

KILLAM LIBRARY SAFETY COMMITTEE AGENDA

Feb. 24, 2015 9:15 a.m. G12, Library Administration

Present: **Helen Wojcik, Kellie Hawley, Adam Cox, Anita Chamberlain, Johnelle Sciocchetti, Michelle McDonald, Heather Dominey, Steve Ellis, Janice Slauenwhite, Joan Chiasson, Susan Harris**

Regrets: **Kelly Casey and Carol Richardson**

1. Approval of Agenda- **approved.**
2. Approval of Minutes of Sept. 23, 2014 **approved.**
3. Business arising from the Minutes of Sept. 23, 2014

-Fire Wardens for 2nd floor- still trying to recruit warden(s) for this floor.

-Food Services Rep. - Kyle Ellis will be taking over for Jeff Kelly (Anita Chamberlain is still a Committee Rep.

-Helen will send future agendas and /or emails to Kyle Ellis.

- Steve Ellis will be conducting more AED demos sometime in the future.

-Killam Library walkthrough for safety hazards:

- a. **It was noted that a room in the basement that was previously a fire hazard has now been re-organized, floor ripped up and ceiling tiles have been replaced. Room will continue to be a storage for library items.**
- b. **Writing Workshop staff were reminded not to keep fire doors open. They can remain unlocked, but not open all the time.**
- c. **Many of the safety issues present in the Killam are related to building design, not within the committee control and will be addressed at a higher level.**

4. Chief Warden's Report

Johnelle Sciocchetti reported that the fire warden's meeting of October 10, 2014 went fine. There were the usual complaints. Wardens will be reminded that if there was a significant problem with the evacuation or if they notice a major safety hazard they are to email or talk to Johnelle right away. Do not wait for

Fire Wardens meeting. Johnelle will check with the usual departments (Student Services, Facilities Management, etc.), set the date of the next fire drill and email the committee members of that date.

Kellie agreed to be the Plaza Warden's assistant. She will help record and check in wardens, assist with keeping the building doors clear and such.

5. Incident reports filed with Library Administration since the last meeting

-none filed

6. Other Business

- a. **"The Killam Library Health & Safety Committee has done a tremendous job over the past year promoting health & safety for the staff and students at the Killam Library. In the past year the Committee has initiated a number of health and safety initiatives including a total ergonomic assessment of the staff resulting in a number of chairs being replaced and upgraded and a detailed fire and life safety audit to determine deficiencies in the Building and Fire Codes. The Committee was also involved in the acquisition of an automated exterior defibrillator through the "Mikey Network" and has initiated a number of AED training sessions. The Committee is also actively involved with both the fire warden team and their health and wellness committee. In the past, both individuals and groups have been nominated for and received the Health and Safety Award and the Killam Health and Safety Committee is certainly worthy of the honour." Stephen Ellis – CRSP, Health & Safety Officer**

The award was presented before the Senate meeting on February 10th. It will spend some time in the department of each member of the Safety Committee. Currently it is hanging on the wall at the KLSP.

- b. **Jake MacIsaac of Dal Security spoke to the Senior Management Team (SMT) about Who should make the KLSP public address announcement when a lockdown or hold and secure message is sent from Security.**
- **Janice Slauenwhite will talk with security and try to organize sessions with Jake MacIsaac regarding specific lockdown procedures within the library. The aim of these sessions is to not only inform staff but to help create a library policy surrounding lockdown or Hold/Secure procedures. (use of intercom??, safe room??? Muster points??)**
 - **It was noted that the new iPhone which will be used at the KLSP has the Dal Safe app installed on it.**

- b. Fire in outside ashtray- *Janice Slauenwhite will follow up with the grounds crew and have the ashtray near the loading bay removed.***
- c. NSGEU Article 25.07 boot allowance- *Janice Slauenwhite has contacted HR to ask for guidelines for administering this program and to date has not received a response. She will follow up with HR again.***
- d. Banned individuals- *Helen Wojcik will follow up with security regarding the notification of campus wide banned individuals.***

7. Announcements

- a. *There are issues with the newly installed elevators.***
- b. *Ongoing construction of the Building Directory Kiosk. It will contain publically assessable contact information for the majority of Killam occupants. As well it will contain maps of each floor within the Killam.***
- c. *The Floor Plans posted on the wall for evacuation of building are out of date. Steve Ellis will look into getting these revised (especially 2nd and 4th floor).***
- d. *Susan Harris spoke about the role of the Disaster Management Team. She recommended that the Critical Incident Response handout be added to the Killam library Safety Handbook. Helen Wojcik will follow up with this recommendation.***
- e. *Date of next meeting will be decided after the next fire drill (late May?).***

8. Adjournment- *adjourned at 10:04pm*