

KILLAM LIBRARY SAFETY COMMITTEE

Agenda/Minutes

Nov. 13, 2013 9:15 a.m. Room G62 South Learning Commons

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

Regrets: Carol Richardson,

1. Approval of minutes of October 16, 2013- **approved**
2. Business arising from the minutes of October 16, 2013- **none**
3. Chief Warden's Report - Date of next fire drill. - **a date in the Spring 2014 was set**
4. Incident reports filed with Library Administration since the last meeting
No incidents were reported
5. Old Business –
Continue with the Safety Manual updates.- **several amendments were made**

Review page 1.1 Membership.

Review page 1.2 Terms of Reference for the Killam Safety Committee

Review page 1.3 Terms of Reference for the Chairperson, Killam Safety Committee
6. New Business and Correspondence - Public elevators #1 and #3 were being repaired.
Pulleys were replaced and additional parts are required. To date the replacement of these elevators will commence in 2014
7. Date of next meeting – **Helen will advise committee of this date in 2014**
8. Announcements- **none**
9. Adjournment: **adjourned at 9:50 am**