

**Faculty of Health Sciences  
Joint Health and Safety Committee (JHSC)  
Minutes of Meeting  
Held Wednesday, October 17, 2018 at 1:30 p.m.**

<b>Attendees:</b>	Jordan Babando	PSAC 901– unit 1 (TA's/TF's)	
	Laura Bark	ACS	CUPE 254
	Anne Biggar	CCTG	Non-union
	Anita Lister	DBMS	MGMT
	Matthew Ratsep	PSAC 901 – unit 2 (Post-Docs)	
	Joan Tremblay	ACS	MGMT
<b>Minutes:</b>	Allison Leverette	FHS	Non-union
<b>Co-Chairs:</b>	John Singleton	Cancer Research Labs	MGMT
	Rick Hunt	DBMS	USW
<b>Regrets:</b>	Dan Langham	EH&S	
<b>Copy to:</b>	Safety Officers, Faculty of Health Sciences Department Heads		

John Singleton (Co-Chair) called the meeting to order at 1:30 p.m.

**1. Approval of Agenda**

It was moved by J. Babando and seconded by R. Hunt that the Agenda be approved as written.

**2. Approval of Minutes**

The minutes of June 13, 2018 were approved by A. Lister and seconded by R. Hunt.

**3. New Business**

**3.1 Inspection Reports**

One inspection report was read for areas where Queen's employees reside at KGH – Emergency Medicine, Obstetrics & Gynaecology, Surgery, and Urology.

**3.2 Inspection Reference List Review**

Additions were made to the *Safety Board Requirements* section of the form, including the Queen's policy statement on health and safety, workplace violence, and workplace harassment (#10).

Under *General Special Items*, "smoking material" was initially removed from #19 of the old form. It was discussed that this wording be re-added. The item that referenced safety shower inspections was also removed because it is not the responsibility of the lab – there is a safety officer from Environmental Health & Safety who monitors their working order.

Under *Hazardous Wastes*, the statement regarding container labels (#42) was removed, as it appeared to be redundant - #41 also covers this information.

Under *General Housekeeping*, it was thought that the statement on lighting could be removed, however it was discussed that there are some areas where this is very relevant, and indeed needs to be checked. #46 will be re-added.

With respect to #18, under *General Specific Items*, those who are completing the inspections should ask the lab technicians whether records are being kept for necessary personnel having WHMIS and other training. It is a legal responsibility to have these records available.

Under *Chemical*, #30 with reference to MSDS sheets was removed.

It was discussed whether the wording in #40 and #44 were too similar and it was decided to remove the term "passageway" from #45.

With respect to the *Animal Care Work* section, "no long-term housing" in #54 was changed to "no overnight housing" [of animals in laboratories]. In #53(b) "...or mase cone" was removed from the sentence.

It was recommended to make an addition to *General Special Items*: "GFI systems should be within 3 feet from a water source/sinks."

Under *Fire Prevention*, it was recommended to add "consider placement of portable sources of heat," with respect to space heaters.

### **3.3 Inspection Teams for 2018-19**

It was recommended to remove "Protein Function Level 6, Botterell Hall" from the Lister/Babando inspection, as this area is incorporated into Botterell 6.

A. Leverette will review and update the safety officers in the areas listed.

With respect to inspection teams, both members of team (1) are no longer on the committee. Environmental Health & Safety has been made aware that these member positions will need to be filled (QUFA/Management). Additionally, a Management member will need to be replaced on inspection teams (3) and (5).

### **3.4 Review Reporting Structure/Inspection Letter**

It was recommended to add to (3) of the Reporting Structure: "Allison [Secretary] to send original to contact person (safety officer)," in order to maintain a central point of contact.

## **4. Other Business**

### **4.1 Botterell Hall Issues (L. Bark/J. Tremblay)**

- a) Employees are still smoking underneath the clearly-marked "no smoking" signs in front of the garbage bins at the loading dock to Botterell Hall. These individuals are hospital workers, in addition to Queen's employees. Cigarette butt buckets have even been on fire in this area.

Security has been called, and it has not deterred the workers from smoking in this area. It was also recommended to call the Health Unit, who will contact by-law officers to issue tickets for smoking in non-designated areas.

J. Singleton will contact D. Langham (EH&S) and M. Bush (KGGH) to assist in resolving. J. Babando will call the Health Unit to see what actions they recommend, as calling Campus Security has not been effective. A reminder should also be sent to Botterell Hall staff, faculty, and all respective union groups.

- b) The new garbage bins at Botterell Hall (from a new supplier) are too high. Garbage bags are being lifted above the shoulder, by many. The bags from animal care are additionally very heavy. The opening to the garbage bins needs to be lower, for easier access.

It was recommended to either take this issue to the Animal Care Workers Union Executive, or to Management, for a formal employee ergonomic assessment. This can be done within 7 business days.

#### **4.2 Rick Hunt's Upcoming Retirement**

A new co-chair (worker representative) for the committee is needed, with R. Hunt's upcoming retirement. A USW representative will also be required for the committee. A. Leverette to contact EH&S to advise.

L. Bark may be a candidate for the new co-chair.

#### **4.3 Other Matters**


It was recommended to have a Queen's logo nametag identifier for committee members, for safety inspections. A. Lister to make the nametags.

*The meeting was adjourned at 2:10pm.*

**OUR NEXT MEETING WILL BE December 12<sup>th</sup>, 2018 (A319 Botterell Hall)**

Minutes approved by:

  
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Co-Chair R. Hunt

  
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Co-Chair J. Singleton