

**Joint Health & Safety Committee
Administrative Services
Meeting Minutes of January 26, 2021
Via Microsoft Teams**

Attendees: Marie Edwards, Sam Emmons, Mary Kemp, Norma Barrett, Melanie McEwen, Richelle Gaudet, Shamel Addas, Samantha Samson, Fatima Couto

Regrets – Shaun MacKenzie, Lisa Crosbie-Larmon, Todd Zimmerman, Lanxin Yang

1. Call to Order: 9:30AM

2. Approval of Agenda – Mover: Norma, Seconder: Marie

3. Meeting Minutes

- a) Reminder & Thank You for Responses
- b) December 16, 2020 meeting minutes excerpt: *There are specific requirements and timelines that are contained in the [Terms of Reference](#) for the creation and distribution of committee meeting minutes. As outlined in Section 5.10, there is a requirement for the secretary to draft and circulate minutes to the Committee within one (1) calendar week for the meeting. If no errors or omissions are noted by committee members, the Co-Chairs will sign off on those minutes. It is not necessary to wait until the next meeting to review and approve them.*

4. Old Business

- a) Review of 2019 Injury Stats – **Members to review in advance.** Injury stats can be found in the Teams folder: General > Meeting Agendas > 2020 > December 18, 2020 – Agenda
 - **ACTION: All** – Review and provide feedback or identify areas that we should look at as a group.

5. WSIB Injury Reports: None.

6. Workplace Inspections:

- a) COVID-19 Occupied Buildings – paused due to lockdown
- b) Reminder re Training – Inspections during COVID-19 – see email from Sandra Jeffers
- c) MOL News Releases – shared in Teams ‘chat posts’ for information purposes

7. COVID-19 (Recurring agenda item during the Pandemic)

- a) Please review in advance of each committee meeting and provide feedback/raise concerns/questions during meeting <https://www.queensu.ca/covidinfo/>
 - [Recent Update as of January 25, 2021](#): New COVID-19 strain has entered the KFLA Public Health Region. Queen’s community members who have travelled or have had visitors from outside the region asked to seek COVID-19 testing as per Public Health guidance.
 - **ACTION: Sam** – There was an issue yesterday with the online SeQure app not working. The issue with regards to the form not filling appropriately has been reported to Campus Security. Follow-up to ensure issues addressed.
 - Student wellness is now testing asymptomatic students travelling from out of province.
 - Suggestion: Include community overall status (ie. Stay-at-home order) on the Queen’s COVID information homepage.
 - i. **ACTION: Sam** – Follow-up on suggestion/feedback.

8. New Business

a) EH&S draft SOP-CHEM-09 on Cryogenic Liquids - for review and comment

- This SOP will be applicable to Animal Care Services, which is an area that has recently been added to the areas inspected by the Administrative services committee.
- Questions: Should we amend our inspection checklist based on the SOP for Cryogenic Liquids? Do people who handle this material have to have regular training?
 - i. **ACTION: Sam** – To follow-up on amending the inspection checklist and to determine if training is required. A communication will be sent to the group if any action is taken.

9. Motion to Adjourn - Mover: Marie, Seconder: Mary

10. Next Meeting Date: February 26, 2021 via Microsoft Teams