

**Arts and Science Joint Health and Safety Committee**  
**Minutes from Meeting**  
**April 2, 2019**

Those in attendance: J. Belanger, T. Bradshaw, H. Drouillard, M. Holzschuh, R. Jansen-van Vuuren, D. Langham, C. O'Brien, T. O'Reilly, Y. Paudel, D. Reid, H. Woermke.

Regrets: D. Carlson, P. Hauschildt, C. McCracken.

**1. Call to Order**

The meeting was called to order at 1:01 pm by Co-Chair H. Woermke.

**2. Approval of Agenda**

Agenda was approved as circulated.

**3. Approval of Minutes from January 29, 2019**

Minutes of January 29, 2019 were approved as circulated.

**4. Business Arising from the Minutes**

There was no business arising from the Minutes.

**5. Co-Chair's Report**

Co-Chair T. O'Reilly had nothing to report.

Co-Chair H. Woermke remarked that she did her first inspection recently and thanked the employee representative for her patience through the inspection.

**6. Report from Director, Environmental Health and Safety**

D. Langham reported on the following:

a) Queen's University Joint Health and Safety Committees Terms of Reference: The University has been working with the various union groups to finalize the terms of reference for all Joint Health and Safety Committees on campus. These terms of reference come into effect immediately and committee members are urged to review them. One aspect that should be highlighted is common spaces including classrooms, stairwells, entrances and exterior locations, should now be included in inspection areas. Areas of concern that do not fall within one building user (ie. spaces in Mac-Corry), EH&S would decide who best to assign the space to. The appendices and committee membership lists are somewhat fluid. Adjustments may occur, when needed.

General discussion ensued and it was noted that the inspection of common spaces will need to be added to our schedule to ensure that they are inspected at the same time as the unit/department.

WHMIS (Workplace Hazardous Materials Information System): A further amendment has been granted by MOL to allow Queen's University to add a sticker to the chemical storage container to change the supplier label to a workplace label. EH&S is implementing a pilot test in one unit to determine the length of time it will take to add these new labels. The expected roll-out date for the project is over the summer months. Discussions are ongoing as to items stored in freezers, this may fall to the department(s) to label. Further details will be provided at a subsequent meeting. The committee was reminded that when doing their inspections, after this project is complete, all chemicals should have these new labels.

Smoking policy: The new policy is posted through the University Secretariat's Office website and comments are welcome. Implementation date: June 2019. Further updates will be provided.

**7. Inspection Schedule**

New areas that were previously not on our inspection scheduled will be added and committee members are reminded to sign up for those units that have not been inspected in some time.

**8. Inspection Reports**

**a) Department of Economics**

The response to this report was only due on Friday. A reminder will be sent if the report is not received shortly.

**9. Inspection Reports – responses received**

**a. Computing**

All recommended actions in this report have been looked after.

**b. Geological Sciences and Geological Sciences (part I and II)**

The inspection team remarked that there are a number of recurring items from previous inspections that have not been addressed. General discussion ensued over what is safety and what is an irritant. Items should be noted on the inspection form as related to health and safety issues. If the department head has tried to have items addressed with PPS and no action has occurred, EH&S is happy to step in and provide assistance.

As there were a number of items that have not been taken care of on this response report, the inspection team will follow up with the unit to ensure compliance.

**c. Sociology**

In the inspection report received, a few items remained outstanding. The worker member will inquire if they have been resolved.

**10. Other business/discussion items:**

**a. Accident Report – J. Watson**

A verbal overview of an accident was provided by a committee member: a TA had slipped in

Mac Corry where the anti-slipping material on the stairs had worn off. The worker has filled out the appropriate paperwork (Form 7), was treated and released from hospital but the issue of the eroded stairs in the south-end of Mac-Corry is still not complete. EH&S will follow up on with PPS as to the status of the work order and the status of Form 7. EH&S will also communicate directly with the worker to confirm details related to this incident. Further update to be provided at the next meeting.

**b. Accessibility washroom in Mac-Corry**

A committee member provided an overview of the issue with this gender neutral/accessibility washroom. The concern raised is that the door can be opened from the outside even when the lock indicates the door is secured. EH&S will communicate these concerns to the Accessibility Coordinator as there have been ongoing issues with this space.

The Committee member who brought this item to the meeting will contact PPS directly to investigate that the locking system in this washroom is in working order.

**c. Inspections in Six Easy Steps**

This chart was provided to Committee members as a reference and may prove to be helpful when doing inspections.

**d. Other business**

A committee member provided an overview of a concern in their department, School of Computing in Goodwin Hall. Water collects in radiator trays, which cannot be cleaned and might be a health hazard. EH&S will investigate the radiator tray issue and assess the contents of the trays. It was also suggested that the air vents in the building be cleaned. EH&S to follow up.

**11. Next meeting**

May 28, 1:00-2:00 pm, location: tbc

**12. Adjournment**

Meeting was adjourned at 1:59 pm.

DATE: April 12, 2019



Mr. Terry O'Reilly  
Co-Chair, Worker Members



Ms. Heather Woermke  
Co-Chair, Employer Members

