



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

Wednesday, February 10, 2010
11:00 a.m. – 12:00 pm.
MUSC 224

Management Member	Department	Affiliation	Attendance
Ms Michelle Bennett (Co-Chair)	University Secretariat	TMG	Regrets
Ms Theresa Cooke	Financial Services	TMG	Present
Ms Roseanne Kent	Campus Health	TMG	Regrets
Ms Leslie Brandreth	School of Graduate Studies	TMG	Present
Ms Donna Shapiro	Titles Bookstore	TMG	Present

Worker Member	Department	Affiliation	Attendance
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	Regrets
Ms Karen Sutton	Bookstore	CAW	Present
Ms Gisela Oliveira	Career Services	CAW	Regrets
Ms Michelle Roloson	Student Accounts	CAW	Present

Guests	Department	Affiliation	Attendance
Ms Baninder Grewal	EOHSS	Administrative Support	Present
Ms Alicia Westfall	EOHSS	TMG	Present

<p>Items to be forwarded to Central Joint Health and Safety Committee: None</p>	
	Action Items
<p>1) Attendance and Quorum A. McFarland opened the meeting and quorum was met.</p>	
<p>2) Minutes of the Previous Meeting Minutes of the January 13, 2010 meeting were approved.</p>	
<p>3) Action Items from Minutes of the Previous Meeting (December 2009)</p> <ol style="list-style-type: none"> 1. <i>Ms Westfall will arrange for the first aid kit in the employee lounge to be relocated to Career Services.</i> A. McFarland will move the first aid kit. 2. <i>Ms 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.</i> A. McFarland will communicate this information. 3. <i>Ms Bennett will report back to the employee who expressed the Shuttle Bus safety concerns.</i> M. Bennett will report on this item at the next meeting. 4. <i>The Co-Chairs will draft a letter to CJHSC regarding a proactive review of pedestrian safety in front of MUSC.</i> The letter was sent to CJHSC. 	<ol style="list-style-type: none"> 1) A. McFarland will move the first aid kit in the employee lounge to be relocated to Career Services. 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. 3) M. Bennett will report back to the employee who expressed the Shuttle Bus safety concerns.
<p>4) Inspections The Committee discussed the Bookstore inspection report and the ongoing leak issue. A. Westfall contacted Facility Services and the repair is on their list of repairs to be completed.</p> <p>5) Committee Membership T. Cooke announced that she will be stepping down from the Committee. A. McFarland thanked T. Cooke for her time and her service to the Committee. A. McFarland will investigate finding more members and will look at marketing initiatives.</p>	
<p>6) Incident/Accident Reports A. Westfall commented that there were nine incidents in January including seven from Research Services regarding the smell from the fryer located in the "1280" Fry Window in the basement of Togo Salmon Hall. The filters in this area have been changed and contractors are investigating. There were also two hazards in MUSC involving the tree grates and the MUSC Director has been contacted on this issue. There was an incident involving Healthcare due to a slip in parking lot B and it should be noted that the employee was wearing appropriate footwear. Facilities services salted area that day. A. Bijak inquired about the Facility Services salting schedule. A. McFarland stated she would obtain the schedule and provide it to the Committee.</p> <p>A. Westfall reviewed the hazardous waste policies and procedures memo with the Committee and requested the memo be posted on Health and Safety Boards. She directed members to visit the EOHSS website for further information.</p> <p>A. Westfall mentioned that an email was distributed to all Joint Health and Safety Committee members and First Aid Kit owners to update the first aid materials, locations, and owner's information. Committee members can email A. Westfall to update this information. The first aid kit owners should also have a valid first aid certificate.</p> <p>A. McFarland mentioned that all members of the university should complete the AODA training. T. Cooke remarked that this training should be added to the training matrix. A. McFarland mentioned that Bill 168 will become effective in July and requested clarification on whether it will affect the Committee members. A. Westfall mentioned that this will affect all McMaster staff and</p>	<p>4) A. McFarland to provide the Committee with the Facility Services salting schedule.</p>

further information will be provided in the near future.

7) Other Business

A. Westfall informed the Committee that Athletics and Recreation has scheduled more first aid training sessions in March and April.

8) Items to forward to Central JHSC

No items to forward to Central JHSC.

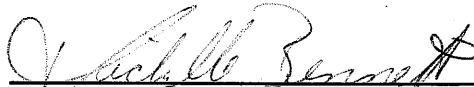
The meeting adjourned at 11:45 a.m.
The Chair for the next meeting is: Amanda McFarland

**Next meeting: Wednesday, March 10, 2010
10:30 am – 12:00 pm. 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

