

Queen's University Library
Joint Health and Safety Committee

July 19, 2021

11:00 AM

1. Welcome to Emily Xu who has joined to replace Joseph Lee as USW rep
2. Approval of agenda
3. Approval of minutes – June 24, 2021 – accepted as posted
4. Business Arising
 - a. COVID update
 - Lot of communications lately from University and Library, especially FAQs
 - FAQs – updated weekly by Jen Amos and Mark Asberg; will change title to questions and answer; updates come out on Mondays.
 - Safety plans being worked on by heads; draft plans done by end of week; reviewed by Mark A. and then send to University by July 31
 - Nancy and Samira reviewed for consistent language
 - Heads should confer with unit for feedback
 - Plan created for Ministry of Labour;
 - Library will make them available.
 - Ventilation – Nancy in contact with PPS; we are on list; our spaces are being reviewed; specific concerns have been provided (Law and reference row in particular)
 - Stauffer built with correct specifications; looking at it again
 - Nancy emailed VP Facilities – he and his engineer were meeting soon; promised update response this week
 - Mark A – adding to FAQs – all fresh air flows have been opened; filters have been changed out; will be done more regularly (consistently);
 - Probably on latter end of changing because we don't have clean rooms; but is probably done on a schedule
 - Drawing air from top of building;
 - Gillian – what is standard way to respond to questions – casual or formal; University does not go into each office; if building is operating properly, assume all is good. For Law, will look at more closely because of complaint.
 - Summer shutdown – add to FAQs
 - Brendan – in Law today – confirm that there is air flow in offices; concentric air flow – don't feel or hear air flow
 - Not sure what we will get back, but will get something; will be shared with Library

- Timeline – Nancy hasn't heard anything
 - Fall 2020 safety plan going to be decommissioned (replaced with the new ones heads are working on); will be put in archive folder
- 5. Other/New Business
- 6. Safety Officer's Report
 - a. No injuries or lost time injuries
- 6. Reports from Members
 - a. Alex – no
 - b. Gillian – request for follow up about ventilation covered above
 - Clarify how to get in and out of Stauffer starting on July 26?
 - Nancy - Use ZA key for door beside loading door. Exit building – through loggia
 - Heads should include entry and exit protocols in safety plans
 - c. Samira – no
 - d. Dianne – Remote work arranges question
 - Samira - Go through HR; Accommodation or RTW – different process
 - e. Ken – no
 - f. Emily – no
 - g. Brendan – no
- 7. Next Meeting – August 19
Chair – Samira; minutes - Dianne