Arts and Science Joint Health and Safety Committee
Minutes from Meeting – January 21, 2020

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

Regrets
Yagya Paudel

Minutes

1. Call to Order - 1:05 pm

2. Approval of Agenda
   • Approved
   • Heather Drouillard will Co-Chair the committee until we have a permanent replacement for Heather Woermke

3. Approval of Minutes from November 19, 2019
   • Approved

4. Business Arising from the Minutes
   • Minutes should be sent to Arts Science Safety Officers within a week of the JHSC meetings and then posted on Safety Boards.

5. Co-Chair’s Report
   • Terry O’Reilly nothing to report

6. Report from Director, Environmental Health and Safety
   Dan Langham reported on the following:
   a) Safety Officer Training - regular training sessions will occur for new Safety Officers and Manager Briefings so that everyone is clear on the duties and responsibilities regarding Health and Safety
   b) Posting additional No Smoking/Vaping signs
   c) Health Unit came on site in December to have an Education campaign to those breaking the no smoking rules
7. **Inspection Schedule**
   a) Environmental Studies Inspection was completed by Ross Jansen-van Vuuren and Paul Bass prior to the Christmas break.
   b) Stirling (Physics) was also completed in December.

8. **Inspection Reports:**
   - Continuing and Distance Education – completed. Nothing further to report
   - Global Development Studies - completed. Nothing further to report

9. **Other business/discussion items:**
   a) Corrective Action in Cases of Non-compliance:
      - Taking steps in Department of Biology for safety concerns, e.g. many of the eye wash stations are non-compliant to safety standards. Group discussion on next steps to ensure compliance.
      - Taking the corrective steps is the Departments responsibility, but for large projects the Department can submit a space request form to possibly get support from the Faculty Office.
      - Some issues may be able to be submitted to Fixit (e.g. plumbing issues)
      - Possible to bring in portable eye wash stations in order to have the safety concerns covered while the main stations are being replace/repaired.
      - Ensure that there is signage on the stations that are not in working order, so people are aware prior to an emergency.

   b) Health and Safety Training Part 2 – the most recent scheduled time was cancelled as there were not enough people signed-up. The people who require the second half of the training were provided with extensions. A new session will be set-up in May or June. If Queen’s does not have enough people participating, it may occur elsewhere in the community.

10. **Next meeting:** March 24, 2020 at 1:00-2:00. Location – ASC Dunning room 119

DATE: January 27, 2020

Terry O’Reilly  
Co-Chair

Heather Drouillard  
Co-Chair