

KILLAM SAFETY COMMITTEE MINUTES

April 25, 2018 9:15 a.m.

G12 Libraries Administration

Present: Adam Cox, Michelle McDonald, Nancy Melvin, Nellie Renzelli, Carol Richardson, Johnelle Sciocchetti (Chief Fire Warden), Helen Wojcik (Chair), Katrina Wonders (Health and Safety Office)

Regrets: Kelly Casey, Joan Chiasson, Stephen Ellis (Health and Safety Officer), Kellie Hawley, Janice Slauenwhite (ex officio)

1. Approval of Agenda

The agenda was approved as presented.

2. Approval of Minutes

The minutes of October 4, 2017 were approved.

3. Business arising from the Minutes

Committee secretary position is still vacant. Helen will continue acting as Secretary until someone else steps forward.

4. Chief Warden's Report

There is a great need for more Wardens to patrol the upper floors as currently there is only one person, Karen Smith, available on the 4th floor and on the 3rd floor there are two Wardens, Dominic and Michelle McDonald. It would be desirable to have more people trained. Helen mentioned that she knows of three staff members, based on the ground floor usually, who will be spending three hours a week working in the Archives. Perhaps they could be recruited. After discussion it was felt that all library staff should be aware of what to do when they notice patrons lingering in the building instead of leaving during the fire alarm sounding. It would be useful if an email could be circulated to all staff, regardless of whether they are official Fire Wardens or not, asking that on their way out of the building could they be aware of what occupants are doing and report to the Chief Fire Warden or Plaza Wardens when they notice patrons remaining during the alarm.

Adam reported that Aidan Evans works from home a lot now so another person should be recruited to fill his place.

Since there are more library staff based on the ground floor, as compared to ten years ago, there is adequate warden coverage in this area.

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5. Incident reports filed with Libraries administration since last meeting
On February 12, 2018 a staff member tripped in Room 2902 and hit their head on the large metal cart used to store laptops.

6. New Business

7. Announcements

In October 2017 there was a report of a dead bed bug being found in the Grad Pad. An Orkin Technician with a trained dog was brought in to inspect the area for live bed bugs. There was no trace of any additional bed bugs in that area.

8. Date of next fire drill

The date of May 30, 2018 at 2:30 p.m. was chosen. Katrina checked with Stephen Ellis and later emailed to confirm that the date was suitable. Steve's office will contact Facilities Management staff and Johnelle will email the regular list of people who should be aware of a planned fire drill taking place in the Killam.

9. Adjournment 9:32 a.m.

Respectfully submitted,

Helen Wojcik