Faculty of Health Sciences
Joint Health and Safety Committee (JHSC)
Minutes of Meeting

Held Wednesday, October 28th, 2020 at 10:00 a.m.

Attendees:
- Lori Almeida, FHS Finance
- Sharon David, SRT
- Anita Lister, DBMS
- Christine Irving, FHS
- Lucie Pelland, SRT
- Dan Langham, EH&S
- Edwin Ocran, PSAC 901–unit 1 (TA’s/TF’s)
- Hamid Ghaedi, PSAC 901–unit 2
- Logan Bale, DBMS

Minutes:
- Allison Leverette, FHS

Co-Chairs:
- John Singleton, Cancer Research Labs
- (VACANT)

Regrets:
- Anne Biggar, CCTG

Copy to:
- Safety Officers, Faculty of Health Sciences
- Department Heads

J. Singleton (Co-Chair) called the meeting to order at 10:05am.

1) Introductions and Membership review
Welcome to the three new committee members: C. Irving, MGMT; L. Almeida, MGMT; and H. Ghaedi, PSAC 901-2.

2) Approval of the Agenda
Approved as written by A. Lister.

3) Review of the Minutes of September 9 and 23, 2020
Approved as written by A. Lister.

4) New Business
4.1 Incident Reports (A. Leverette)
- Animal Care
• Canadian Cancer Trials Group
  o The incident occurred on August 25, 2020. The employee indicated that they were opening a box with a razor blade when the blade slipped on some tape on the box and sliced their thumb. They attended Kingston General Hospital Emergency Department and received stitches. The employee returned to work following the incident. This incident was followed up on by Environmental Health & Safety, who recommended the use of safer tools for box opening (i.e. utility knife or another guarded box opener).

4.2 Queens’ Harassment and Discrimination Policy Feedback (D. Langham)

*Background information:* The university has been developing a new harassment and discrimination policy that will replace the interim policy that is currently in effect for employees. Under Section 32.0.6(1) of the Occupational Health & Safety Act, there is a requirement to consult with JHSC’s as part of the process of developing and maintaining the policy. The review at this meeting is to undertake that consultation and to gather any feedback the committee may have.

Policies on harassment and discrimination exist in many forms across campus. Through the Senate, there is a policy that exists that can deal with harassment and discrimination, however from a Human Rights-based, academic context. Recently, new requirements were introduced under the OH&SA for which the requirements for policy, procedure, investigation, and documentation need to be prescriptive. The policy did not meet these requirements and was required to be updated. The *interim* policy was produced to meet these requirements on a short-term basis. However, there was some confusion with respect to where these matters should be addressed, and where they can be resolved. There was also an identification of gaps in the campus audience, i.e. graduate students who are both students and employees – the reporting of complaints would depend on where
and who the matter comes up with. Overall, there was a need to better align these processes. A simultaneous review through the Principal’s office, PICRDI, took a look at the landscape of issues such as racism, harassment, and discrimination, and how these types of issues should be raised and resolved within the institution. As a result, a working group was created to address the revision of these various policies into one that is singular and transparent. This was produced as a revision to the interim policy, which is the document on hand for review. It is now in the consultation stage, with review by various stakeholders. There will also be additional public postings and opportunities for feedback, with the specific requirement in the OH&SA that feedback is sought from the workplace JH&SC’s.

The document consists of a policy, and two supporting procedures. The policy describes a working environment that is free from harassment and discrimination. Where this policy is in effect, and how the policy will be enacted, the resources available, etc., is also provided. There is a lengthy section on definitions, for clarification purposes. The two procedures are for issuing a report and a complaint. A report is when someone becomes aware that harassment is occurring. Those incidents that occur directly at the individual or group level would use the complaint procedure.

The interim policy described an intake process through Human Resources, which was perhaps later shuffled to a different office, depending on who was involved. The intake for this policy is now through the Secretariat’s office via an assessment team that would look at the nature of the issue and the best course of action to proceed. As it relates to Staff, these matters would go to HR; if a faculty member, it would go to Faculty Relations; if a student, the Student Conduct Office would be involved. Central intake ensures that the appropriate individuals are engaged. It also takes into account collective agreements which contain language regarding how an investigation occurs – this still takes precedence and will be certain to occur.

There is more work to come on how complaints will be received, with the initial connection being made to the Secretariat’s office. A discussion would then take place surrounding what team would lead the investigation. There was some concern raised that Human Resources is represented by the employer, who is also playing the role of the investigator. This revised process emphasizes the involvement of not necessary a third party, however a more impartial party. The Secretariat’s office will track the matter to resolution and aim to reduce bias in the process.
The feedback received from the committee with respect to the policy is that it is not clear that the other stakeholder offices are being engaged, in the schematic diagram (i.e. Human resources, Faculty Relations, the Student Conduct Office). The intake assessment team will have representation from these offices, however it may need to be better clarified in the document, and specifically in the diagram. It is also asked how the intake assessment team will be able to act in a timely manner - how often is the team meeting? Will the assessment team be adequately resourced? These questions should be answered as the policy and procedure documents are further updated and put into effect.

5) Other Business

5.1 JHSC Inspections

- **FHS Areas to be inspected review**
  - Remove “Animal Care Services,” as inspections will no longer be completed by FHS, given that this unit moved to report to the VPR office, as of October 1, 2020. The Administrative Services Joint Health and Safety Committee will oversee this area during their inspections. This space is largely occupied on Botterell level 9, however shared office space and research labs also exist on this level. Botterell 7 and 8 space belong to DBMS research. Botterell B2 also has a large area that belongs to Animal Care, which can be removed from the FHS areas to be inspected.
  - Cancer Biology & Genetics – housed in the Cancer Research Institute, as well as Botterell Hall
  - Remove “Craine Hall”
  - Name update on form – CPD to OPDES
  - FHS central is no longer housed in Botterell Hall or 102 Barrie; the CFAO office is at 20 Barrie St. (KGH building).
  - Obstetrics & Gynaecology is housed in both Etherington Hall and KGH
  - Remove “Psychology” – this Department is in the Faculty of Arts & Science

A. Leverette will send the above updates to EH&S in order for the document to be updated on their webpage.

- **Inspection schedule updates**

It may be recommended that some research lab members vacate their lab space, if possible, in order for the health and safety inspection to take place. Masking and physical distancing is also important for committee members conducting inspections. Efficient use of time during an inspection also keeps the area safer (i.e. no unnecessary, prolonged contact).
The GSK LDA inspection is scheduled to occur November 3rd by L. Bale and L. Almeida. Some KGH inspections have also been completed by J. Singleton.

5.2 Covid-19-related updates
The FHS JH&SC recently provided feedback on cubicles and classroom requirements, which has now been incorporated into the Queen’s Return to Campus Guidelines.
The Health & Safety Guidelines Sub-group is now looking at Covid-19 screening requirements, as there are greater requirements from the government for screening people when they enter a workplace. The focus has been on continuing to communicate that if you aren’t feeling well, don’t come into the workplace. Another look at “central visitors” to campus and how these individuals should be screened and tracked, is occurring now, with more information to come. Another area that has been added to the website and guidelines is how to report issues on campus, with further information provided on how to handle these situations i.e. large gatherings, people not wearing masks. Not everyone is comfortable with approaching these individuals, and Campus Security can appropriately respond. Additionally, if it’s a Health and Safety issue, this should be reported to one’s Department Manager/Supervisor. If it’s an infrastructure issue (i.e. empty sanitizer station, no soap in bathroom), or even an issue with contractors, this goes through PPS Fixit.
There has also been the addition of a Covid case tracker on the main Queen’s Covid-19 informational website. Kingston has been better than some areas in “flattening the curve” and being diligent with masking, social distancing, sanitizing, etc. There is hope that this will continue.

The meeting was adjourned at 10:45am.

OUR NEXT MEETING WILL BE Wednesday, November 18th, 2020 at 1:00pm (Zoom).

Minutes approved by:

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Co-Chair J. Singleton

(Worker Co-Chair position is vacant)