

Joint Health & Safety Committee
Administrative Services
Meeting Minutes of October 26, 2020
Via Microsoft Teams

Attendees: Heather Cole, Lisa Crosbie-Larmon, Marie Edwards, Sam Emmons, Shamel Addas, Todd Zimmerman, Mary Kemp, Sam Samson, Shaun MacKenzie, Norma Barrett, Melanie McEwen, Lanxin Yang, Richelle Gaudet, Dan Langham

Regrets – Fatima Couto

1. Call to Order: 9:33AM
2. Approval of Agenda – Mover: Mary, Seconder: Shaun
3. Welcome New Committee Members: Luna, Norma, Heather, Fatima and Melanie
4. Review and Approval of August 26, 2020 Meeting Minutes
 - Mover: Todd, Seconder: Mary
5. Dan Langham - Consultation – Revisions to the Interim Workplace Harassment & Discrimination Policy
 - Revisions to the Interim Workplace Harassment & Discrimination Policy to be sent to the committee for review following the meeting.
 - Working group established to review the Interim Workplace Harassment & Discrimination Policy. The group has drafted revisions to the policy and the development is now at a point where broader consultation is starting to occur, which includes review by the JHSC's.
 - o Background:
 - Information and guidelines regarding harassment and discrimination can be found in a few different places at Queen's including the following: HR website, Human Rights Office, Senate Policy (deals with harassment and discrimination through a series of procedures, focusing on Human rights-based harassment and discrimination)
 - 5-6 years ago harassment added to the Occupational Health and Safety Act (OHSA)– this change meant that organizations were required to have in place a process and policy as defined by the legislation. The interim policy was developed to meet the requirements of the OHSA, focusing on an employment context.
 - As noted, many departments have pockets of information and some gaps exist.
 - The Principal's Conversation Report identified that a review of the interim policy should be completed, and that a single policy may be required for all groups at the university with a consistent process.
 - The revised policy includes the university commitment to ensure we have a work/study environment free from harassment and discrimination, the policy scope, responsibilities, resources available on campus and definitions.
 - The policy is supported by 2 procedures – the complaint and report procedure.
 - o Complaint Procedure – to be used when the situation is involving you, and included the steps to get a complaint logged, investigated and resolved.
 - o Report Procedure – to be used when we become aware that harassment or discrimination may be happening.
 - Biggest potential change to the procedures is the potential for a central intake office, which would determine where the report should go and any next steps.

- **ACTION: ALL** - Revised policy to be sent out to the JHSC to be reviewed by Friday November 4th. Any comments or feedback should be sent to Sam E. and Lisa to be consolidated and sent to the University Secretariat.
- Areas for consideration in completing review.
 - o How do we ensure that the complaints process is not overly onerous on complainants?
 - o Should there be an assessment team early on to provide support to people immediately, regardless of the issue?
 - o Needs to meet legislative requirements but also ensure people feel comfortable in bringing forward issues and complaints.
- The Harassment and Discrimination policy is a board policy. Once consultation is completed, the policy will flow through the policy creation process and will be posted publicly.

6. Review of COVID-19 Information

(https://www.queensu.ca/covidinfo/?utm_source=queensu&utm_medium=referral&utm_campaign=2020-04-ur-covid-banners)

JHSC Feedback:

- COVID related Forms are difficult to find on the webpage.
 - o Suggestion: Include a link to relevant forms in the banner across the top like other websites.
- Some employee confusion pertaining to whether SeQure is recommended or required?
 - o Noted that not every building required the SeQure App.
- Not all staff have a phone, but there are different formats by which the COVID Self-Assessment questionnaire can be completed (ie. paper, app, online version)
- SeQure app should have square tile on the website.
- Some areas on campus (ie. elevators and parking garages) do not have signage for SeQure.
 - o Any areas requiring signage can be reported to Risk and Safety.
 - o Posters are available on the COG Website:
<https://www.queensu.ca/vpfa/sites/webpublish.queensu.ca/vpfawww/files/files/SeQure%20App%20Poster.pdf>
- Question: What are the cleaning protocols – does it include floors or only the touchable surfaces?
 - o PPS is continuing with standard protocol, but staff are also paying extra attention to high touch areas and many staff are PIDAC (Provincial Infectious Diseases Advisory Committee (PIDAC) standards) trained <https://www.publichealthontario.ca/-/media/documents/b/2018/bp-environmental-cleaning.pdf>

7. Workplace Inspections:

a. COVID-19 Occupied Buildings

- Part of the requirement to meet more frequently was also to discuss outstanding inspections, prioritizing active and occupied building inspections.
- A spreadsheet has been created for priority areas in the Teams folder.
- **ACTION: Sam and Lisa** to assign inspections based on outstanding and occupied buildings by Wednesday October 28th, including both a manager and worker rep. Once the inspections are assigned inspectors should connect to schedule the inspection with the safety officer at a mutual time.
- There is a COVID checklist that should be used to complete inspections.
- Inspection documents can be found on Teams, documents include:
 - o Committee Membership,
 - o Department Safety Officers,
 - o Email messages from EHS, Incidents,
 - o Areas of Accountability (notified that the committee is now accountable for inspecting the Animal Care area),
 - o Inspections (Completed),
 - o Inspection (Documents and Forms) – Inspections in 6 easy steps, JHSC Inspections During the Age of COVID, templates for inspections, new checklist for COVID-19, SOPs for workplace inspections

- Note: Advancement – there are two safety officers – if the safety officer has changed please update the spreadsheet. Whomever is inspecting this area should reach out to both Safety Officers: Melanie and Kelly.
- If there needs to be updates to the Safety Officers list – connect with Dan
- Goal to have spreadsheet populated by October 30th.

8. Motion to Adjourn

- Mover: Sam, Secunder: Shaun

9. Next Meeting Date: November 26, 2020 (Regular Meeting) via Microsoft Teams