

**Faculty of Health Sciences
Joint Health and Safety Committee (JHSC)
Minutes of Meeting
Held Wednesday, April 10, 2019 at 1:30 p.m.**

Attendees:	Jordan Babando	PSAC 901– unit 1 (TA's/TF's)	
	Logan Bale	DBMS	USW
	Matthew Ratsep	PSAC 901 – unit 2 (Post-Docs)	
	Dan Langham	EH&S	
	Joan Tremblay	ACS	MGMT
Minutes:	Allison Leverette	FHS	Non-union
Co-Chairs:	John Singleton	Cancer Research Labs	MGMT
	Laura Bark	ACS	CUPE 254
Regrets:	Anita Lister	DBMS	MGMT
	Laura Bark	ACS	CUPE 254
	Anne Biggar	CCTG	Non-union
Copy to:	Safety Officers, Faculty of Health Sciences Department Heads		

J. Singleton (Co-Chair) called the meeting to order at 1:30 p.m.

1. **Approval of Agenda**

It was moved by J. Tremblay and seconded by L. Bale that the Agenda be approved as written.

2. **Approval of Minutes**

The minutes of December 12, 2018 were approved by L. Bale and seconded by J. Tremblay.

3. **New Business**

3.1. Incident Reports

- a) A post-doctoral fellow punctured their skin while collecting tissue samples, and received medical attention. This incident was referred to the biohazard safety group in Environmental Health & Safety for follow up.
- b) A staff member slipped on a set of stairs and hurt their back. They received medical attention. Their supervisor encouraged the use of proper footwear.

4. **Report from Environmental Health & Safety (D. Langham)**

4.1. Revised JHSC Terms of Reference

A new Joint Health and Safety Committee Terms of Reference document has been finalized and posted. It is meant to give guidance with respect to how the committees function. This document replaces a rather dated guideline originally written in the late 1990's. There was a need to update the guidelines to the terms of reference format.

The new document ensures that Queen's and Environmental Health & Safety is documenting and meeting the guidelines for Joint Health & Safety Committees, as envisioned by the Ministry of Labour, through the Occupational Health & Safety Act legislation. Some of the language, specifically the objective and goals of the committee, as well as timelines, follow this legislation.

The document was created in consultation with the employee groups (CUPE, PSAC, USW, etc.). These comments have been incorporated into the document.

There is further information provided in the document for committee members with respect to administrative timelines, as well as about workplace inspections – their timelines and processes. Another important section is on bi-lateral work stoppage, which a certified committee member has the ability to enforce. Information is provided on how this would occur, according to the legislation.

For the inspection areas listed, this is a dynamic, “living” document, and changes and movement continue to occur. There will be an attempt to keep this as up-to-date as possible.

Memberships of some committees have also changed. The original guidelines did not consider multi-unionization across the University. Now there is not a lot of Union duplication in each (academic) committee. It is noted that membership remains unchanged for the Faculty of Health Sciences' Joint Health & Safety Committee.

The next step is for Environmental Health & Safety is to review membership of the Joint Health & Safety Committees, and identify where there are gaps. The Faculty will look to fill the vacant Management representatives on this committee.

4.2 Smoking Ban on Campus

The University is moving rapidly toward implementing a campus smoking ban. A draft of the policy was posted for public comment on the University Secretariat's webpage. Public consultation ended on April 4th, 2019. Changes viewed as necessary to the policy have now been made. The draft of the policy will now be going to the Vice-Principal's Operations Committee (VPOC), for approval. The working timeline for the campus to be labelled as smoke-free is June 1st. There will be much communication and education-based enforcement by Campus Security and Environmental Health and Safety, at this time. Community members in close proximity, such as KGH, will also be notified, in order for their staff to become aware that they should not smoke on campus. Even though the intent of the enforcement is on education, the policy does contemplate consequences for an employee, student or visitor who chronically chooses not to comply.

Environmental Health and Safety is currently looking at a signage strategy for buildings on campus. There is also an intent for a “Frequently Asked Questions” section surrounding the policy to be posted on the Queen's website. Smoking is

still permitted on sidewalks and streets surrounding the University, as it is municipal property. However, smokers still must comply with municipal bylaws and provincial legislation, which means that sidewalks need to be far enough away from an entrance in order to smoke, legally. There is likely to be some targeted communication in problematic areas.

Further information on this issue will be communicated through The Gazette.

4.3 WHMIS 2015 Product Labelling

WHMIS 2015 came into full effect in December 2018. The issue that all Universities had with its requirements were that the way that the legislation was written was that employees were unable to alter a supply label unless it had become illegible or fallen off. The problem this created was that old stock was not permitted to be re-labelled or changed. As a result, this would have resulted in the cost of disposal of the old stock, the environmental cost, and around a \$60-110,000 cost to replace the contents of the old bottles, because of the implementation of the new supply label.

As a result, the Council of Ontario Universities' (COU) Council of Environmental Health & Safety officers worked as a sector to approach the Ministry of Labour to request an amendment to the legislation to allow Universities to re-label their containers using a standardized workplace label. This did result in a legislative change to use a template that has the product name, standard precautionary statements, and reference to the safety data sheet. There is currently testing on how long it takes to re-label bottles in a lab. The hope is for all of the work to be done this summer, either centralized or pushed to individual labs, dependent upon time and cost.

There are around 50,000 bottles on campus to relabel. Below 100mls can simply be labelled with a product identifier. Universities have agreed that they can handle the re-labelling, rather than disposing and repurchasing. Environmental Health & Safety is also using this as an opportunity to review and dispose of old stock.

4.4 Health and Safety Training

Health and Safety training courses are available on the Environmental Health & Safety website, which includes Health & Safety Awareness, WHMIS, First Aid, etc. For Joint Health & Safety Committee-specific training, when a member is new, they can speak to Environmental Health & Safety at the time that they start with respect to workplace inspections, etc., as there can be a lag for more formalized training. Additionally, the legislation specifies that at least one manager and one worker member of each Joint Health and Safety Committee must be certified. There are two sets of sessions; certification part one focuses on the law and legislation, while part two focuses on more specific topics in the workplace, such as ergonomics, and chemical safety. The government dictates the content and how the information is provided. Environmental Health & Safety provides this training once a year; if a committee member wants to receive the training, they can. Part one of the training will likely occur in June, while part two

of the training will likely occur in October/November. Certification is now granted through the Ministry of Labour, as opposed to WSIB. Training is “grandfathered” if certifications were completed through WSIB.

There are changes coming to this training requirement – part one will likely move to be completed mostly online.

5. Other Business

5.1. Update on Botterell Hall Issue:

a) New Garbage Bins and Ergonomics

There is a height issue with the bins, which were installed around a year ago. Environmental Health & Safety has put in a query with Physical Plant Services requesting information on why and how the garbage bins were installed as they were. They haven't yet received a response from PPS. EH&S will follow up.

The meeting was adjourned at 2:10pm.

OUR NEXT MEETING WILL BE June 19th, 2019 at noon (A319 Botterell Hall)

Minutes approved by:



Co-Chair J. Singleton



Co-Chair L. Bark