

KILLAM LIBRARY SAFETY COMMITTEE

Minutes

March 12, 2014 9:15 a.m. Room G42 (RDC)

Present: Helen Wojcik, Kellie Hawley, Adam Cox, Janice Slauenwhite , Joan Chiasson
Carol Richardson, Johnelle Sciocchetti

Regrets: Michelle McDonald, Kelly Casey, Heather Dominey,

1. Approval of Agenda- **Approved**
2. Approval of Minutes of November 13, 2013- **Approved**
3. Business arising from the Minutes of November 13, 2014- **None**
 - a. Review Terms of Reference for the Killam Safety Committee page 1.2
 - b. Review Terms of Reference for the Chairperson Killam Safety Committee page 1.3
 - c. Review Checklists page 1.4

Several amendments were made and Helen will update the manual. Helen will seek out a representative from Food Services to serve on the Safety Committee.

4. Chief Warden's Report- **Helen passed on Janet Larsen's sentiments of how much she enjoyed working with the committee members.**
 - a. Introduction of Johnelle Sciocchetti, Chief Fire Warden- **The committee welcomed Johnelle as the new Chief Fire Warden. Helen and Johnelle will continue to go over the Chief Fire Warden duties as pertaining to checklists cited in the Safety Manual (PG 1.4). As well Helen will make the name changes within the manual to reflect Johnelle.**
5. Incident reports filed with Library Administration since the last meeting- **no incidents were filed**

6. Any Other Business

a.) <http://dalspace.library.dal.ca/handle/10222/14316>

When the manual has been updated a new revision will be placed here along with the updated Disaster Handbook. Approved Minutes will start to be placed here this month. Janice will look into whether or not the missing appendices can be placed on dal space as well.

7. Announcements- *Public Elevators will be replaced through 2014-15. Carpeting in the 2nd Floor reading room will be replaced this spring with some painting being done as well. Sometime during 2014/2015 the Atrium Hallways on floors 3 - 5 are expected to be re-painted with Low VOC paint and new water fountains will be installed.*
8. Date of next meeting- *Thursday May 15th @ 9:15am.*