

QUEEN'S UNIVERSITY LIBRARY
JOINT HEALTH AND SAFETY COMMITTEE

Minutes of Meeting

January 29, 2018

Stauffer Library, Room 210

Present:

Shannon Tureski (LM) chair, Dianne Conner (CUPE 1302), Kathy Christmas, Rosarie Coughlan (QUFA), Mary Burns (CUPE 1302), Dan Langham (EH&S)

Regrets: Nancy Petri (Safety Officer/LM)

1. Approval of Agenda

Additions to the agenda.

(b) Washroom in Lower Level, Rm.080

(c) Intruder incident in Stauffer Library

2. Approval of Minutes of Meeting

The minutes of meeting of December 13th, 2017 were approved as circulated.

3. Business Arising

D. Conner: The temperature in Stauffer has maintained the level and is comfortable now.

4. Other/New Business

(a) Douglas Library Stacks:

Regarding the mold growth, the testing and concerns of employees, as well as, Rosarie's emails sent to all committee members.

D. Langham:

Dan provided an overview of the issue and its procedures.

There is definitely water leaking, but the origins are up for debate. The water is under or around an electrical vault, affecting two floors (stack 2 and 3).

The question is "is there mold growth?"

1) A visual inspection is done, and was reported that there is water but no visual mold.

2) Sampling is done; there is always mold in the environment, finding none is rare. The 1st sample showed low spore concentration and samples do not have an elevated mold threshold.

Since employees have reported that they have been affected physically when they are down in the stacks, this triggered a second sample.

The 2nd sampling came back fine, however it was taken the week of very cold temperatures (-20C) and the cold may have had an effect on the samples, both when taken and during shipping. Cold temperatures make mold dormant.

A 3rd set of samples were taken and the report came in early this morning.

It showed no indication of mold growth, and came back fine. The report will be emailed to those involved.

PPS is working on the water issue in the Douglas Library stacks and has taken steps to set up barriers and seal up the affected area.

We need to dry the location out. Dehumidification and filtration equipment will be set up within this enclosure as the first step, then a discussion on how to stop the water.

The preference is to fix the issue. Dehumidification is an interim protection from mold growth.

Since the 3rd sample came back fine, Tom Martinek from EH&S will meet with Douglas employees to gain a better understanding of the physical impacts to staff and where. Is there another issue with air quality on that floor, or is there another health issue that may not be connected to mold, another stimulant, perhaps?

R. Coughlan:

There were questions from a Douglas employee concerning the mold issue.

1) Surface sampling done on shelves, books, walls etc.?

D. Langham: We typically do a visual surface sampling, but visually we cannot know where the mold comes from exactly. We do air samples.

2) Will the HVAC system be tested for mold?

D. Langham: HVAC systems is not involved in mold sampling. This is considered an air supply issue.

3) Will there be ongoing mold testing in the spring?

D. Langham: Need to fix the water issue first, water filtration and dehumidifying. See the results, but it may mean we need further testing.

4) What is the plan for cleaning, mold remediation, fixing floors and water prevention?

D. Langham: Working with consulting firm, but short term, get it dried out, dehumidify. Will communicate with JHSC and staff involved in Douglas.

5) Have floor tiles been tested for asbestos?

D. Langham: No, there is no asbestos.

6) Will underground Douglas be tested for radon?

D. Langham: Unsure of the reason for this question, since radon is not a substance connected to mold. This would be an issue to be dealt with separately.

7) What is the communication plan to the staff and students who work in Douglas (including the custodial staff)?

D. Langham: Tom will send latest sampling results to staff and group discussion tomorrow and via JHSC Minutes, if JHSC thinks the need to do further testing suggest

to Dan L. DL will communicate to JHSC as soon as he hears more from PPS and their discussion with the consultants

D. Conner was concerned why notification about this issue was not sent to JHSC. Also, it seems that only the IS staff were made aware of the mold issue. Other staff who have been working on the desk at Douglas had not been notified.

This happened in between the monthly meetings, which is why Nancy put it on this month's agenda.

(b) Washroom, Stauffer, lower level, Room 080:

D. Conner:

The washroom is dirty, tiles are black, walls stained, etc.

There is some concern of a health issue. Can we get someone there to have a look and clean it up? D. Napier has contacted PPS a few times, but nothing was done. He then consulted with Dianne to bring forth at the JHSC meeting.

Are these washrooms inspected at any time?

D. Langham:

Dan recommended checking PPS website; it will confirm what the guidelines are for cleaning washrooms and document the cleaning standards in washrooms and staff offices.

If guidelines are not being met, then you need to call PPS.

Also, you can add this to your inspection sheet when you go around. PPS would be the one to look after the washrooms.

Rosarie:

Does the custodial staff vacuum? Again, D. Langham advised to check the PPS site for cleaning standards and if they are not being achieved, contact PPS.

(c) Intruder incident in Stauffer Library:

D. Conner:

There was an incident on the weekend where a staff member entered the building (Stauffer Library) at 7:45 AM and found an intruder.

This is a safety issue for staff because they enter the building alone, unlock the loggia doors and the library doors.

We know of three incidents where someone was present in the building upon arrival of the staff assigned to open the library.

These issues have not been addressed in JHSC, and library staff was not notified about any incidents.

D. Conner also noted that Article 28.01 of the Collective Agreement states that personal safety should be promoted and it is felt that this would be a violation given

the lack of attention and notification to all staff. She pointed out that in the cases she was aware of; staff had notified their unit head.

Does Garda not clear the building at night and lock all doors?

Can all library staff receive notification about such incidents?

As far as we know only IS staff were notified about the incident. The IS unit head has sent out an email which includes links to personal safety documents and procedures for opening. In the guidelines for personal safety, there is no scenario for "intruders". In addition, there is no indication as to who drew up the guidelines nor is there a date. D. Conner recommended it is time to review and update.

There are other library staff that start early in the morning during the weekdays. All staff need to be aware.

There needs to be more communication about these issues.

In addition, there seems to be a panic button on the phone at the service desk(s) that connects to Queen's Security with a password.

Do we know if all staff is aware of the button, where it is, and what the password is?

Do we have a panic button in Douglas?

Because N. Petri was unable to attend this meeting, it was agreed that we should table further discussion until the next meeting.

5. Safety Officer's Report

Shannon reported no lost time or injuries.

6. Report from Members


S. Tureski had nothing to report.

K. Christmas had nothing to report.

M. Burns had nothing to report.

D. Conner reported that she and Rosarie will be inspecting Stauffer Library, lower level, this week.

The next meeting, March 27th, 2018.


S. Tureski, Chair


D. Conner, Co-chair