

KILLAM LIBRARY SAFETY COMMITTEE

Minutes

January 16, 2013 9:15 a.m. Room G42 (RDC)

Regrets: Michael Bennett, Carol Richardson, Sarah Stephenson

Present: Kelly Casey, Joan Chiasson, Heather Dominey,

Kellie Hawley, Janice Slaunewhite, Helen Wojcik (Chair).

1. Approval of minutes of June 20, 2012- **approved**

2. Business arising from the minutes of June 20, 2012:

#8. Date of next meeting – the meeting scheduled for October 3, 2012 was postponed until today.

3. Chief Warden's Report

September 25, 2012 Fire Drill- **due to uncontrolled circumstances the fire drill was moved from Wednesday Sept 19th, to Thursday Sept 20th to Tuesday Sept. 25th. The building was declared cleared at the 9.40 minute mark. Steve Ellis was present for this evacuation.**

October 1, 2012 Fire Warden's Meeting- It was commented that the noise level of the fire alarm was low and could not be heard in the following areas: 2nd Floor Link Room, 5th floor back Archive section and some places on the 3rd floor. Janice will submit a new service order for this issue.

Comments were also made regarding the absence of a PA announcement which resulted in some confusion amongst staff and patrons. It was determined that due to the work being done the morning of Tuesday Sept. 25th the P.A. system was not correctly re-installed and that resulted in this delay. The P.A. system was later tested and adjusted.

New coloured maps of warden routes are ready- these will be added to the Safety Manual and will be circulated to all wardens by Janet Larsen.

A question of whether doors to offices should be locked or not was put forth. It was noted that the doors to Library Administration are locked during an evacuation. As always the area should be clear of people before the doors are locked.

Janet Larsen will talk with Mick (Learning Commons) about using the correct exit during evacuations. Every new employee should be trained where the correct fire exits are located.

The question of whether or not staff could return to their department when an evacuation is in process was discussed. While it was felt that this practice is not optimal, it is the personal decision and not the duty of a fire warden to use excessive force to evacuate people.

4. Incident reports filed with Library Administration since the last meeting:

July 10, 2012 – report filed by staff member working in Library Data Center. Pain in lower back while placing equipment on floor. Supervisor reviewed proper lifting technique and verified item was within weight restriction.- **The committee feels that this incident was handled correctly.**

5. Old Business

4. b.) Janice sent an email to Stephen Ellis, Health and Safety Officer at Dal, regarding issues encountered during the Library's fire drill on May 23, 2012 and magnetic doors in the north stairwell and the graduate student centre not releasing. As of the June 20, 2012 meeting she had had no response.- **Due to the fact there were no issues concerning the doors reported from last fire drill, we are assuming this issue has been corrected**

#4.c.) Janice had submitted a service request (SR127836) asking for the volume of the fire alarm to be increased in the LINC. As of the June 20, 2012 meeting she had had no response. **Janice will follow up, specifically if a bell can be installed in the 2nd Link room.**

#7.b.) Levels of dust within the Atrium after the completion of the renovations.- **The levels are still high and it was commented that the renovation company appeared to have run out of funds to clean completely. A discussion continued regarding the future cleaning of the atrium and it was concluded that due to the high cost of rentals and other cleaning options that this is not an option.**

New Business

a.) Determine date of the next fire drill- **A date was set and the information will be sent in a separate email to committee members not present at meeting**

- b.) Review updates to pages 1.4 and 10.2 through to 10.16 of the Safety Manual. Review updated floor plans (appendix M).. **Changes were discussed. Janice will send Helen the file to make the changes. When these have been completed Helen will advise the members which specific pages have been updated. Please note the manual currently resides on Dal Space <http://dalspace.library.dal.ca/handle/10222/14316>**

- New items added

- a. **Killam Public Elevators-** Janice advised that the project to upgrade the public elevators has been postponed to 2014/2015. There was no mention of upgrades to the staff elevator. Janice will check into this.
- b. Janice advised that the doors to the east stairwells on floors 3-5 will be equipped with “positive latches”. The 2nd floor east stairwell door has already been equipped with these latches.
- c. Janice advised that she will look into the budget to see if the purchase of vests for primary wardens is possible. It is believed that the present system of lanyards is not visible enough.
- d. Janice will look into whether or not the metal fire plan (located at front doors) needs to be locked.
- e. It was brought to the attention of the committee that there are new signs placed throughout the building indicating fire exits. They are lighted white signs with a green person in the middle.

6. Date of next meeting- **TBA**

7. Correspondence- **None noted**

8. Announcements

Dr. Ray Ilson retired December 31, 2012 as Dalhousie’s Director of Environmental Health and Safety. Pauline Jones has agreed to be Acting Director.

A wheel chair accessible door was installed at the back entrance (facing Howe Hall). The renovations to the Atrium were completed.

A metal Fire Box has been installed on the cement wall inside the door at the University Avenue entrance of the building. A fire safety plan as described in the National Fire Code of Canada is a requirement of the Fire Safety Act of Nova Scotia. New fire exit signs were also installed.

The fire extinguishers in the building are now being checked monthly by Facilities Management staff.

The water in the Killam was shut off on November 14, 2012 and as a result the building was closed at 3 p.m. Water was discovered in one of the mechanical rooms in the basement and the Water Commission was called in to determine the source of the leak.

9. Adjournment- **Adjourned at 10:35**