

Joint Health & Safety Committee
Administrative Services
Meeting Minutes of December 18, 2020
Via Microsoft Teams

Attendees: Lisa Crosbie-Larmon, Marie Edwards, Sam Emmons, Todd Zimmerman, Mary Kemp, Norma Barrett, Melanie McEwen, Lanxin Yang, Richelle Gaudet, Shamel Addas

Regrets – Fatima Couto , Sam Samson, Shaun MacKenzie

1. Call to Order: 10:30AM

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

3. Review of October 26, 2020 Meeting Minutes

- Meeting minutes approved.
- Reminder regarding timelines and administration:
 - 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.
 - A copy of the signed minutes are to be sent to the Department of Environmental Health and Safety for posting on the website and to the Departmental Safety Officers in the areas covered by the committee for posting on the departmental safety bulletin board(s).

4. Old Business

- a. Thank You - Feedback on draft Harassment and Discrimination Complaint Policy and Procedure
- Feedback was consolidated and sent to Dan Langham, Director, EH&S.

b. Review of amendments – See email from [University Secretariat](#)

- **ACTION: ALL** – Review amendments. If there is any additional feedback please send that feedback to Sam to consolidate and send to Dan L. **Feedback Due: January 15th, 2021.**

5. WSIB Injury Reports:

- a. CB – Employee has returned to work, no further action required.
- b. FB – No further action required.
- c. 2019 Injury Stats – deferred to January meeting for discussion to allow committee members an opportunity to review.
- Injury stats can be found in the Teams folder: General > Meeting Agendas > 2020 > December 18, 2020 - Agenda teams agenda folder

6. Workplace Inspections:

- a. COVID-19 Occupied Buildings – status update – primary focus is the occupied building

- Environmental Health and Safety is has access to our occupied building and workplace inspections list and is monitoring the status of the inspections to ensure MOL compliance; ideally the remaining inspections will be completed in January.
 - After completing an inspection report and emailing it to the attention of the safety officer, and Sandra Jeffers and Dan Langham in EH&S, please save the inspection report under: General > Inspections Completed > 2020. Once you receive the completed inspection report back from the department, please also post in the folder.
- b. Training – Inspections during COVID-19 – see email from Sandra Jeffers
- **ACTION: ALL** – Review the email in the agenda folder. If you have not completed the Health and Safety training as noted in Sandra’s email, please respond to Sandra’s email to gain access to the training to review at your convenience.

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

- a. Refreshed website – see Gazette Article for details
- b. **ACTION: ALL** – Please review and provide any feedback in advance of each committee meeting:
<https://www.queensu.ca/covidinfo/>

8. 2021 Meeting Dates

- a. Regular quarterly meetings – 26th of the month starting in January?
- b. Monthly meetings due to COVID-19 – 26th of the month?
- **ACTION: Sam E.** – Schedule monthly meetings on the 26th of each month starting in January 2021. If a decision is made that monthly meetings due to COVID are no longer required, the meetings will be deleted from the schedule.
 - Morning meeting works best for most, 9:30AM – 10:30AM start time.

9. New Business

- N/A

10. Motion to Adjourn – Mover: Norma, Seconder: Mary

11. Next Meeting Date: January 26, 2021 via Microsoft Teams