

KILLAM LIBRARY SAFETY COMMITTEE

Minutes

Oct. 16, 2013 9:15 a.m. Room G12 (Library Admin.)

Present: Helen Wojcik, Kellie Hawley, Janet Larsen, Adam Cox, Heather Dominey, Kelly Casey, Carol Richardson, Janice Slauenwhite

Regrets: Joan Chiasson

1. Approval of minutes of March 27, 2013- **approved**
2. Business arising from the minutes of March 27, 2013- **none**
3. Chief Warden's Report - Report of summer evacuations. Date of next fire drill.

May 15th 10:25 am Fire Drill- 8 min evacuation time. Several Wardens were not available and backups were put to good use. PA was not available (parts were missing that we were not aware of). Complaints about the tone sounding more like a Security alarm than a Fire alarm.

May 21st 12:30pm -Emergency Evacuation-Heat gun on 5th floor set off alarm. Despite the PA not working the building was evacuated in a timely fashion

*July 26th- Emergency Evacuation (3 times)- Humidity was blamed for the alarms ringing. Back-up Wardens were tested. PA still not working ** Annual fire alarm testing took place on June 4th and at the time the PA system was working.*

Aug 14th- Fire Alarm testing -All Zones were checked , deficiencies reported and the PA system was fixed.

No further Fire Drills are scheduled for 2013

Representative from Student advising & access will meet with Chief Fire Warden to discuss, routes, wardens and Mary Lou

4. Incident reports filed with Library Administration since the last meeting- **none**
5. Old Business – Finish the Safety Manual updates. If you have a hard copy please bring it to the meeting. A portion of the Manual was corrected. It was noted that several changes to the Warden appendices were needed. Updating of manual will continue at next meeting

Update on repair to worn carpets - **Carpet in 2nd floor reading room** - Carol reported at the KLSP meeting on Sept. 13, 2013 that she and Janice met with Facilities Management last week and the carpet in the 2nd floor Reading Room will be replaced with vinyl flooring. It should be known by the end of October if there is money in the budget for this year. If so, the carpet will be replaced in December after the students finish exams. Otherwise, the carpet will be replaced in

April or May 2014 after exams.- Janice will check into this service request for the taping of the carpet

The staff elevator is now operational after many weeks.- Public elevator # 3, had issues but after a service call it appears to be fixed

Fire alarms were tested on August 14, 2013.

CBCL has been contracted by Facilities Management to conduct a hazardous materials building survey in the Killam during the week of January 21st.

Email from: Catherine MacAulay on October 10, 2013 to Janice Slauenwhite. Subject: Hazardous materials building survey last January 2013 Hi Janice, The Hazmat Assessment went very well and did identify some building materials that contain asbestos, lead paint, etc. I have attached a copy of the survey as it is easier than listing all the areas. The Dalhousie Health and Safety Office is available for any questions you and or your group may have with respect to the hazardous materials identified in the Report for your building. Thanks, Catherine

A copy of this report was emailed to the Safety Committee members on October 14, 2013.

New Business and Correspondence -

Sarah Stevenson has resigned. The Chair thanks her for her service as the rep. from the Disaster Management Committee. – Helen will contact other Departments within the Killam Building to see if we can have a larger representation on the committee.

Safety Committee members effective October 1, 2013 are as follows (Appendix B):

(2142) Helen Wojcik, Killam Library, (Chairperson), (3612) Kellie Hawley, Killam Library, (Secretary),(3617) Janet Larsen, Killam Library, (Chief Warden), (7181) Adam Cox, ITS, Networks & Systems,(3077) Heather Dominey, Advising & Access Services, VP Student Services, (6612) Kelly Casey, Killam Library, (1174) Joan Chiasson, Killam Library, (3621) Carol Richardson, Killam Administration, (6685) Janice Slauenwhite (unofficial advisory capacity), Killam Administration.

Ex officio members (6685) Donna Bourne-Tyson, University Librarian, (3621) Joyline Makini, Head Killam Library, (1241) Jerry Aguinaga, Director, Environmental Health & Safety

Email from: Carol Richardson to Janice Slauenwhite on April 10, 2013: I noticed on my rounds today that there is an emergency light on the 4th floor that doesn't have a cover. Its on the South Side amongst the large study tables around the Atrium...I don't think the bulb was actually lit up when I saw it, but the bulb is sticking out of the socket so it could get broken since the chairs are quite close to the wall it is on. **Situation has been corrected**

Email from: Matthew McKinnon, Electrical Planning, Facilities Mgt. to Janice Slauenwhite on September 30, 2013 **Subject:** Power Bars - Safety Issue **We have had an incident involving an older style surface mounted power bar at the Dental building, where a student suffered a second degree burn to one of her fingers. The risk in using the narrow old style power bars lies in the orientation of the 3 prong outlets. On these power bars, one prong of a 2 prong battery charger, like the ones supplied with laptop computers and cell phone, can be inserted into one of the flat outlet holes, while the second prong touches the metal side of the power bar which is grounded. If the outlet hole where the prong is inserted happens to be the "live" one, then the power supply may be energized and there could arcing where the second prong touches the side of the bar. Normal wall outlets, and power bars which have the 3 prong plug oriented at 90 degrees to the long dimension of the power bar, pose no hazard as it is not possible to plug just one prong of a 2 prong plug into the flat outlet holes. Three prong plugs also pose no hazard when using any type of 3 prong outlet, including the old style power bars, for the same reason.**

Due to the serious nature of this incident, over the past weekend Facilities Management staff have begun the task of identifying the locations where these power bars are installed, and where materials were available, making the old power bars safe for use with 2 prong electrical devices. The warning tape is being placed over the power bar outlets and portable power bars are being plugged into an uncovered outlet in each power bar. The tape and the power bars are a temporary solution to mitigate a known safety hazard. FM will be replacing the old style bars as quickly as possible in the coming months, and the replacements will be coordinated to minimize disruption to classrooms, labs, study areas, etc. In cases where additional outlets are required, the local FMZone Maintenance office should be contacted to supply additional power bars. Please forward this message on to Dept. and Faculty Administrators in your building. Your assistance in locating all of the power bars and keeping them in safe condition until they can be replaced is very much appreciated. Thank you.

So far none have been detected in Killam Library. Mick will keep an eye out in the Learning Commons. These types of power bars are more common in old labs.

6. Date of next meeting – **Wednesday Nov 6th, 2013**

7. Announcements

Janet and Helen attended the Dalhousie Safety office one-day Occupational Health & Safety Committee Course to be held on-site Thursday, March 28, 2013 9 a.m. to 4 p.m. The fire alarm system in the building was tested on Tuesday, June 4th. The bells rang intermittently for short periods throughout the day. This alarm testing is legislated and is due in the month of June.

Fire alarms were again tested in the Killam Library on Wednesday, August 14th

June 20, 2013 - Ken Burt, Vice-President Finance and Administration, is pleased to announce the appointment of Mr. **Jerry Aguinaga** as Dalhousie's new Director, Environmental Health & Safety. Jerry will start his position on July 15, 2013. Jerry has more than 25 years' experience in leadership in occupational health and safety within aerospace and pharmaceutical manufacturing environments. He is looking forward to leading the strong team in the Environmental Health and Safety Office and working with virtually every department across the university community to ensure a safe and healthy environment that appropriately supports teaching, research and university life. Jerry has a Master of Science (Occupational Health & Safety), a Bachelor of Technology (Environmental Studies) and is working toward his Master of Business Administration.

8. Adjournment- **Meeting adjourned at 10:18 am**