J. Singleton (Co-Chair) called the meeting to order at 2:35pm.

1. **Approval of Agenda**
   It was moved by J. Tremblay and seconded by S. David that the Agenda be approved as written.

2. **Approval of Minutes**
   The minutes of December 11, 2019 were approved by L. Bark and seconded by E. Ocran. M. Ratsep was incorrectly marked as an attendee of the meeting, although he was absent – this has been updated.

3. **New Business**

   3.1 **Incident Reports**
   a) **Animal Care Services**
      An employee was scooping a cage pan and stood up from a crouched position, hitting the top of their head on a metal squeeze-back bar which had not been moved out of the way. The employee was treated at a clinic and had no lost time. It is believed that this was a “one-off” incident, and there is no need for any procedural changes; the employee had simply forgotten to push the top bar back before crouching down.

   b) **FHS Office Ops**
An FHS employee slipped on the ice on Arch St. approaching the Biosciences complex. They injured their wrist, elbow, shin, and low back. They did not seek formal health care for the injury and had no lost time. However, some office work, such as lifting heavy boxes, was reassigned. D. Langham indicated that PPS did have available a phone number to call to report to the city to have the snow cleared. The city should be notified when there are areas of concern on campus. There is unfortunately a sizable chunk of city space on campus, and snow removal isn’t always prompt.

4. **Other Business**

4.1 Garbage Bins at Botterell Hall – Ergonomic Assessment update

D. Langham indicated that there has been some confusion regarding the bins, and he took a picture on his phone of the bins on the way to the meeting. D. Langham has spoken to numerous people at PPS, however he has been unable to resolve the issue of their height. It is possible that the garbage bins were replaced by a new waste management company. EH&S will look into this further.

4.2 Updates on Inspections/Other Business

An inspection response was received from Y. Tse, safety officer, following up on an inspection of Botterell Hall floors 2 and 4. Issues were addressed by an indication of actions taken.

4.3 Other Business – Report from EH&S

EH&S has been monitoring coronavirus (Covid-19). The virus is being monitored on two fronts 1) how it is impacting students in particular, and 2) those travelling abroad – going on exchange and to conferences in China and other regions affected. EH&S is also looking at how things are developing overall, and anticipating what this might mean for campus. This is a very dynamic situation with constant new information being released. However, there is a small group that meets daily to look at what has developed with respect to the virus in the last 24 hours, and how the University may need to react accordingly. There is information on a dedicated webpage that hangs off of both the Queen’s and EH&S websites: [https://www.queensu.ca/covidinfo/](https://www.queensu.ca/covidinfo/). This webpage should be regarded as the single source of information related to the virus, on-campus. There is also a useful FAQ document that can be downloaded and circulated, which is being updated with new information with respect to government and local health unit changes. Communications surrounding work-related travel will be made from the Principal, Provost and/or Dean’s offices. Coronavirus information is also being disseminated by Faculties, for which there may be more Faculty-specific information, especially with respect to Healthcare. The situation is continuing to be monitored. If employees are asking questions or have concerns, they should be told to reference the Queen’s Covid-19 webpage.

EH&S is also attempting to engage with PPS in order to address the cleaning issues seen across the Faculty. The EH&S office has been receiving complaints from Departments and Faculties with respect to cleanliness. Botterell Hall is recognized as being in a particularly poor state. Issues raised to EH&S are being logged and passed on to PPS to indicate areas of concern. EH&S is doing their
best to pass along concerns to PPS, as well as to advocate for solutions. PPS has indicated that more caretakers have been hired to address a shortage in caretaking staff. It is stated that there is also a mental health impact for staff working in these areas – it is demoralizing and unsettling to many. EH&S has been involved in new caretaker training, so it is hopeful that there will be further help. However, it is unclear how these new workers will be distributed and what the impact will be in terms of service provision. There is an issue of presentation to the public – clinical reputation and cleanliness, etc. Staff have been doing much of the cleaning that caretaking staff should be doing. There were also apparent issues with supplies – carts have been back-ordered, etc.

An issue that was addressed at the last meeting was with respect to Botterell Hall and the absence of corner mirrors on some floors. D. Langhan has been e-mailing with the new Department Head for DBMS. The issue that was initially raised was with respect to the sixth floor – there is a lack of mirrors compared to other locations within the building. This concern was initially raised with the former Department Head, and progress has slowed slightly in the transition to the new Department Head. There has been a commitment to the mirror installation, however there are no specifics yet with respect to location(s). It would be helpful to know if there were other locations in Botterell that were considered problematic. This item will be added to the agenda for the next meeting, for follow-up.

*The meeting was adjourned at 2:55pm.*

**OUR NEXT MEETING WILL BE**  Wednesday, April 8th, 2020 at 10:00am (A319 Botterell Hall)

Minutes approved by:

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Co-Chair J. Singleton  
Co-Chair L. Bark