

***Residence Joint Health and Safety Committee Minutes***  
**February 23, 2021**

**Attendance:** A Laranjeira (Co-chair), B Wowk (Co-chair), R Byrom, C Clark, B Hole, N MacKay, K Murphy, M Sheldrick, M Hamilton (note taker)

**Review Minutes of December 15, 2020**

- The minutes of December 15, 2020 were approved.

**Building Inspections:**

- B Wowk stated that notification was received from EH&S and now that we are in the green zone we are able to resume inspections.
- A Laranjeira will send the committee members and S Jeffers (EH&S) a spreadsheet identifying each building and the inspection date.

**Old Business/Follow-up Items:**

- All asbestos reports are up to date.
- B Wowk will follow-up regarding a USW member on the committee.

**Health and Safety Boards:**

- A spreadsheet was developed that includes each building and what is required.
- A Laranjeira will put in a work order for new safety boards where needed and send a list to B Wowk and assistant managers of what each room (safety board) requires.
- B Wowk reminded the committee that there is a compliance piece that all regulated materials are posted for employees.

**New Business:**

- B Wowk stated that it was noticed that a number of safety protocols were not being followed in Chown that included large group gatherings, people inside each other's rooms and people not wearing masks. She added that as a facilities team they have come up with a new conduct and deficiency reporting system that includes feedback from our Residence Life partners, this is submitted each day on Sharepoint and gives colleagues the opportunity to check-in with live data. Chown also has security sitting in the building and we have now seen the changes that were needed.
- B Wowk stated that a large order was placed for fiberglass ladders within the last year and half in compliance with the ladder SOP however, A Laranjeira reported that she is still finding aluminum ladders.
- B Hole will conduct a ladder audit and replace any aluminum ladders found with fiberglass.
- B Wowk stated they have reviewed their chemical lists consistently due to names/labels and RFP's changing. She added that it is time do this again and would be beneficial for facilities and community housing to do this together providing an opportunity for synergies. The opportunity for onboarding

- consistency is valuable as well and a meeting will be set-up next week.
- B Wowk stated that committee previously discussed exit signs and life safety and the importance of missing exit signs being reported in a timely fashion, entered into Archibus and prioritized by the electricians. The process has been working well but has not curbed the damage. A project has started, using Chown as the test pilot, to put industrial cages around the exit signs and gage if it is making a difference. B Hole will share a picture of the cages at the next meeting.
  - B Wowk requested feedback on the implementation of occupancy signage and additional break rooms in areas where there are more than 5 employees.
  - M Sheldrick responded that when someone is covering a shift they may not know where the new break rooms are.
  - B Wowk asked the assistant managers to ensure staff have that information when they are given their work duties for the day.
  - B Wowk stated that she and A Laranjeira are looking for the most streamlined system to follow-up on the previous months inspection reports. She added that currently, anything that we have gets imbedded in Archibus, it then gets tagged to a trade, and then sits there. She queried the committee members for their input.
  - The committee discussed ideas and B Wowk and A Laranjeira will meet again to discuss further.

#### Accident and Incident Reports:

- B Wowk stated that one incident created five separate reports, resulting from a clogged drain and a plumber using acid to clear it. She continued that acid omits gases and vapours and can also produce highly toxic gases when mixed with other products such as bleach, she and M Savoie met with PPS and acid will no longer be used in residences due to the risk. They are looking for eco-friendly drain blockage remover that does not have any adverse effects.
- If staff find any acid product in the supply closets they are to bag it and notify their assistant manager immediately for proper disposal.

#### Covid-19:

##### Protocol for students that have travelled outside of the area over reading week:

- The committee reviewed the following statement from the Queen's University Residences webpage:  
"If you have travelled outside the KFL&A, Hastings, Prince Edward, Leeds & Grenville, and Lanark Counties, had visitors from outside this region, or moved to this region in the last 14 days, you must self-isolate in your assigned residence room for 14 days upon arrival to residence. This includes no contact with anyone else (including others in your household) and remaining in your residence room except for essential purposes (dining, exercise, medical/pharmaceutical care). If you develop symptoms, are identified as a close contact of a positive case, or are otherwise directed by a healthcare professional to self-isolate, please follow the instructions below to access a self-isolation space".

##### Keys points from the review:

- We are not putting students into self-isolation – we are asking them to self-isolate.
- Students are permitted to leave for essential purposes.
- There is a separate protocol for students that develop symptoms.
- N Mackay added that the Queen’s Secure App. provides all the information and has a link that takes you directly to the residence website if staff are looking for further information.

**Meeting Adjourned**

**Date of Next Meeting: March 16, 2021**