



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

Wednesday, April 14, 2010  
11:00 a.m. – 12:00 pm.  
MUSC 224

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

<b>Worker Member</b>	<b>Department</b>	<b>Affiliation</b>	<b>Attendance</b>
Ms Angie Bijak (Certified)	Office of the Registrar	CAW	Present
Ms Wendy Jeffery	Financial Aid	CAW	On Leave
Ms Amanda McFarland (Co-Chair)	Career Services	CAW	Present
Ms Lorraine Park	Office of the Registrar	CAW	Present
Ms Karen Sutton	Bookstore	CAW	Present
Ms Gisela Oliveira	Career Services	CAW	Absent
Ms Michelle Roloson	Student Accounts	CAW	Regrets

<b>Guests</b>	<b>Department</b>	<b>Affiliation</b>	<b>Attendance</b>
Ms Baninder Grewal	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>  A. McFarland opened the meeting. As an equal number of worker and management members were present M. Bennett agreed to abstain from voting and quorum was met.</p>	
<p><b>2) Minutes of the Previous Meeting</b>  Minutes of the February 10, 2010 meeting were approved.</p>	
<p><b>3) Action Items from Minutes of the Previous Meeting</b></p> <ol style="list-style-type: none"> <li>1. A. McFarland will move the first aid kit in the employee lounge to be relocated to Career Services.  A. McFarland moved the first aid kit.</li> <li>2. A. McFarland will inform staff in Career Services of the relocation of the first aid kit to Career Services and the necessity for first aid providers to have their certification up to date.  A. McFarland mentioned that this kit will not be advertised because employees are in the process of being trained. A. Westfall will make the official changes on the EOHSS website in June. A question arose regarding access to the first aid kit past 4:30 pm on weekdays and on weekends to accommodate employees from the Registrar's Scheduling department during exams. A member commented that the bookstore would be open late with an accessible first aid kit after 4:30 pm. It was suggested that an employee from Scheduling should receive first aid training.</li> <li>3. M. Bennett will report back to the employee who expressed the Shuttle Bus safety concerns.  M. Bennett reported back to the employee. This was no longer an issue as the employee is parking elsewhere.</li> <li>4. A. McFarland to provide the Committee with the Facility Services salting schedule.  A. McFarland contacted Facility Services and was informed that there is no formal schedule available and salting is completed when needed. L. Park requested a copy of any policy or procedures regarding salting.</li> </ol>	<ol style="list-style-type: none"> <li>1) A. Westfall to add location of first aid kit to EOHSS website.</li> <li>2) A. McFarland to inquire about access to the GH 1<sup>st</sup> floor first aid kit after 4:30 pm on weekdays and on weekends.</li> <li>3) A. McFarland to seek an employee from the Scheduling office to be trained in first aid.</li> <li>4) A. McFarland to request policy and/or procedures for Facility Services salting schedule.</li> </ol>
<p><b>4) Inspections</b>  The Committee reviewed and approved the inspection schedule. A. McFarland reminded the Committee that the inspections must be completed monthly.</p>	
<p><b>5) Incident/Accident Reports</b>  A. Westfall commented that 2 incidents occurred in April that were both hazards. The first incident involved a water bottle in the Student Center on the 2<sup>nd</sup> floor ledge. EOHSS followed up and temporary signage advising not to place items on the ledges was posted. MUSC Building Management is ordering more permanent signage which will be posted.</p> <p>The second incident involved employees wearing facility services jackets entering the student center during a fire alarm. A. Westfall contacted Facility Services regarding the incident. A. Westfall will follow up with Facility Services about reminding employees regarding the importance of staying out of the building during a fire alarm.</p>	<ol style="list-style-type: none"> <li>5) A. Westfall to inquire about the status of permanent signage (regarding items on ledges) for the MUSC 2<sup>nd</sup> floor ledges.</li> <li>6) A. Westfall to follow up with Facility Services about reminding employees of the importance of not entering a building during a fire alarm.</li> </ol>
<p><b>6) Meeting dates / Terms of Reference</b>  A. McFarland proposed a new meeting schedule which will require meetings eight times a year. The committee voted in favour of the new meeting schedule. The Committee approved amending the terms of reference. The statement "An alternate may be sent with the agreement of the Worker Co-Chair" will be added to section 1.2 and the frequency of required training will be added into section 6.0.</p>	<ol style="list-style-type: none"> <li>7) A. McFarland to amend the terms of reference to change sections 1.2 and 6.0.</li> </ol>

**7) Other Business**

The Committee discussed the CJHSC reply regarding the Committee letter about pedestrian safety outside of MUSC. L. Park is a member of the CJHSC and commented that an external engineering company is completing an evaluation of the traffic flow outside of MUSC. L. Park agreed to provide members with an update on the status of the external review.

L. Park inquired about first aid training dates. A. Westfall mentioned that Athletics and Recreation can be contacted for further information. M. Bennett noted that an email from Athletics and Recreation providing information on the training had been forwarded to members on March 29, 2010. M. Bennett resent the information to the Committee.

A. Westfall reminded the Committee that NAOSH (North American Occupational Safety and Health) week will be taking place the first week of May. EOHSS will be offering a variety of training sessions for accident investigation, how to fill out an incident report, as well as Return to Work training which will provide an overview regarding WSIB procedures and penalties for not submitting important forms on time. A. Westfall also reminded members of the complimentary lunch that will be provided for JHSC members during the NAOSH BBQ on May 5<sup>th</sup> and the vendor fair with various safety suppliers. A. Westfall also mentioned that further information regarding NAOSH activities is available at [www.workingatmcmaster.ca/eohss](http://www.workingatmcmaster.ca/eohss).

8) L. Park to provide the Committee with a status update on the external review of traffic flow and pedestrian safety outside of MUSC.


**8) Items to forward to Central JHSC**


No items to forward to the Central JHSC.

The meeting adjourned at 11:45 a.m.  
The Chair for the next meeting is: Michelle Bennett

**Next meeting: Wednesday, May 12, 2010**  
**10:30 am – 11:00am in Titles**  
**11:00 am – 12:00pm in MUSC 224**

**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

