

# KILLAM SAFETY COMMITTEE AGENDA

Tuesday, May 17, 2016

1 to 2 p.m. G12, Libraries Administration

Present: *Helen Wojcik, Kellie Hawley, Adam Cox, Nancy Melvin, Michelle McDonald, Carol Richardson and Anita Chamberlain*

Regrets: *Heather Dominey, Joan Chiasson, Nellie Renzelli, Kelly Casey*

Absent: *Steve Ellis,*

1. Approval of Agenda- **Approved**
2. Approval of Minutes of Nov. 5, 2015- **few minor edits. Kellie will ensure Karen Smith is on secondary routing list for the minutes.**
3. Business arising from the Minutes-**With regards to whether the panel in the atrium can be unlocked, the answer is no, however, Steve Ellis is looking into getting Strobe lighting added to the atrium. The PA system's delay when attempting to speak over it cannot be changed.**
4. Acting Chief Warden's Report

Nancy was able to recruit new wardens: Andrew Finch (Access Service) - will clear the people away from building in the back. Molly Thompson and Andrew Wood will service as Chem-Link wardens and will deter people from entering the stairwell to the basement. Brian Lesser was recruited to keep 2<sup>nd</sup> floor Patio door clear. Margaret Vail will work with Carol Richardson to clear the 2<sup>nd</sup> floor.

More Wardens are required as all positons should have a backup.

Retraining for existing wardens is required. Date is TBA

Steve Ellis & Virtual Fire Extinguisher- TBA

Email should be sent to all Wardens asking them to read the Dalhousie University Fire Wardens handbook (<http://www.dal.ca/content/dam/dalhousie/pdf/dept/safety/Fire-and-Life/Fire%20Warden%20Handbook.pdf>) Any comments or concerns should be directed to Steve Ellis

Report from wardens re: Thursday, March 31 11 a.m. fire drill  
Building was cleared in 9 min. Over all the drill went well. It is unknown whether the alarm was heard in some rooms in the basement, specifically B259. Before next drill the Chief Fire warden will recruit someone to be in basement to check on these areas.

**It was also noted that several Fire Wardens did not check in with Helen (Plaza Warden). It was felt that it would be beneficial if all wardens responded to the Chief fire warden via email stating that either they participated in drill and /or any issues or if they were away that their backup was there. The Chief Fire Warden will send an email out asking all wardens to at the very least check in with the Chief Fire Warden**

5. **Incident reports filed with Libraries administration since last meeting- One incident reported on Nov. 24<sup>th</sup>, 2015 from a Navigator in the McCain Wallace BLDG. Mick Bottom has addressed this issue.**

6. **New Business-Nellie will be replacing Janice on the committee and will be the go to person for all Killam Library future incident reports. Janice will continue to receive safety related minutes and email correspondence concerning Killam safety. It was noted that Food Services have their own report and reporting structure**

**It was noted that there continues to be issues with the Killam library staff elevator. A staff member was recently trapped in it Security was called but after pressing the button of the floor that he/she was able to get the elevator moving again. . As well it has been overheating and does not open evenly with floor level. Helen will create a binder for all Access Services supervisors to report elevator issue to. It will include date /time, if security was called, if a service call was placed and the result of that service call. The head of the Killam Library aware of the elevator issue. Replacement of this elevator is a high priority item for the Killam**

**Archives will be using Phillips Moving Company to move boxes from the 5<sup>th</sup> floor to the 2<sup>nd</sup> floor movable storage units.**

**A discussion ensued regarding the dust and grime issue in the Killam Atrium. Anita will check with her supervisor to see who removed and cleaned the tarps in the past. There was no consensus as to who is ultimately responsible for this issue. Helen will defer to Steve Ellis regarding this matter.**

**It was noted that the exterior window to the atrium on the 3<sup>rd</sup> floor close to the LITS office is cracked. Helen will report this issue to Steve**

7. **Terms of Office- Helen advised the committee that if anyone wishes to retire from the committee they should send an email to her**
8. **Announcements- Helen and Nancy will work on setting the date of the next fire drill. This date will be announced to the committee at the next Meeting**

**Tours will be arranged by Charles and Helen so staff can become familiar with all the exits in the basement and main floor. Supervisors should be encouraged to provide training regarding critical incidents with all new staff and student assistants.**

**Keyless lock has been installed on the staff door by lobby. Coded Dal cards are required for entry. Currently employed student assistants are authorized to use this door. If deliveries are being made it can be propped open and a message written on the white board near KLSP, otherwise it will be closed**

**Helen recommended that the committee should work through the manual in the upcoming year. Perhaps a few pages and/or sections at each meeting could be discussed. Emphasis should be given to the Fire Warden section.**

- 9. Date of next meeting – It was felt that perhaps sometime in August would be preferable. Helen will advise when she has the exact date.**

- 10. Adjournment- 1:45pm**