Residence Joint Health and Safety Committee Minutes
October 20, 2020

Attendance: A Laranjeira (Co-chair), B Wowk (Co-chair), R Byrom, C Clark, B Hole, N MacKay, M Sheldrick, M Hamilton (note taker)
Absent: C Nelson, K Murphy
Guest: L. Knox

Review Minutes of September 15, 2020
- The minutes of September 15, 2020 were approved.

Harassment and Discrimination Policy:
- Lon Knox (University Secretariat and Legal Counsel) gave a presentation on the Queen’s harassment and discrimination policy and provided an opportunity for Q&A. (Attachment A)

Building Inspections
- B Wowk stated that she and A Laranjeira have spoken to EH&S regarding inspections and timing. A Laranjeira added that she has sent all inspection information to them and moving forward, as inspections are completed the information will be sent to EH&S and updated in a spreadsheet.
- B Wowk added that she would like all inspections completed by the first week in December.

List of Outstanding inspections with assignments:
- Gord Brock (A Laranjeira and M Sheldrick)
- Leonard (A Laranjeira and M Sheldrick)
- McNeill (A Laranjeira and M Sheldrick)
- JRH (R Byrom)
- Chown (C Clark and A Laranjeira)
- Watts (C Clark and A Laranjeira)
- Morris
- Leggett (R Byrom and M Sheldrick)
- Vehicles (N MacKay and M Sheldrick)
- Victoria Hall (B Hole and A Laranjeira)
- Grad (B Wowk and M Sheldrick)

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

Old Business/Follow-up Items:
Eye Wash Stations - MDS Binders
- Each Assistant Manager will be responsible for placement of second eye wash bottles for the command bars in their buildings.
- 17 SDS binders are now complete with up to date sheets. A smaller committee will be formed to take a ½ day to deliver the new SDS sheets and review all health and safety boards.

New Business:
Review Accident/Incident Reports
- An employee received a small cut when cleaning up a hard substance on a carpet and doorway. This was a matter of the employee using the wrong tool to remove the
substance and in future will use a putty scraper.

**Covid-19**

**Back to Work Guidelines:**
- B Wowk stated a meeting was held that included members to discuss Back to Work Guidelines and queried the committee for any questions. ([Attachment B](#))

**Guidelines for Working in Student Spaces:**
- B Wowk noted a change to the Guidelines for Working in Student Spaces. She stated that as an additional precautionary measure, students that need to enter isolation will now have their room undergo an electrostatic disinfect. ([Attachment C](#))

**Inspections:**
- B Wowk asked that members have a copy of the JHSC Inspection during the age of Covid PowerPoint presentation with them while doing inspections. She added that the most up to date copy is on the EH&S website. The safety inspection checklist for residences document should also be taken to inspections and can be found of the EH&S website. ([Attachments D & E](#))

**Isolation processes specific to residences:**
- B Wowk stated that if a student decides to isolate off campus and there hasn’t been a connection with Residence Life we may be asked to change the student cylinder. She added that this is a secondary precautionary measure, if a student is not self-isolating in Smith and we don’t know where or what they have been doing, the student will not be able to enter their room until they connect with their RLC or manager on duty so that the proper channels can be followed through with the isolation process.

**Secure App:**
- B Wowk reminded the members that Secure App. is a mandatory requirement for anyone that is going to be on campus. She added that this can be completed on your phone, desk top or by paper form.

**Covid Website:**
- B Wowk stated a new covid website has been updated where employees can go to address covid related concerns. It includes information on how to raise issues, potential for non-compliance such as people not following Queen’s or Public Health protocols or concerns requiring the attention of custodial services. The return to work guidelines (page 14) has also been updated. [https://www.queensu.ca/covidinfo/faculty-and-staff](https://www.queensu.ca/covidinfo/faculty-and-staff)

**Meeting Adjourned**

**Date of Next Meeting:** December 15, 2020