

KILLAM LIBRARY SAFETY COMMITTEE

MINUTES May 15, 2014 9:15 a.m.

Room G12 Library Admin Conference Room

Present: Helen Wojcik, Kellie Hawley, Adam Cox, Joan Chiasson, Carol Richardson, Johnelle Sciocchetti, Michelle McDonald, Kelly Casey, Heather Dominey, Steve Ellis, and Jerry Aguinaga

Regrets: Janice Slauenwhite

1. Approval of Agenda- **approved**
2. Approval of Minutes of March 12, 2014
Date should read March 12, 2014 not 2013-**noted and approved**
3. Introduction of Guest Jerry Aguinaga, Director, Environmental Health & Safety

Jerry expressed interest to continually receive the Safety Committee minutes and perhaps attend future meetings. Jerry's email has been added to the email list. It was also suggested by Jerry to have a representative from our committee sit on the Dalhousie-wide Safety Committee.

With regards to the question of ergonomic issues, this relates more to the Dalhousie Libraries Health and Welfare Committee. A recent study was conducted and some changes have or will be implemented.

The Safety Committee's Terms of Reference will be provided by Helen to Jerry, as well as a completed copy of our handbook. Jerry raised the question that next to a fire or physical disaster what is the library's next major concern. It was noted that workplace violence was an issue, especially for night staff. It was also mentioned the stack shelving also presented some safety concerns. Steve Ellis advised the committee that step stools or ladders should be a grade 1 or 2, if no grade is listed or it's a grade 3, this does not meet with code and should be replaced.

It was suggested by Jerry that Steve Ellis and Helen join him for a Killam Library walk-thru to identify any additional issues. Helen will set up a date for this activity.

Helen expressed an interest to obtain a key to the Facilities Management boxes within the Killam that houses information on monthly checks. Steve Ellis will provide her with a key.

4. Business arising from the Minutes of March 12, 2014

Helen contacted Food Services and they will designate a Floor Warden from within their staff. ***A completed copy of our handbook will be distributed to relevant staff.***

5. Chief Warden's Report – Building Evacuation May 7th- ***Ten minutes to evacuate the building.***

There were communications issues between the Howe Hall exit warden and other wardens while using the walkie talkies. This process will be re-examined to see if using another warden to communicate in person with Plaza warden would be more efficient.

There were complaints that the alarm does not sound like a fire alarm and that some people were not reacting in the appropriate way to it.

It was noted that more wardens are needed for the bindery area, as well as a backup warden to assist Marylou. Helen will consult with Alice to see what solutions can be made.

There was also an issue of a Dalhousie staff member who did not want to leave his equipment. If this case arises again, inform person that it is a fire alarm, to leave the building and if not, the fire department will deal with him/her.

Heather commented on the issue with the Mark Hill Accessibility Centre and the functionality of removing disabled patrons to the back exit.

Any people in wheelchairs in the Mark A. Hill Ctr who could not exit out of the plaza doors should be taken to the rear of the offices just outside of the stairwell. Another person should exit via the stairwell and notify the Plaza Warden that a person is trapped. The Plaza Warden would see that the Fire Personnel were notified. With regards to Mary Lou (Killam library) an X will be drawn on her back to indicate that there is an emergency in the area.

Adam mentioned about being trapped within the staircase when security closed the Library section the building down. The only option for him was to come through the alarmed door into the atrium.

It was noted that this door does not sound an alarm and it may be mag-alarmed. This door will be checked and security will be made aware of checking the stairwell before locking the door(Helen??).

It was also noted that more signage is required in the southwest stairwell to indicate that all individuals should proceed to ground floor and use the emergency exit on that floor. Helen will check into this.

Charles (Access Services) has almost completed updating the maps of the various floors on the Killam. Copies of these will be distributed to the fire wardens and added to the handbook. Concern was also expressed with regards to the 2nd floor emergency exit that leads to a rooftop. Steve advised that if at all possible do not use this exit.

6. Incident reports filed with Library Administration since the last meeting- ***none reported.***
7. Any Other Business

Approval of the revised Safety Handbook and Appendices. ***Helen asked everyone to review the document, especially the sections that relate to your individual work spaces. Report any errors/omissions to her.***

Joan advised that she can place all the Committee's minutes and the handbook on DalSpace for us. Kellie will send her the files for the minutes and Helen will submit the Handbook (when completed).

8. Announcements

The University Avenue loop directly in front of the Killam Library is now owned by Dalhousie University and not HRM. Issues of double-parking and blocked roadway access can be reported to Dal Security.

The carpet in the 2nd floor reading room and learning commons will be replaced during the month of May 2014. There will also be painting done but Facilities will be using the least toxic paint possible.

Naomi Rosenfeld, Director, Hillel of Atlantic Canada, The Foundation for Jewish Campus Life, ran a fundraiser recently in the Grawood and raised enough money to purchase an AED for the Dalhousie campus. Health and Safety Services has decided to place this AED in the Killam Library Atrium and it has now been

installed inside by the entrance doors from University Avenue. **Steve Ellis will provide additional training sessions regarding the use of AED's at some future date.**

9. Date of next meeting- August 13, 2014

10. Adjournment- adjourned at 10:15