitting to prioritize.

5) Items to forward to Central JHSC

• **Next meeting notice and adjournment**

Tuesday July 25, 2023

2:00 – 3:00

MS 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.



C. Podedworny, Management Co-Chair



J. Adlington, Worker Co-Chair

