

# AGENDA



<b>Meeting:</b>	<b>IBCPA Joint Health and Safety Committee</b>	<b>Date &amp; Time:</b>	<b>Monday, December 14, 2020, 2:00 p.m.</b>
	<b>Microsoft Teams</b>		
<b>Chair:</b>	<b>Janelle MacPherson Kenney</b>		
<b>Attendees:</b>	Cam Miller - present Dan Tremblay - present Tricia Baldwin - present Julia Stoud - present Aaron Holmberg - present Brittainy Bonnis - present Dan Langham - present		
<b>Guest</b>	Sandra Jeffers		

1. Call to Order 2pm	
2. Approval of the Agenda Mover: Cameron Seconder: Tricia	
3. Updates from Previous Meeting items: <ul style="list-style-type: none"> <li>• Health and Safety document</li> </ul> <p>Document was sent to all members prior to the start of the meeting. The document has been streamlined specifically for Isabel staff but should relate to other departments. General principles should be on crowd management and fire evacuation and training that all staff have received. The committee went through the power point slides to ensure all members have a chance to ask questions.</p>	

4 main components of the document are: Safety Performance, Courtesy, Efficiency and Crowd Management. Discussed the various types of training:

- Front of house and back of house staff training
- Production staff training: Usually have Safety Guys do the training if there is only a few than usually go to their facility and if more than on site. All members are welcome to attend the training if they wish. Dan School expressed interest in attending this training as it would be beneficial for their areas.
- Ladder safety - Aaron noted he has a copy of the video but also EHS can send the video to individuals who are then required to do the ladder safety quiz. Aaron also note he will send all members a list of training that is offered online and all members can engage directly with Aaron for any in-person onsite training. It was also noted that there is a Ladder safety SOP located on the EHS website and all members were encouraged to review it.
- AODA - Various training including some mandatory training for staff is offered online.
- Accessibility - Part of AODA training.
- First Aid training - It was noted the IBCPA noted they have used a number of suppliers but felt that Red Cross offered the most methodical and comprehensive training and it's usually offered once a year around the beginning of the term. Training is good for 3 years and is offered over a full weekend.

Medical Emergency - All committee members were given a quick overview of the basics.

All members were provided with a quick overview of the WSIB incidents and injuries report as well as the process for reporting incidents/injuries. Each Department would report any incidents or injuries within their units which then goes up to the Safety Officer and then to EHS.

The committee also discussed the locations of the first aid kits throughout the facility and the location of the one AED which is located near the box office to the right of the elevator, the locations of the yellow boxes for campus security along with a brief discussion regarding the SeQure app and the Government of Canada Covid-19 app which provides regular updates on the status within the province. The committee also did a quick overview of the right to participate, right to refuse, right to know and it was noted this information is also provided to staff during the HR orientation session for new staff.

<p>Crowd management is one of the main training aspects for the Isabel and it was noted that it is critical to ensure that everyone knows the chain of command for each event so everyone knows who to reach out to and who to follow. The training details the responsibilities of the Crowd Manager during events, particularly in emergency situations. The committee also discussed the process and procedures for dealing with emergency situations during events including the evacuation procedures if necessary. It was also noted that the IBCPA ensures their ushers and front/back of house practice going through all of the different exits prior to events.</p> <p>It was noted that the Cello comp streaming “how to” document will be revisited in early January by Aaron, his technical team and Cameron and then it be will sent out to all members in review and to provide feedback/comments.</p>	
<p>4. December Joint Facility Inspection Report</p> <p>The December facility inspection was conducted Friday, December 11, 2020 and there were no major issues just a few minor issues to be addressed. It was noted that Aaron and Cameron are currently working on a more compact process they can follow for future inspections as well as an electronic process for their phones to make it easier. It was also noted that it takes approximately 1.5 hours for the full inspection if include the fire extinguishers checks at the same time. It was further noted that in future it may not always be time to do the full inspection in which case the fire extinguisher check will occur at a separate time.</p> <p>There was some discussion around how other committees document their inspections and it was noted there are a variety of different approaches but it was noted most people tend to jot down notes during the inspection and then type it up afterwards to the various departments with the facility for action.</p>	
<p>5. Safety Board Update</p> <p>2020 policy statements, student health policy and health and wellness and poster had been sent to Aaron as the Safety Officer and he is in the process of updated all of the safety boards within the facility. It was noted that one additional health and safety poster for the second safety board is required.</p>	
<p>6. JHSC Certification Training</p> <p>It was noted that information was sent out to all members of the committee interested in attending. It was also noted that Tricia, Janelle and Aaron had initially noted they would be attending but Tricia was the</p>	

<p>only one who currently registered for February and Janelle is on a waitlist. It was noted that this training will occur over 3 days and it is spread apart where attendees with complete the 2 day session and then the following day at a later date. Aaron was advised that he can contact <a href="mailto:safety@queensu.ca">safety@queensu.ca</a> in haven him added to the list to ensure that at least 1 worker and 1 management rep is trained for the committee.</p>	
<p>7. Overall Updates for each Department beginning with Covid Related items and then General Department Updates:</p> <ul style="list-style-type: none"> <li>• Queen’s University Updates/Changes</li> </ul> <p>It was noted that Covid cases are increasing and Kingston may be moving into the Orange level. It was also noted that it is important for departments to review the restrictions/requirements associated with the orange level to know what impacts you can expect and whether you will need to implement any additional processes. It was further noted that it is extremely important to remind everyone to keep up with the public health protocols at this time and to ensure they do the screening before coming to campus and to stay home if they are not feeling well.</p> <p>It was noted that all committees were provided with the WSIB injury stats package for 2019 from EHS but it was also noted that this committee may not have received a package since they are a new committee. It was also noted the 2019 stats package would normally have been sent out earlier but this year it was delayed due to Covid. The committee was given a brief overview of what the package entails from the overall injury stats for the university and then broken down by committee so each committee gets a sense of the types of injuries and how often they are occurring etc. It was noted that Dan will try to get the stats for the IBCPA committee for 2019 in the new year and the 2020 stats package will come out in early 2021.</p> <ul style="list-style-type: none"> <li>• Isabel Building as a whole</li> </ul> <p>It was noted that there had been a recent change for individuals who are interacting with other people both goggles or face shield as well as a mask is now required. It was noted that live performances have been concluded now for the term. It was further noted that there will be one live performance January 6, 2021 which will be a public event and there is one additional event that will occur in February 2021 but that is all of the public events that are scheduled right now.</p>	

<ul style="list-style-type: none"> <li>• Departmental Updates from each Rep</li> </ul> <p>Dan school is getting very quiet at present. Very few people entering the facility at present and no students at all right now.</p> <p>A quick reminder that tomorrow (Tuesday, December 15, 2020) from 9-1 is there will be a power and water outage so the facility will be closed tomorrow.</p> <p>Film and media no real change right now. They have some equipment coming in or out but that is by appointment only. All gear that is returned sits for 72 hours and then it is cleaned and then it is ready to go. There should be no in-person classes in January but Cameron will need confirm and report back to the committee. No other updates at this time.</p>	
<p>8. Other Business - January Meeting</p> <p>It was noted that all committees are being asked to book a meeting for January meeting. It was further noted that what the world looks like presently and what it might look like in January might be very different; therefore, all committees are asked to book a meeting for January to get a sense of what happened over the holidays and what is shaping up for the month of January. At this point EHS will have a been sense of how frequently committees should be meeting in early 2021.</p>	
<p>9. Adjournment at 2:59pm</p> <p>Motion: Cameron</p> <p>Secunder: Tricia</p>	