

## KILLAM SAFETY COMMITTEE MINUTES

August 30, 2017 9:15 a.m.

G12, Libraries Administration

Present: Kelly Casey, Adam Cox, Stephen Ellis (Health and Safety Officer), Kellie Hawley, Nancy Melvin, Carol Richardson, Johnelle Sciocchetti (Chief Fire Warden), Helen Wojcik (Chair)

Regrets: Joan Chiasson, Heather Dominey, Michelle McDonald, Nellie Renzelli

### 1. Approval of Agenda

The agenda was approved as presented.

### 2. Approval of Minutes

The minutes of May 31, 2017 were approved.

### 3. Business arising from the Minutes

Strobe lights - Discussed the possibility of having strobe lights installed within the Killam atrium area, in order to notify hearing impaired patrons and those students who are wearing earphones that the fire bells were ringing. This would be up to Facilities Management to do. Janice later informed me that a hearing impaired person with an office in the building has had a strobe light installed in his office area, where he frequently works alone and would not realize the building was being evacuated.

The staff elevator continues to break down. March 2017, service personnel are called but problem can't be recreated for them to evaluate how to repair. The doors do not always open, open only a few inches or open when the elevator is not level with the floor. It continues to shake and bounce and there are Access Services staff who will not use it. On August 21 elevator doors opened at an angle and jammed. Luckily no one was inside attempting to exit. A major overhaul is planned to take place in 2018.

Killam Safety Committee recording secretary – Helen will act as the Secretary until another committee member volunteers.

Virtual fire extinguisher demonstration for the wardens and interested staff – Steve reported that a lot is involved with setting up the demonstrations so we would want more than a few people attending. It has been set up during the Safety Office's annual fair but that will be taking place in

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Truro this year. If there is a demo on the Halifax campus Steve will let Helen know and then all Fire Wardens and Dal Library staff can be encouraged to attend.

The responsibility for defibrillator demonstrations will be transferred from the Health & Safety Office to Dal Security Personnel. Demos will be planned by Security and staff will have the opportunity to attend.

#### 4. Chief Warden's Report

There is still a dire need for staff to be fire wardens. Coverage is especially needed for the 2<sup>nd</sup> floor and also the back door facing Howe Hall which handles the stream of evacuating building occupants coming from the MacMechan Auditorium and basement stairwell. Johnelle gave Helen a copy of the fire inspection report which was conducted on June 20, 2017. After the meeting Helen spoke with Janice Slauenwhite who reviewed the actions required and confirmed that the ones which apply to library space have been addressed with Facilities Management or Library staff.

#### 5. Incident reports filed with Libraries administration since last meeting

No report given.

#### 6. New Business

April 3, 2017 The Zone Supervisor confirmed that cleaning in the atrium will take place on May 1 at 9 p.m. and continue over the next few nights until complete. Some sections of the front entrance will be temporarily removed so that necessary equipment can be brought into the atrium.

June 14, 2017 - Troy Fire & Safety personnel changed the sound of the alarm, in hopes that patrons will realize it is a fire alarm.

July 6, 2017 Janice Slauenwhite spoke with Brad Little, from the Zone office, regarding a complaint from a patron about the gap under the railing on the main staircase leading from the Killam lobby to the second floor. Brad will contact the Safety Office as well as Facilities Management staff to seek advice. Steve reported that the stairwell was built to the code existing in the seventies. Dal is not obligated to update it unless renovations take place. Helen mentioned that a response needs to be given to the patron who expressed their concern for the safety of people. She asked

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Steve for a written response stating it met code. After the meeting Janice confirmed the concern has been officially reported to FM. A request has also been made for the back exit facing Howe Hall to be expanded to two doors so building occupants can exit faster.

July 14, 2017 Investigation as to why the power cuts out in the Access Services area – A request has been submitted to HVAC to see if anything can be done to make the area warmer when the heat has been turned off for the spring and summer months. Facilities will investigate either adding additional electrical outlets or increasing the voltage on the existing breakers to allow staff to continue to use space heaters, which is what is causing the breaker to trip. Steve stressed that all heaters must be CSA approved and not be altered in any way. They must be plugged directly into the wall, with no extension cords being used. They need to be unplugged at night. Helen mentioned that Library staff have been provided heaters through Libraries Administration which are CSA approved.

Anita Chamberlain has resigned as she no longer works with Food Services at Dal. A request has been made by Helen for a new rep on the committee from Food Services.

Safety lights are being installed throughout the building. Previously the lights in the lobby took a long time to come back on after a power outage and the new lighting has resolved this problem.

### 7. Announcements

September 2016 - Johnelle returned from parental leave to resume the position of Chief Warden. Nancy has agreed to remain as a committee member.

### 8. Date of next fire drill – Tuesday, Sept. 19 at 2:25 p.m., rain date Tuesday, Sept. 26 2:25 p.m.

### 9. Adjournment 10 a.m.

Respectfully submitted,

Helen Wojcik