

**QUEEN'S UNIVERSITY LIBRARY**  
**JOINT HEALTH AND SAFETY COMMITTEE**  
**Minutes of Meeting – June 24, 2021 – Microsoft Teams (Virtual)**

**Present:**

A. Cooper (CUPE 1302), G. Akenson (QUFA), J. Lee (USW), N. Petri (Safety Officer/Library Management and Recorder), D. Langham (Director, EH&S), , H. McMullen (Library Management), D. Conner (CUPE 1302), K. Hernden (Library Management)

**Regrets:**

S. Dean (Library Management), B. Hulme - Resource (Facilities & Maintenance Coordinator)

**1. Approval of Agenda**

The agenda was approved.

**2. Approval of Minutes of June 1, 2021**

Minutes were approved as circulated.

**3. Business Arising**

**a. COVID Update**

N. Petri noted that planning remains underway for more in-person activity in September. To help the university prepare for onsite operations documents are being prepared to help units gear up for the return to campus. The first is a Safety Document which the Committee reviewed and provided comment on. This will be used by units to prepare detailed plans for the return of staff to campus. The second is a framework document to guide units in their planning and to give staff and students guidance on how the university is preparing for onsite work. The committee also provided comment on this document. Both are to be released in the coming weeks.

A question was posed regarding ventilation. N. Petri advised the group that the university was undertaking an audit on the ventilation systems in all campus buildings. Nancy provided a list to PPS (now called Facilities) of rooms which have in the past been identified as having ventilation issues. These will be specifically be addressed in the review.

D. Langham advised that ventilation is one of several factors designed to mitigate the spread of COVID19; mask wearing, physical distancing and proper hand hygiene.

H. McMullen advised the group that Facilities was undertaking a cleaning of all shelves in the library system where dust has been accumulating over the past year.

A. Cooper inquired about the ventilation at Education in the new area. N. Petri advised that this ventilation is being reviewed for the new construction at Education.

**4. Other/New Business**

No new business

**5. Safety Officer's Report**

N. Petri advised that there were no lost time/injuries reported.

**6. Report from Members**

D. Conner – Nothing to report.

M. Burns – Nothing to report.

N. Petri – Nothing to report.

K. Hernden – Nothing to report.

A. Cooper – Nothing to report.

G. Akenson – asked about the ventilation of the librarian offices on the ground floor of Stauffer. N. Petri reiterated that all buildings are being audited. If there are specific concerns please let her know

J. Lee – Nothing to report.

D. Langham – Reported that the SOP on Hazards has been approved and circulated and now in use.

N. Petri thanked J. Lee on behalf of the committee for his contributions. Joseph is stepping down as the USW representative on the committee as he assumes a CUPE role. N. Petri will solicit a new member from the remain USW staff.

Next JH&S meeting is scheduled on July 19, 2021. N. Petri to chair, A. Cooper to take minutes.

Meeting adjourned at 2:28 PM.

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N. Petri, Chair

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D. Conner, Co-Chair