

Queen's University Department of Family Medicine
Joint Health and Safety Meeting

Minutes

INFORMATION FOR MEETING:

Time: 12:30pm -1:15 pm

Date: Monday October 5, 2020 at 12:30pm

In Attendance: Vanessa Patterson, Tammy Parr, Laura McDiarmid, Kim Wallace, Eszter Papp, Jennifer MacDaid

Item	Action or Information
<p>1. Approval of the Agenda</p> <p>Agenda approved, no further additions.</p>	<p>Agenda accepted</p>
<p>2. Approval of the August 2020 Minutes</p> <p>Minutes accepted, no edits or updates noted.</p>	<p>Minutes accepted</p>
<p>3. Committee Membership</p> <p>Vanessa reviewed the membership compliance for the committee. New members include Ezter Papp representing research and Tammy Parr as secretary. Vanessa noted that we could include one more manager on the committee in the event there are critical decisions to be made, however in this instance Dan Langham could be brought in as a manager if necessary. Committee members agreed to proceed forward with this plan.</p> <p>Vanessa is meeting with Dan Langham to put together a plan/protocol to show we are supporting the staff at our external sites. Vanessa will get in touch with the Health and Safety personnel at the hospitals from the individual sites to determine which institution is supporting or responsible for which protocols i.e. Health and Safety inspections.</p>	<p>Vanessa to contact JHS at hospitals at external sites to review protocols.</p>
<p>4. Fire Drills</p> <p>Vanessa has gotten in touch with Tom Davis, the fire drill representative for 220 Bagot Street. They had a fire drill in Sept of 2019 are due anytime to have another. Vanessa will advise the Senior Management Group that this will be taking place so they can review the protocol that we currently have in place. Vanessa reviewed the posters for the fire drill to see if anything has changed due to COVID. Discussion followed.</p>	<p>Vanessa to advise Senior Management Group of plan for upcoming fire drill</p>

<p>Dates are being reviewed for a fire drill. It was suggested that the protocol be sent out a week prior to a fire drill to let people know that it will be happening in future. There was discussion on the outdoor meeting places as COVID protocols must be maintained.</p>	
<p>5. Bike Storage in the Basement</p> <p>There was a suggestion of keeping employee bikes stored in the basement, however on further investigation of this idea it was found that the basement at 220 Bagot Street was full of items that need to be purged out of that space. Vanessa is currently working to get the space cleaned out. It was determined that storing bikes down in the basement is not feasible. It was suggested that we could share bike storage with Hotel Dieu Hospital as they have a cage for their bikes. Vanessa will check with Larry Irwin regarding sharing the storage.</p>	<p>Vanessa to contact Larry Irwin regarding sharing of bike storage</p>
<p>6. Security Cameras</p> <p>Vanessa advised the committee that new security cameras have been installed in both buildings, Haynes Hall, and 220 Bagot Street.</p>	<p>Information</p>
<p>7. Health & Safety Inspections</p> <p>Vanessa and Kim completed their first Health and Safety inspection. It took 2 hours but as we get more used to doing them with COVID protocols it shouldn't take that long. Vanessa is going to update the checklist and include a space for notes.</p> <p>Vanessa is sending a reminder regarding office space heaters, and power bars, (power bars need to have a specific rating) they need to be unplugged at the end of the day.</p> <p>Do we need to do anything about traffic patterns and direction of flow? Discussion followed on both locations. Ideas have been discussed regarding the bottleneck at the rear door at 220 Bagot and having some directional signage.</p> <p>A doorbell has been added at Haynes Hall for the afterhours clinic. When it rings, they can see who is waiting outside.</p>	<p>Vanessa to update Safety Inspection check list</p>