

Queen's University Department of Family Medicine
Joint Health and Safety Meeting

Minutes

Thursday Jan 21 2021 at 12:15pm

	Item	Action
1.	<p>Approval of the Agenda</p> <p>Motion from the chair to approve the agenda, approved by Liz Hughson, seconded by Eszter Papp. No further additions.</p>	Approved
2.	<p>Approval of the Dec 9, 2020 Minutes</p> <p>Minutes from December 9, 2020 approved by Eszter Papp, seconded by Jennifer MacDaid. No updates/changes to the minutes.</p>	Approved
3.	<p>COVID Update</p> <p>Regarding the QFHT clinics, there are minimal in-person appointments; most being done virtually or by telephone. In-person appointments need prior approval by the physician. Nursing and reception are still coming in for clinics; referral clerks are working off site and only onsite once a week. There is at least one manager onsite.</p> <p>Education staff are working from home, with minimal staff coming in through the week. There is in-person teaching that we have been given special permission to conduct.</p> <p>It was noted that it has been challenging for everyone. Current restrictions mean the faculty do not get the level of support they need. Vanessa asked if there was anything the committee could do in support. It was noted that should the stay-at-home order be extended, the committee should discuss actions that could provide support.</p>	

	<p>Research staff are all working from home. There were some minor setbacks and a learning curve, but they are doing ok.</p> <p>Vanessa indicated she has posted more laminated handwashing signs around the clinic and asked that if anything is noted as missing or needing to be replaced to let her know.</p> <p>Vanessa advised the committee that it is not mandatory to do safety inspections during the lockdown. However, she has asked that committee members inspect their respective work areas and notify her of anything that needs to be addressed.</p> <p>There was a comment regarding the lack of Sani wipes in the INR clinic, Vanessa will follow up with Allen as they are not ordered by housekeeping staff but should be accessible. There are some storage issues at HH that cannot be addressed until COVID restrictions are lifted.</p>	<p>Vanessa to follow up with Allen McAvoy regarding the accessible storage of Sani-wipes.</p>
4.	<p>2019 Injury Stats</p> <p>The injury stat report was sent to the committee last Fall for information. No comments.</p>	<p>Information</p>
5.	<p>Health & Safety Inspections</p> <p>Vanessa has spoken with Dan Langham regarding guidelines and representatives at our sites. There was a zoom meeting with the site coordinators Chantal (Peterborough) and Julie (Oshawa) and, with program assistant Kiersten (Belleville). They have agreed to be representatives for their respective sites. Dan wanted to ensure the reps knew what to look for during an inspection, what to do if there was an issue and who to report to.</p> <p>Vanessa reminded everyone about space heaters and asked that committee members remind colleagues to turn them off at the end of the day or before leaving for the weekend.</p>	<p>Information</p>