

Residence Joint Health and Safety Committee Minutes
December 15, 2020

Attendance: A Laranjeira (Co-chair), B Wowk (Co-chair), C Clark, B Hole, N MacKay, K Murphy, M Sheldrick, M Hamilton (note taker)

Review Minutes of November 17, 2020

- The minutes of November 17, 2020 were approved.

Building Inspections:

- A Laranjeira stated the only buildings left for inspection are Grad and Morris.
- A Laranjeira and N Mackay will inspect Morris, B Wowk and M Sheldrick will inspect Grad, both inspections will be completed before the holiday shut-down.
- B Wowk clarified that any area where staff can enter needs to be inspected including the basement Healy-Laird.
- N MacKay sent out the new SOP for inspections to members and B Wowk queried the committee for any questions or comments.

Old Business/Follow-up Items:

- B Wowk will follow-up with the Aug. 2019 asbestos report for Gord Brock for binder placement. She added that everything within the database has been printed and all binders are up to date.
- B Wowk asked for volunteers to update the health and safety boards. She added that in light of covid and a slow return to work for some staff, it is up to us to take the initiative and audit and ensure the boards are accurate. K Murphy, C Clark, A Laranjeira and M Sheldrick will audit and update the safety boards.
- C Clark shared health and safety board requirements (**Attachment A**). She added that this is in a shared folder for CH and she will move it for accessibility for all members. (Now located at):
<\\wfs.queensu.ca\res\Shared\Departments\CommunityHousing\Health & Safety\Health and Safety Board - Contents – 2020>
- EH&S has reached out to USW regarding a member for the committee. B Wowk will follow-up in January if the position is still vacant.
- A Laranjeira stated that there is still no signage at the back receiving door by FCC. Signage placement was in response to a member safety concern.
- B Wowk responded that she will ensure the signage is placed and it will state that this is a service delivery door, for entrance please use the D-wing door.
- Bring forward item for the January meeting – fire extinguishers in vehicles.

New Business:

Review Accident-Incident Reports

- An employee slipped off a sidewalk and used her right hand to brace herself, she did not report the incident because she felt she was fine but woke up the next day in pain. The employee went to hospital and no time was lost from work.

Covid-19:

- B Hole stated he received a call on the weekend from staff working in Chown Hall reporting that students were not following the protocol of wearing masks in common rooms or hallways. He reached out to the manager on call and within minutes an email was sent out to students and Dons to remind them to wear their masks. He added that he checked in with staff this week and they are seeing much better compliance and that it may be a matter of sometimes forgetting and the staff reminders/emails are helpful.

Meeting Adjourned

Date of Next Meeting: January 19, 2021