

JHSC- Duncan McArthur Hall

Location: Remote via Microsoft Teams

Date: 2021/04/21

Time: 0930-1030

Co-Chairs: Management – Chris Ingram
Workers – Terrence Ly

Minutes Taken: Brooke Ethridge

Attendees: Barbara Huffman, Clint Giroux, Jamie Kincaid, Kate Fazackerley, Paul Carl, Sarah Anderson

Regrets: Elizabeth (Zabe) MacEachren, Karen Burkett, Kaveh Mousavand

Minutes

Agenda Review

Approved.

Review Minutes (last Meeting)

https://teams.microsoft.com/l/file/1FF71687-7311-4523-807A-84843106E18E?tenantId=d61ecb3b-38b1-42d5-82c4-efb2838b925c&fileType=docx&objectUrl=https%3A%2F%2Fqueensu.ca.sharepoint.com%2Fteams%2FGROUP-EDUC-JHSC%2FShared%20Documents%2FGeneral%2F2021%2FAGenda%2F20210325_FoEAgenda.docx&baseUrl=https%3A%2F%2Fqueensu.ca.sharepoint.com%2Fteams%2FGROUP-EDUC-JHSC&serviceName=teams&threadId=19:a334a84ac5af4f319ceee19c3e480682@thread.skype&groupId=99ca711e-4ba8-4200-9403-131c372e92cd

Approved.

SOP Incident report Draft v4

<https://teams.microsoft.com/l/file/CDCF34EF-BD83-442B-A863-C0A8AB902A20?tenantId=d61ecb3b-38b1-42d5-82c4-efb2838b925c&fileType=pdf&objectUrl=https%3A%2F%2Fqueensuca.sharepoint.com%2Fteams%2FGROUP-EDUC-JHSC%2FShared%20Documents%2FGeneral%2F2021%2FDocuments%2FIncident%20Report%20Draft%202021-for%20feedback%20.pdf&baseUri=https%3A%2F%2Fqueensuca.sharepoint.com%2Fteams%2FGROUP-EDUC-JHSC&serviceName=teams&threadId=19:a334a84ac5af4f319ceee19c3e480682@thread.skype&groupId=99ca711e-4ba8-4200-9403-131c372e92cd>

<https://teams.microsoft.com/l/file/2F5755DF-B469-4FAA-BBFE-CD49CF87C696?tenantId=d61ecb3b-38b1-42d5-82c4-efb2838b925c&fileType=docx&objectUrl=https%3A%2F%2Fqueensuca.sharepoint.com%2Fteams%2FGROUP-EDUC-JHSC%2FShared%20Documents%2FGeneral%2F2021%2FDocuments%2FSOP-Incidents-02%20-%20Accident%20Incident%20Reporting%20-%20Draft%20V4%20-%20As%20of%202021-04-19.docx&baseUri=https%3A%2F%2Fqueensuca.sharepoint.com%2Fteams%2FGROUP-EDUC-JHSC&serviceName=teams&threadId=19:a334a84ac5af4f319ceee19c3e480682@thread.skype&groupId=99ca711e-4ba8-4200-9403-131c372e92cd>

Reviewed the Incident/Injury Report and some recommendations for improvement.

- The forms should be fillable online.
- Should define what a critical injury is somewhere on the form.

Reviewed the scope of SOP, definitions, and the responsibilities of department heads, supervisors, safety officer, employees, students, environmental health and safety, HR and the local JHSC.

WSIB form 7 are now completed by health & safety and not the supervisor. This is a change from the past practice.

Incident investigations should be done by the supervisor and the safety officer.

Hazard Reporting

[https://teams.microsoft.com/l/file/8ACD8EB5-05DC-4C67-8E3E-CD5CA98962FB?tenantId=d61ecb3b-38b1-42d5-82c4-efb2838b925c&fileType=pdf&objectUrl=https%3A%2F%2Fqueensu.ca.sharepoint.com%2Fteams%2FGROUP-EDUC-JHSC%2FShared%20Documents%2FGeneral%2F2021%2FDocuments%2FSOP-Safety-23%20\(Hazard%20Reporting\).pdf&baseUrl=https%3A%2F%2Fqueensu.ca.sharepoint.com%2Fteams%2FGROUP-EDUC-JHSC&serviceName=teams&threadId=19:a334a84ac5af4f319ceee19c3e480682@thread.skype&groupId=99ca711e-4ba8-4200-9403-131c372e92cd](https://teams.microsoft.com/l/file/8ACD8EB5-05DC-4C67-8E3E-CD5CA98962FB?tenantId=d61ecb3b-38b1-42d5-82c4-efb2838b925c&fileType=pdf&objectUrl=https%3A%2F%2Fqueensu.ca.sharepoint.com%2Fteams%2FGROUP-EDUC-JHSC%2FShared%20Documents%2FGeneral%2F2021%2FDocuments%2FSOP-Safety-23%20(Hazard%20Reporting).pdf&baseUrl=https%3A%2F%2Fqueensu.ca.sharepoint.com%2Fteams%2FGROUP-EDUC-JHSC&serviceName=teams&threadId=19:a334a84ac5af4f319ceee19c3e480682@thread.skype&groupId=99ca711e-4ba8-4200-9403-131c372e92cd)

Reviewed the hazard reporting document. The form on page 6 should be fillable and we should bold the section that speaks to who the form is sent to.

Inspection

<https://teams.microsoft.com/l/file/CB2E8E83-471E-4ACF-BBF0-F432117B9756?tenantId=d61ecb3b-38b1-42d5-82c4-efb2838b925c&fileType=pdf&objectUrl=https%3A%2F%2Fqueensu.ca.sharepoint.com%2Fteams%2FGROUP-EDUC-JHSC%2FShared%20Documents%2FGeneral%2F2021%2FDocuments%2FInspection%20Paused%20for%20April%202021%20-%20Dan.pdf&baseUrl=https%3A%2F%2Fqueensu.ca.sharepoint.com%2Fteams%2FGROUP-EDUC-JHSC&serviceName=teams&threadId=19:a334a84ac5af4f319ceee19c3e480682@thread.skype&groupId=99ca711e-4ba8-4200-9403-131c372e92cd>

Inspections are on hold while we are in the lock down.

Additional information