

Joint Health & Safety Committee
Administrative Services
Meeting Minutes of February 26, 2021
Via Microsoft Teams

Attendees: Sam Emmons, Norma Barrett, Melanie McEwen, Richelle Gaudet, Samantha Samson, Lanxin Yang, Lisa Crosbie-Larmon

Regrets – Shaun MacKenzie, Marie Edwards, Todd Zimmerman, Fatima Couto, Shamel Addas

1. Call to Order: 9:30AM

2. Approval of Agenda – Mover: Melanie, Seconder: Norma

3. Meeting Minutes

- a) January 26, 2021 meeting minutes have been approved

4. Old Business

- a) None

5. WSIB Injury Reports (uploaded to Teams site – please review in advance of meeting):

- a) Reviewed three Injury Reports. All from Animal Care Services.
 - BS - Lost one day due to a sore back based on an injury from November 26, 2020.
 - JM - No lost time.
 - AW - Sought medical care but had no lost time.
- b) EH&S has been requested to attend a committee meeting to speak to the committee about the committee's responsibilities with regards to animal care.

6. Workplace Inspections:

- a) COVID-19 Occupied Buildings – inspections can be resumed
 - There are some inspections that continue to be outstanding.
 - We are required to send the spreadsheet with the planned inspection dates to EH&S.
- b) Review inspection schedule spreadsheet prior to submission to EH&S
 - **ACTION: All** – Review spreadsheet and schedule inspections with a view to confirming inspection dates by no later than March 5, 2021.

7. COVID-19 (Recurring agenda item during the Pandemic)

- a) Please review in advance of each committee meeting and provide feedback/raise concerns/questions during meeting <https://www.queensu.ca/covidinfo/>

8. New Business

- a) Second Opportunity to review the Revised Harassment & Discrimination Policy Consultation Period
 - **ACTION: All** - If the committee has any additional feedback please send to Sam and Lisa.
- b) Animal Care – Request of EH&S to provide orientation for the committee.

9. Motion to Adjourn - Mover: Norma, Seconder: Melanie

10. Next Meeting Date: March 26, 2021 via Microsoft Teams