Residence Joint Health and Safety Committee Minutes  
September 15, 2020

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

Review Minutes of August 19, 2020
- The minutes of August 19, 2020 were approved.

Building Inspections
- B Wowk asked A Laranjeira to send out to the committee members an inspection list of buildings completed and buildings still outstanding to provide an opportunity for members to participate, the list will also include vehicles. She added that inspections need to be completed by the end of December to be compliant with the Health and Safety Act.

Old Business/Follow-up Items:
Eye Wash Stations - MDS Binders - First-Aid Kit Seals - Footwear
- A Laranjeira will put in a work order for any eye wash stations that still need to be moved within the next two weeks.
- N MacKay has requested an order for additional eye wash solution to meet the 15 minute application recommendation.
- A Laranjeira will have the revised MDS binder brought to FCC by the end of day for review. The goal is to have FCC review one binder per day for completion within the next two weeks.
- The first-aid kit adhesive seals have been ordered.
- Staff not wearing proper footwear at work has been addressed.

New Business:
Review Accident/Incident Reports
- An employee had a bar fall on his finger while putting together a clothing rack causing a small cut/abrasion, no time was lost from work. Corrective Action - when putting together a clothing rack ensure you hear a click/lock-in noise, meaning the bar has been locked into place.

Red Tags:
- Red tags are needed to identify what needs to be fixed within residence buildings, especially if there is a possible hazard to staff. B Hole will put in a work order in for additional tags for both Residences and Community Housing. C Clark will scan the CH version and send to committee members for revision if required.

Covid-19
- B Wowk stated that EH&S has sent out a return to campus document. This document is about protocol and precautionary measures when returning to work and can be found at: https://www.queensu.ca/covidinfo/return-to-campus
  She Continued:
- EH&S has provided an information session on what inspections look like during Covid and information is available on their website, (Attached). She added that it is very clearly laid out what our roles and objectives are when performing workplace
inspections, EH&S has provided a secondary check-list of things to look for including decals and messaging, for example, “stop – don’t enter the building”, “if you have X symptoms, these are the things you need to do”. B Wowk will send to committee members and post on the Health and Safety TEAMS.

- B Wowk stated that they have purchased nine additional Electrostatic machines, they are hand held, battery operated and have two different run times between 4 and 8 hrs, they are for the second disinfection that is governed by Public Health and will be used for stairwells, hallways and large public spaces, the machines are effective in disinfecting all touch points. A training session will be held on Friday and Assistant Managers are to add this item to their monthly meeting agendas.

- B Wowk spoke to working in spaces with students in or out of isolation. She stated that information is posted in all buildings for staff as general reminders and added that there is a process and documentation in place that she will send to the committee members, (Attached). She added:

  - In accordance with working with students and entering isolation spaces, we have been working with EH&S to have all of our staff fit tested for a N95 or P100 mask. The first group of staff will be fit tested on Sept. 17th, dates will be posted so everyone has at least 24hr notice before their fitting. All staff have filled out their health screening questionnaire and the people fitted on the 17th will be a combination of staff including custodians, Res IT and ResLife Manager’s.

  - Any staff that checked yes for underlying health conditions have to go through preliminary health screen to get fitted for a N95.

  - C Clark will reach out to M Savoie for a N95 application for Community Housing.

  - A member queried if staff that cannot be fitted for a N95 mask would still be on the call-in list, for example, if there was a flood in an isolation area.

  - B Wowk responded that they would follow the same procedures already in place, for example, if someone got called in that didn’t have the proper footwear, they would be sent elsewhere and a staff that has the proper footwear would assist and there are enough people on call-in that it won’t be problematic.

Meeting Adjourned
Date of Next Meeting: October 20th, 2020