

Joint Health & Safety Committee
Administrative Services
Minutes from meeting of March 16, 2018
96 Albert Street, 3rd floor Conference Room

Present: Brad Barbeau, Jacob DesRochers, Marie Edwards, Monika Holzschuh Sator, Sandra Jeffers, Mary Kemp, Carole Morrison

Regrets: Shaun Mackenzie

1. Call to Order – 9:00am.
2. Approval of Agenda – Moved by Marie Edwards and seconded by Monika Holzschuh Sator.
3. Administrative Services – Areas Covered: The Co-Chair worker member noted the Areas covered by all JHS Committees are currently under review. EH&S will notify us once all areas have been updated and confirmed and the EH&S website has been updated.
4. WSIB Injury Reports: The committee discussed the 3 WSIB injury reports received since our last meeting. All 3 injuries were a result of slips/falls with one resulting in lost time – 1 employee lost 5 days.
5. OneDrive Folder: The Co-Chair worker member noted the OneDrive folder has now been updated and an email was sent to all committee members. Please notify the Co-Chair worker member if you are unable to access the folder. Folder includes current membership list, minutes, injury reports, previous years inspection reports as well as an excel spreadsheet for 2018 inspections.
6. Building Inspections Scheduling Process: The Co-Chair worker member indicated she is in the process of setting up inspections and posting them to the OneDrive folder for members to sign up. Committee members were asked to notify the Co-Chair worker member if there are periods of time when they are unavailable. She also indicated that this process can be quite time consuming for her; therefore, if the process begins to interfere with her job requirements she will contact the rest of the committee and an alternate option will need to be determined. It was further noted that the Director, EH&S has been sending out emails to Departments regarding a Secretary for our committee. Unfortunately, no one has expressed an interest in this position yet.

As a reminder - the committee member who completes the inspection report will copy both Co-Chairs when they email reports to Safety Officers. They will also be responsible for following up with the Safety Officer if they do not respond within 21 business days, and for forwarding all responses to both Co-Chairs. The Co-Chairs will be responsible for uploading reports and responses to the OneDrive folder and for forwarding inspection reports to EH&S.

7. Committee Membership Vacancies: The Co-chair worker member noted the Director, EH&S is in the process of emailing departments/units/unions etc. to fill vacant positions on all JHS

Committees. There was some discussion regarding posting a notice somewhere to notify Queen's community members of the various committees and vacancies. The Co-chair worker member noted she would discuss the matter with EH&S and report back to the committee.

8. JHSC Meeting Schedule for 2018: Tentative meeting schedule:

- a. June 21 at 9am (Ban Righ)
- b. September 28 at 2pm
- c. December 10 at 10:30am

9. The meeting adjourned at 9:30am.

10. The next meeting is tentatively scheduled for Thursday, June 21 at 9:00am in Ban Righ.