

Residence Joint Health and Safety Committee Minutes
November 17, 2020

Attendance: A Laranjeira (Co-chair), B Wowk (Co-chair), R Byrom, C Clark, N MacKay, M Sheldrick, M Hamilton (note taker)

Absent: B Hole, K Murphy

Review Minutes of October 20, 2020

- The minutes of October 20, 2020 were approved.

Building Inspections:

- B Wowk stated she met with N MacKay to develop an internal inspection SOP for residences that would include dates, timelines, processes once inspections are complete i.e. who ensures information is entered into Archibus and who follows-up, this is in addition to the EH&S inspection SOP and will be brought forward to the committee for review.
- Staff are concerned with students breaking into unoccupied spaces and the covid clean not being complete. Assistant Managers are to include this in their daily damages report.
- A member stated that light bulbs are out on some Queen's posts outside of residence buildings. This will be added as a preventative maintenance check for 4-12 staff to check for and report on any blown exterior lights.

List of Completed/Outstanding inspections with assignments:

- Gord Brock (A Laranjeira and M Sheldrick) - **complete**
- Leonard (A Laranjeira and M Sheldrick) – **complete**
- McNeill (A Laranjeira and M Sheldrick) - **complete**
- JRH (R Byrom) - **complete**
- Chown (C Clark and A Laranjeira) - **complete**
- Watts (C Clark and A Laranjeira) - **complete**
- Morris – **not yet scheduled**
- Leggett (R Byrom and M Sheldrick) - **complete**
- Vehicles (N MacKay and M Sheldrick) – **scheduled for November 19th**
- Victoria Hall (B Hole and A Laranjeira) – **scheduled for November 26th**
- Grad (B Wowk and M Sheldrick) – **not yet scheduled**

Dates and times of inspections are to be sent to B Wowk.

Old Business/Follow-up Items:

MDS Binders

- All SDS binders are now complete with the exception of Adelaide and Ban Righ.
- ACM inventory has been added to all binders.

New Business:

Review Accident-Incident Reports/Covid/Other

- There were no accident/incident reports.
- A member expressed concern about some students and staff not social distancing

and becoming lax with covid rules. She asked that a reminder be included in the staff meetings and/or meetings with B Wowk.

- B Wowk responded that a reminder will be included at the monthly staff meetings. She added that this will also be included with the common rooms project, with the help of the assistant managers they will complete measured capacities and stage furniture 6ft apart in each common room, if needed more furniture will be incorporated to meet the needs of staff in the building.
- B Wowk stated she completed a safety course last week and one of the items discussed was H&S boards. With covid priorities have changed but keeping the health and safety boards updated is a compliance piece. New health and safety posters will be out next week and we are required to have visible health and safety boards in each work area. Residences will continue to maintain 17 boards and B Wowk will work on identifying where they are and what needs updating. CH has 4 H&S boards including ESU.
- B Wowk has reached out to EH&S for a USW member.
- B Wowk received a safety concern from a member regarding the back receiving door by FCC and the desire to see an envelope window placed in the back exterior door. The concern states, "Contractors, food services with power lifts and custodial staff with large bins come back and forth throughout this door and can seriously hurt someone or injure someone's hand - this is a very busy entrance and you cannot see what is on the other side of the door. I have almost injured someone when they were reaching for the door while I was pushing a garbage bin out, I am very surprised that someone has not been hurt by now".
- B Wowk responded that this is not an entrance, it is a receiving door and for now they will post signage that states "this is a service delivery door, please use the entrance at" to try to curb the traffic. Assistant managers will add this to their meeting agenda asking staff not to use this entrance as a regular thoroughway as a first step and then we can look at a more permanent solution.
- A poster went out to all custodians about the importance of properly cleaning equipment in the combat against covid. B Wowk will forward this to C Clark for Community Housing.
- The committee met to discuss the shortage of nitrel gloves and with only vinyl gloves being available for PPE, they went through the entire chemical list and every SDS sheet to see if any provided warnings about using vinyl gloves. B Wowk will send any chemicals that were flagged to the chemical supplier and ask that they recommend a replacement.

Meeting Adjourned

Date of Next Meeting: December 15, 2020