

**Joint Health & Safety Committee
Administrative Services
Meeting Minutes of May 26, 2021
Via Microsoft Teams**

Attendees: Richelle Gaudet, Samantha Emmons, Christina Blanchard, Marie Edwards, Melanie McEwan, Samantha Samson, Shamel Addas, Todd Zimmerman, Fatima Couto, Jason Neufeld

Regrets: Shaun McKenzie, Katelyn Baik, Lanxin Yang, Norma Barrett

1. Call to Order - 9:34AM
2. Approval of Agenda: Mover: Melanie, Seconder: Marie
3. Co-Chair Management update
 - a. No update at this point in time. If interested in the management Co-Chair role please contact Sam E.
4. Old Business
 - a. None
5. WSIB Injury Reports:
 - a. T:
 - Animal Care Technician
 - Specific occurrence/Over exertion Injury
 - 1 lost day and no accommodation
 - **ACTION: Sam E.** – Look into the following questions:
 - What is the unit's procedure for moving heavy items? Do they have a limit for lifting based on the size and weight of items? Do they hire someone from Purtell's or another external service provider if item is a certain weight/size? Do they have any special lifting equipment ie. dollies or carts?
6. Workplace Inspections
 - a. COVID-19 Occupied Buildings – paused due to lockdown
 - b. Reminder to review the inspection spreadsheet and be prepared to resume with inspections following the lockdown once we have received confirmation from EH&S.
7. COVID-19 (Recurring agenda item during the Pandemic)
 - a. https://www.queensu.ca/covidinfo/?utm_source=queensu&utm_medium=referral&utm_campaign=2020-04-ur-covid-banners
 - b. Please continue to review and bring forward items/concerns as required.
8. New Business

a. None

9. Motion to Adjourn: Mover: Shamel, Seconder: Marie

10. Next Meeting Date: June 25, 2021 (Special Meeting) via Microsoft Teams