

KILLAM LIBRARY SAFETY COMMITTEE

AGENDA March 27, 2013 9:15 a.m. Room G12 (Library Admin.)

Present: Kellie Hawley, Kelly Casey, Carol Richardson, Joan Chiasson,

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

Regrets: Heather Dominey, Sara Stevenson

1. Approval of minutes of January 16, 2013 **approved**
2. Business arising from the minutes of January 16, 2013- **no news to report**
3. Chief Warden's Report- **no news to report**
4. Incident reports filed with Library Administration since the last meeting: Feb. 13, 2013 – report filed by staff member working in Circulation Dept. Taking large book from top shelf, books very tight, twisted right hand. Dr. suggested treating with ice, later heat.
5. **Old Business** Continue to review Safety Manual. If you have a hard copy please bring it to the meeting. **Numerous appendices were amended. Janice will help Helen with access to the file. Helen will edit the sections and advise committee when they have been completed and how to access the new manual.**
6. **New Business** - Michael Bennett has resigned. The Chair would like to thank him for his valued service to this committee. Adam Cox will now sit on this committee, representing ITS Networks & Systems.

There was a discussion of what is the Safety Committees Purpose/Mandate. Members were asked to think about this and come prepared at next meeting to discuss it.

New safety issues were raised:

- a. **Carpet in 2nd floor Learning Commons- regarded as very dangerous. Janice will follow up with appropriate Dept.**
 - b. **Discussion ensued regarding staff elevator – increase traffic of trucks on public elevators may result in safety issues**
7. Date of next meeting – Wednesday, May 29 9:15 a.m. Room G12 (Library Admin)
 8. Correspondence- **no news to report**
 9. Announcements

During the week of January 21st the staff elevator was not operational due to sewage leaking into the pit. Repairs could not be undertaken until the liquid was pumped out and it was sanitary for workers to be in that area. As of March 27 the staff elevator is still not operational.

CBCL has been contracted by Facilities Management to conduct a hazardous materials building survey in the Killam during the week of January 21st. They will be doing visual assessments of all areas as well as collecting samples from various locations throughout the building.- **no results were published. This is an ongoing process around the whole campus**

The Dalhousie Safety office has arranged for a one-day Occupational Health & Safety Committee Course to be held on-site Thursday, March 28, 2013 9 a.m. to 4 p.m. (An email was sent to H. Wojcik late in the day March 25). If any member of this Committee is interested in attending please call 2495 or contact Safety.Office@dal.ca. More course information can be obtained on the provider's web site:

<http://www.safetyservicesns.com/course/Outlines/OHS%20Committee%20Outline.pdf>

March 15 – There was a beeping sound coming from the panel in the Killam atrium. The Zone 3 Supervisor, Facilities Management, reset the panel. Troy Life & Fire ordered a new amplifier and will perform a PA test after it is installed.

10. Adjournment- meeting adjourned at 10:15