



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

Wednesday, January 20, 2016
11:00am – 12:00pm
MUSC 318

Worker Member	Department	Affiliation	Attendance
Lesley Thornton (Co-Chair)	Registrar's Office	Unifor	Regrets
Tim Cameron	Student Affairs	Unifor	Regrets
Jessica Dorsch	School of Graduate Studies	Unifor	Present
Marina Fleming	Student Wellness Centre	Unifor	Regrets
Kathleen O'Neill	Research Finance	Unifor	Regrets
Cathy Overeem	Campus Store	Unifor	Present
Amber Stuckey	University Advancement	Unifor	Present
Dawn Wilkinson	Campus Store	Unifor	Present
Michael Wilson	ROADS	Unifor	Present

Management Member	Department	Affiliation	Attendance
Mike Cupido (Co-Chair)	President's Office	TMG	Present
Eva Bodrozic (Certified)	Student Affairs	TMG	Present

Guests	Department	Affiliation	Attendance
Cheryl Beecroft	EOHSS	Advisor	Present
Stacie Cameron	EOHSS	Administrative Support	Present
Sean Borthwick	EOHSS	Advisor	Present

<p><i>Items to be forwarded to Central Joint Health and Safety Committee: None.</i></p>	
	Action Items
<p>1) <u>Attendance and Quorum</u></p> <p>M. Cupido opened the meeting and quorum was met. The agenda was approved.</p>	
<p>2) <u>Minutes of the Previous Meeting</u></p> <p>The minutes from the November 2015 meeting were approved. D. Wilkinson stated the tables near Starbucks are back above the stairway. C. Beecroft suggested contacting L. Diamond again and to copy C. Beecroft on the email.</p>	<p>M. Cupido to send email to L. Diamond regarding tables.</p>
<p>3) <u>Action Items from Minutes of the Previous Meeting</u></p> <p><i>S. Tonkovich to follow up with Hospitality Services regarding vending machines blocking the doorway in the basement of Gilmour Hall.</i> C. Beecroft stated the vending machines are the responsibility of Hospitality Services. The vending machines have been moved away from the doorway and no longer impede opening of the door.</p> <p><i>L Thornton to distribute inspection reports to the committee.</i> Item forwarded.</p> <p><i>S. Cameron to book 2016 JHSC committee meetings.</i> Meetings have been booked.</p>	
<p>4) <u>Upcoming Inspections/Scheduling Inspections</u></p> <p>M. Cupido mentioned the Alumni House was next on the inspection list. It was agreed to meet Wednesday, January 27th at 2:30 p.m. for the inspection of the Alumni House.</p> <p>M. Cupido will be meeting with L. Thornton to organize the inspections for 2016. The schedule will be sent out once it has been finalized.</p>	
<p>5) <u>Gilmour Hall Water Sample Results</u></p> <p>Gilmour Hall's water sampling results for December were all within the limits except for one fountain, located on the 3rd floor of Gilmour Hall. All older fountains are tested once a year for lead. C. Beecroft mentioned Facility Services are slowly replacing the older fountains with new ones. Once the new fountains are in place water sampling will cease as the new fountains contain filtering systems that remove the lead. E. Bodrozic mentioned some employees are concerned with water quality on the second floor as work had recently been performed. The committee suggested adding an article to the Workplace Wellbeing newsletter to raise awareness.</p>	
<p>6) <u>MOL Safe Operating of Machinery Inspection Blitz</u></p> <p>M. Cupido mentioned the Ministry of Labour safe operating machinery inspection blitz. A discussion arose regarding machinery on campus and the blitz. It was suggested to check the loading dock in CNH with respect to the lift located at the dock used for deliveries. C. Beecroft advised Facility Services does check this equipment but the committee can check the area as well.</p>	
<p>7) <u>Incident/Accident Reports (EOHSS)</u></p> <p>C. Beecroft reviewed the incidents for November and December.</p>	
<p>8) <u>Other Business</u></p> <p>C. Beecroft advised the committee the S. Tonkovich had updated the terms of reference.</p>	<p>S. Cameron to distribute terms of</p>

The final version will be sent to the committee for review.	reference to committee.
9) <u>Items to Forward to Central</u> None	
The meeting adjourned at 11:32am. The Chair for the next meeting is: L. Thornton Next meeting: Wednesday, February 17, 2016, 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.	
<hr/> L. Thornton, Worker Co-Chair	<hr/> M. Cupido, Management Co-Chair