



**McMaster University  
Administration Joint Health and Safety Committee  
Minutes**

Wednesday, May 11, 2011  
11:00am – 12:00pm  
MUSC 220

<b>Management Member</b>	<b>Department</b>	<b>Affiliation</b>	<b>Attendance</b>
Ms Michelle Bennett (Certified) (Co-Chair)	University Secretariat	TMG	Present
Ms Roseanne Kent	Campus Health	TMG	Absent
Ms Leslie Brandreth	School of Graduate Studies	TMG	Present
Ms Donna Shapiro	Titles Bookstore	TMG	Absent

<b>Worker Member</b>	<b>Department</b>	<b>Affiliation</b>	<b>Attendance</b>
Ms Amanda McFarland (Co-Chair)	Student Success Centre	CAW	Regrets
Ms Lorraine Park (Certified)	Registrar's Office	CAW	Present
Ms Karen Sutton	Titles Bookstore	CAW	Present
Mr. Nathaniel Knopp	School of Graduate Studies	CAW	Present
Ms Anita Blaney	Financial Services	CAW	Present

<b>Guests</b>	<b>Department</b>	<b>Affiliation</b>	<b>Attendance</b>
Mr. Ryan Devers	EOHSS	Administrative Support	Present
Ms Alicia Westfall	EOHSS	TMG	Present

<p><b>Items to be forwarded to Central Joint Health and Safety Committee: None.</b></p>	
	<b>Action Items</b>
<p><b>1) Attendance and Quorum</b></p> <p>M. Bennett opened the meeting. A. Blaney was welcomed to the committee as a new worker member.</p>	
<p><b>2) Minutes of the Previous Meeting</b></p> <p>Minutes from the April 13, 2011 meeting were approved with the following amendments:</p> <ul style="list-style-type: none"> <li>• Inspection Areas – Refectory: “Central JHSC decision” was replaced with, “EOHSS decision”</li> <li>• 2011 Inspection Schedule: “The Committee noted that several inspection reports have noted a fire door in the Refectory Building that is continually propped open” was replaced with, “The Committee noted that several inspection reports have noted a fire door in the Alumni Memorial Building that is continually propped open.”</li> <li>• Action Item 6: “Refectory” was replaced with, “Alumni Memorial Building”</li> </ul>	
<p><b>3) Action Items from Minutes of the Previous Meeting</b></p> <p>1. <i>Committee members are to review RMM# 504 by the next committee meeting and send an email to <a href="mailto:adminjhsc@mcmaster.ca">adminjhsc@mcmaster.ca</a> to notify of completion.</i></p> <p>Committee members were asked to review RMM# 504 <i>Compressed and Liquefied Gases Program</i> and to notify the Committee of completion.</p> <p>2. <i>M. Bennett will add sections 7.1 and 7.2 from RMM #504 to the Workplace Inspection template used by the Committee for Campus Health.</i></p> <p>Sections 7.1 and 7.2 from RMM #504 have been added to the Campus Health inspection template.</p> <p>3. <i>EOHSS will follow up to determine how information regarding sharps containers is given to staff and visitors.</i></p> <p>A. Westfall distributed a Sharps Awareness poster to the Committee and indicated that this is the most public way that information is distributed. Further, RMM# 407 Human Blood/Body Fluid Exposure Program addresses sharps however, it is more specific toward those working in a lab. The Committee suggested that information regarding the disposal of sharps should be included in the EOHSS orientation training and for the Sharps poster to be posted on Health and Safety Boards. EOHSS will follow up regarding adding a slide on the disposal of sharps to Orientation training. This item is now closed.</p> <p>4. <i>EOHSS will follow up with the EOHSS decision of which committee will inspect the Refectory.</i></p> <p>A. Westfall indicated that this area is still unoccupied. Therefore, it is still the Administration JHSC’s responsibility to inspect this area until it becomes newly occupied. Once occupied, it will be determined who will inspect the building.</p> <p>5. <i>M. Bennett will send EOHSS a map of the areas inspected by the Administration JHSC for review to ensure there is no overlap with other committees.</i></p> <p>EOHSS has received the information and are reviewing it.</p> <p>6. <i>EOHSS will follow up regarding the fire door that continually remains propped open in Alumni Memorial Hall.</i></p> <p>EOHSS will follow up to determine if there has been progress in this area.</p>	<p>1. Committee members are to review RMM# 504 by the next committee meeting and send an email to <a href="mailto:adminjhsc@mcmaster.ca">adminjhsc@mcmaster.ca</a> to notify of completion.</p> <p>2. EOHSS will follow up regarding adding a slide in Orientation training regarding the disposal of sharps.</p> <p>3. EOHSS will follow up with Alumni Memorial Hall regarding the fire door that continually remains propped open.</p>

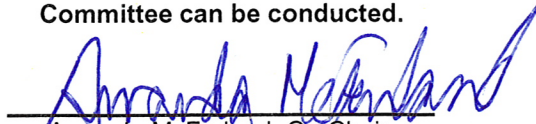
<p>7. <i>EOHSS will determine who will become responsible for updating the Health and Safety Board in Wentworth House.</i></p> <p>EOHSS reported that this has not yet been determined but will be followed up on.</p>	
<p><b>4) <u>Gilmour Hall, Room 305 – update regarding wasps</u></b></p> <p>The occupants in Gilmour Hall, Room 305 were communicated with and indicated that there have not been any sightings of wasps. They were instructed to contact the Administration JHSC should they discover wasps. This item has been closed.</p>	
<p><b>5) <u>Inspection Schedule</u></b></p> <p><u>2011 inspection schedule</u> The inspection schedule was discussed and approved until the end of August 2011.</p> <p><u>2010 inspection responses</u> The Committee has received responses from International Student Services and the Student Success Centre. Inspection responses are still outstanding for the second and third floors of MUSC in addition to the third floor of Gilmour Hall.</p>	<p>4. M. Bennett will follow up regarding inspection responses from floors two and three in MUSC and floor three in Gilmour Hall.</p>
<p><b>6) <u>Inspection Reports (replies)</u></b></p> <p><u>MUSC 2<sup>nd</sup> floor (MSU)</u> The Committee discussed bird droppings on the walls of MUSC. In previous inspection reports, this was noted that this would be cleaned regularly. If there is no improvement, EOHSS will contact MUSC administration. The Committee further discussed the exhaust vent located in front of Made in Japan on the first floor of MUSC. Due to a recent fire alarm the ventilation system in MUSC was automatically shut off. Once the system was reset, large amounts of dust fell from the exhaust vent. The Committee questioned how frequent the exhaust vents in MUSC are cleaned.</p> <p><u>Gilmour Hall basement (Titles)</u> The Committee discussed the inspection report for the Gilmour Hall basement (Titles) area.</p> <p><u>Wentworth House (Strategy Office)</u> The Committee discussed that the manager in this area has not responded to the sections in the inspection report regarding areas outside of their office. EOHSS will follow up regarding the response to this inspection report.</p>	<p>5. EOHSS will follow up regarding how frequent the exhaust vents are cleaned in MUSC.</p> <p>6. EOHSS will follow up regarding the response to this inspection report.</p>
<p><b>7) <u>Incident/Accident Reports</u></b></p> <p>The Committee reviewed the incidents from April 2011.</p>	
<p><b>8) <u>Health &amp; Safety Training Review</u></b></p> <p><u>WHMIS Symbols</u> The Committee reviewed and discussed key topics of WHMIS.</p> <p><u>Fire Safety</u> This item has been rescheduled for the next Administration JHSC meeting.</p>	
<p><b>9) <u>Other Business</u></b></p> <p>The Committee discussed changing the scheduled times of when the Committee meets. The next scheduled meeting will remain as planned and this topic will be discussed then.</p>	
<p><b>10) <u>Items to forward to the Central JHSC</u></b></p> <p>There were no items to forward to the Central JHSC.</p>	

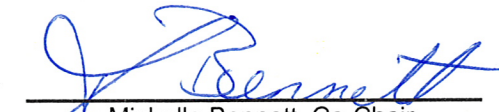
The meeting adjourned at 12:00pm.

The Chair for the next meeting is: Michelle Bennett

**Next meeting: Wednesday, June 22, 2011 from 11:00am – 12:00pm in MUSC 220**

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

  
Amanda McFarland, Co-Chair

  
Michelle Bennett, Co-Chair