# AGENDA

**Meeting:** IBCPA Joint Health and Safety Committee  
**Date & Time:** Thursday, October 22, 9:00 AM

<table>
<thead>
<tr>
<th><strong>Chair:</strong></th>
<th>Dan Langham - Present</th>
</tr>
</thead>
</table>
| **Attendees:** | Cam Miller - Present  
Dan Tremblay - Present  
Janelle MacPherson Kenney - Present  
Tricia Baldwin - Present  
Julia Stroud - Present  
Aaron Holmberg - Present |
| **Guest:** | Sandra Jeffers |
| **Regrets:** | Brittainy Bonnis |

## 1. Welcome and Introductions

## 2. Call to Order  
**8:40am**  
Nothing to add to the agenda.

## 3. Approval of the Agenda  
**Motion:** Aaron  **Seconded:** Dan T.

## 4. Introduction to JHSCs
• Terms of Reference
• Membership/Co-Chairs
• Inspections
• Meeting schedule
• Training Opportunities

The committee was provided a full review of the purpose, intent and setup for JHSC’s under the Act, the history of how the various committees were setup at Queen’s and as outlined in the updated Terms of Reference (TOR). All members are encourage to read through the document to see how the committees work and function etc.

It was noted we usually try to balance the numbers of committee members between management and worker reps; however, as there are presently only 3 management members working in the building this will not be possible for this committee. It was further noted that the Terms of Reference will be updated to address this issue.

The role of the Co-chairs was discussed as outlined in the TOR discussed as well as how they are appointed. Each member was asked to consider if they are willing to be sit as the Co-Chairs for the committee.

At this point Aaron asked to record to first part of the meeting until Tricia is able to join in. All members agreed and recording was started at 8:50am.

Committees are advisory in nature, they discuss general health and safety issues, identify any potential hazards/risks and make recommendations back so management can address. The committee was also provided a general overview of the Internal Responsibility System and how JHSC fits into this system.

One of the important functions of the committees are the regular inspections. It was noted that some new members haven’t yet received inspection training. The committee discussed how the inspections work at Queen’s, the legislative requirements to inspect the facility on a regular basis and legislative requirements regarding timelines/deadlines for inspections and how they should flow. Members were again encouraged to refer to the TOR for more detailed information on inspections. The committee discussed the monthly inspections that are currently done by the Safety Officer (SO) for IBCPA and those reports will be made available to the rest of the committee. It was further noted that JHSC
inspections will involve additional requirements above the usual SO inspections but also indicated these usual SO inspections can be factored into the regular monthly JHSC inspections.

It was noted it takes approximately 45 - 60 minutes to walk through the entire facility during the monthly SO inspections if the SO is not required to check fire extinguishers and sign off on them. It was noted can leave the fire extinguishers for another time and tour the facility as part of the JHSC inspections with another committee member.

Legislation also indicates that at a minimum JHSC meetings should be quarterly but with everything that is going on right now with Covid-19 and reopening of areas on campus committees are asked to meet on a monthly basis until at least the end of the year and this will be reassessed in January.

Tricia entered the meeting at 9am and the recording ended.

It was noted that legislation requires that at least one Management and one Worker member be certified in JHSC training. The committee then discussed the JHSC certification training. It is a 2 step process - part 1 deals mainly with legislation, how committees work etc.; and part 2 is where you learn how to identify hazards specific to your workplace and develop health and safety action plans to address these hazards.

It was noted at this point that Tricia, Aaron and Janelle should be trained initially and others can take it if they wish. The Committee was informed that the university is currently exploring options for training as the training was initially conducted in person training. There are some online training opportunities at present and EH&S will make them available to all JHSC committee members. It was further noted there are strict requirements under the Act regarding training and time frames. It takes approximately 5 days of training to complete both part 1 and 2. Certification training is outlined by the Province and providers are required to meet the government requirements. EH&S will send out details on upcoming training to all committees.

Any questions or comments afterwards please contact EH&S.

| 5. COVID-19 Updates | ✓ |
- Committee Comments on Return to Campus Guidelines
- COVID-19 Protocols in the IBCPA

The committee was informed that we are starting to see the reanimation of campus based on provincial guidelines. One of the main documents governing that process is the Return to Campus Guidelines. The document was provided to the committee in the invitation and all members are asked to review the document and provide comments feedback etc. to EH&S by Oct. 29, 2020. This is a dynamic document that is updated as new information becomes available or as new requirements/restrictions are implemented.

The committee also discussed the Covid-19 protocols specific to the IBCPA, theatre, performances etc.

The committee discussed the number of people who can be on stage at one time - 28 or 32 members can be on stage at a time depending on how the stage is set up. It was further noted the IBCPA has the digital performance platform up and running now. It was also noted all departments at the IBCPA are currently looking at options for remote access and will share documents regarding remote access, requirements etc. with the rest of the committee.

The committee was informed that when thinking about options the departments need to consider the potential risks and to identify and mitigate the risks. A comprehensive risk assessment should be completed to identify the risk and what controls can be put in place. Can the risk be eliminated and if not, what can be put in place to mitigate the risks. Engineering controls - then administrative controls etc. Committees should work through the hierarchy of controls.

Committee members were asked to review current protocols and she also indicated they need champions of health and safety to ensure that their respective teams are looking at keeping everyone safe.

The committee also discussed cameras and microphones and what can be put in place such as BYOB (ie. bring your own keyboard and mouse). It was also noted there should be further discussions amongst the group to regarding what to do with technical equipment.

The committee discussed how they would like to be informed of who is in from each department and what rooms etc. they are using and do we need a central location to track these numbers. It was noted that there must be a complete list of when staff are in on a regular process for the cleaning staff to ensure those areas are incorporated into the schedule. It was noted there is a sound schedule for students/staff when they are in the
building and they track these numbers using a downloadable form created through Microsoft forms. Cam Miller noted he is happy to show their process and forms to the other committee members. It was also noted to ensure all members in the building are reminded of the three main items - masks, washing hands and social distancing while in the facility.

It was also noted that there would need to be specific cleaning requirements for instruments etc.

6. Revised Harassment and Discrimination Policy - Consultation

The committee was provided some background on this policy to the committee. He noted there are Senate approved procedures in place but those focused more on academic issues and about 5 or 6 years ago there were additional requirements under the Act in the context of being an employer and workplace harassment. The university created the interim policy to address the requirements under the new legislation. There were some gaps identified with Queen’s various policies that needed to be addressed. It was also noted in the PICRDI report that there needs to be a single policy and procedures that people can work through. Queen’s created a working group to deal with this issue. A document has now been drafted and was included with the agenda.

This document details scope, resources available, responsibilities and roles. The Policy is supported by two processes - complaint procedure and the report procedure. The new documents mirror the interim processes but there will be an intake process to take in the reports and a group will review the reports and determine who is best to investigate and resolve the issue. It also contemplates the various collective agreements on campus.

Committee members are asked to review the document and provide comment/feedback by the end of October 2020. There will be other opportunities to review the documents as they move forward in the process. Feedback/comments can be submitted to EHS to be provided to the Secretariat’s office.

Janelle volunteered to consolidate the comments from the committee and will forward them as one full document. Committee members were asked to provide comments by next Thursday and Janelle will provide consolidated comments to EH&S by Monday.

Janelle also volunteered to consolidate the Covid protocol comments and forward as required.

Aaron - will forward streaming docs etc. to the committee for their
It was noted that Aaron and Cam will work together initially to inspect the facility on a monthly basis and all members agreed they would meet monthly for the rest of the year. It was noted EH&S will set up the next 2 meetings.

7. Other Business

Emergency Evacuation for the facility. We ran out of time to discuss this issue and the committee agreed it can be forwarded to the next meeting.

It was noted that PPS staff also raised this issue and noted they want to be included in any fire evacuation plans and drills etc.

Aaron noted he will set up a plan and share to all groups for feedback/comments so all members within the facility will be aware of the process.

8. Adjournment

Motion: Tricia and Seconded by Dan T. Meeting adjourned at 9:58am.