

Arts and Science Joint Health and Safety Committee

Minutes from Meeting – November 19, 2019

Present: Tom Bradshaw, Monika Holzschuh Sator, Ross Jansen-van Vuuren, Dan Langham, Crystal McCracken, Gail MacAllister, Michell Knapp-Hermer, Paul Bass, Yagya Paudel, Heather Drouillard, Heather Woermke, Katherine Peter, Kim Bellefontaine

Regrets

Terry O'Reilly, Janice Belanger

Minutes

1. Call to Order

2. Approval of Agenda

- Introduction/Welcome to Katherine Peter, the newest committee member
- Add Microsoft Team for the Committee as agenda item

3. Approval of Minutes from September 24, 2019

- Item Approved

4. Business Arising from the Minutes

- None

5. Co-Chair's Report

- Terry O'Reilly not present and Heather Woermke nothing to report

6. Report from Director, Environmental Health and Safety

Dan Langham reported on the following:

- a) Hong Kong - short update regarding the students there, as Health and Safety involved in communication with offsite students and staff. Due to clashes with protestors the Hong Kong Universities were temporarily shut down. All Queen's people have been accounted for and in communication regarding options to return home early.
- b) No Smoking Policy
 - New communication will be sent out soon to reinforce the policy. This will include new signage.
 - Some of the areas on campus fall under the city code which means City Bylaw officers can enforce no smoking policies that Fall under their rules.

A Bylaw officer will partner with campus security to areas that they can enforce the bylaws

- The compliance for the no smoking policy on campus is generally good

c) Cannabis

- Since October edibles are now legal. Some on the campus information regarding cannabis is being refreshed to include the newly legal edibles

7. Report of Injury – Form 7 for Review

- For general information for the committee

8. Inspection Schedule

- Heather to touch base with Terry regarding the inspection for Dan School of Music and Drama and Stirling Hall
- When looking for reports regarding Environmental Studies, Please note that Environment Studies is sometimes listed under Biosciences in the inspection reports.
- When conducting a safety inspection of an area with multiuser building spaces (e.g. the Atrium in Bioscience) reach out to the safety officer for each of the separate departments. In the past, areas of a building not connected to a specific department fell through the cracks regarding inspections. Now these areas should fall under the department that covers most of the inspection space in the area.

9. Inspection Reports:

a) Global Development Studies

- This area has experienced several break-ins. It used to be an area where ITS stored items such as cell phones which is likely the reason this has happened. The department has informed Security.

b) Employment Relations

- This department asked whether the report's recommendations are mandatory. A department must respond within 21 days of an inspection report. The Committee confirmed that the items on the report must be addressed.

10. Other business/discussion items:

a) Procedure for onboarding new facility managers

- This was brought up as a discussion item resulting from a situation with staff changeover that left a department without accurate safety information (very outdated information). Dan Langham advised that Departments are responsible to ensure that current and accurate Health

and Safety information exists, and provided additional information to assist in this regard:

- It is mandated for staff who work in Lab/areas with complex technical issues to have safety training
- There are Health and Safety Officer training sessions which can be signed up through the Health and Safety website.
- Health and Safety is not advised of when there is a change in Departmental Managers. Dan Langham will investigate with HR to determine if this can be done to allow Health and Safety to connect with the incoming person regarding training.
- The accountability for the correct/current information comes from the Departments. It would be an idea to have back-ups for Health and Safety for when people are away, on leave and transition of employees.

b) Minutes required to be distributed to the Health and Safety Officers in the Faculty of Arts and Science

- Kim to get the list of Health and Safety Officers and ensure the minutes are distributed

c) MicroSoft Teams

- Tom has set up the Team for the Health and Safety Committee and has begun entering the inspections reports.
- Monica has also uploaded resource files
- If any committee member did not receive the invite to the Team then provide Tom your email so that it is added.
- Kim will help add past reports to the folders for Committee member's reference.

DATE: November 29, 2019



Terry O'Reilly
Co-Chair

Heather Woermke
Co-Chair