

## ENGINEERING AND APPLIED SCIENCE JOINT HEALTH AND SAFETY COMMITTEE

### MINUTES

Wednesday April 21, 2021

10:30 am to 12:00 pm

Remote Meeting - Teams

**Present:** J. McKay (Management Co-Chair), K. Sedore (Worker Chair), D. Langham (Director, EH&S) S. Stilson (Secretary), L. Steele, G. Whan, S. Smith, E. Tremblay, P. Rowsome, J. Caron, K. Strike, N. Hudon, T. Li, J. Brown and C. Elliott

**Regrets:** S. Kauffman

1. The meeting was called to order by J. McKay.
2. **Injury/Incident Reports**  
None
3. **Workplace Inspection Reports**  
The committee is planning to resume workplace inspections as soon as the Covid lockdown restrictions are lifted and we are safe to do so.
4. **Workplace Inspection Schedule preparations for 2021-2022**  
Reminder to sign up for inspections for the upcoming year. J. McKay will be attending all inspections.
5. **Department Updates on COVID-19**
  - a. Campus wide
    - Campus opening back up is dependent on the number of active cases
    - Reminders to remain vigilant are important
    - Fall preparations continue to be discussed and guidance from the Health Canada will be followed
  - b. Civil
    - No updates to report
  - c. Mechanical
    - Builds are very quiet, little to no activity or concerns
  - d. Computer & Electrical
    - Reminders are being sent out to researcher and faculty not to become complacent
  - e. Chemical
    - Finished the Undergraduate labs and back in lockdown
    - Research is going well
    - Preparations have begun for summer students
  - f. Mining
    - Labs have been cancelled but research continues
  - g. FEAS
    - Buildings are quiet with some staff but not many
    - Preparations for summer and fall are being discussed
    - Return to work/campus will be gradual and very well organized

6. Old Business

None

7. New Business

a. Draft Hazard Reporting SOP Review

Offers clarity on how this is managed by supervisors and by putting together this document it identifies hazards and has the appropriate people involved in completing the document. Communication is key between parties. This will be disturbed campus wide to provide consistency.

*Feedback from Committee was as follows:*

- Provide a hyperlink for *SOP-Incidents-02* under sections 6.1 Employees and 6.2 Supervisors
- Ensure to specific abbreviations in the document before using them later on. For example, PPS and CSES are listed later in the document but not specified in long form beforehand

b. Draft Accident Incident Reporting SOP Review

Supervisors do not complete the form any longer. This is being created to add clarity of details and offer consistency when reporting and will be completed by the Department of Environmental Health & Safety office.

*Feedback from Committee was as follows:*

- In the definitions section, under Property Damage, you may want to include the word “minimum” with the numerical value for clarity purposes.
- On page 5, under First Aid, the 1<sup>st</sup> bullet point, the comma after “immediately” should be after “available”.
- Provide a hyperlink when mentioning the *Incident Report Form, WSIB Form 6, WSIB Form 7 and the Spill Report Form* for easy reference for the user. (Pg 5-8)
- Provide a hyperlink to *Hazard Reporting SOP (SOP-Safety-25)* mentioned on Pg 4 & 6.
- Provide a hyperlink to [safety@queensu.ca](mailto:safety@queensu.ca) on Pg 7.

c. Incident/Injury Report Draft

In section A of the form it was suggested that instead of Male/Female/Other to leave it blank and allow the person to fill it in. This would allow individuals to self-identify.

8. Next Meeting – To be held on Wednesday May 12, 2021 from 10:30-12:00 – (Remote/Teams)

9. Meeting adjourned

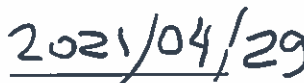
K. Sedore motioned to adjourn. Seconded by J. Brown.

  
\_\_\_\_\_

J. McKay, Management Co-Chair

  
\_\_\_\_\_

K. Sedore, Worker Co-Chair

  
\_\_\_\_\_

Date

  
\_\_\_\_\_

Date