Residence Joint Health and Safety Committee Minutes
June 7, 2018


Standing Items:

Review Minutes of January 18, 2018

- The minutes of January 18, 2018 were approved.

Review Accident/Incident Reports – A. Laranjeira

- A. Laranjeira stated that a staff member with a pacemaker felt her heart rate increase when using an I-mop. She sought medical attention at KGH and no time was lost from work. Facilities contacted the supplier and the I-mop does carry a warning for people with pacemakers, however this only applies to maintenance and repair, use of the I-mop for cleaning purposes should not affect a pacemaker. Accommodations have been made for the staff member and she is not to use the I-mop.
- An employee was forcing a stuck window to open and broke the glass. Medical attention was sought and he received eight stitches, no time was lost from work.

New Business:

Building Inspections – B Wowk

- B Wowk reminded the committee that building inspections will be assigned at each Health and Safety meeting. It was agreed that A. Laranjeira and R. Dusharm will inspect Leonard and Leonard Dining Hall on June 20th and G. Boyce, R. Byrom, C. Nelson and T. Bauml will inspect Brant and Smith on June 14th.
- B Wowk stated that McNeill, Morris and Chown Hall have been inspected for 2018 thus far. She added that a Facilities staff went through all work orders pertaining to building inspections and everything has been rectified with the exception of Morris where they are waiting for a tile order to arrive. She continued that assigning a work order number with each deficiency is proving effective.

Environmental Health and Safety Update

- B Wowk stated that EH&S has sent out the renewed H&S policies, approved by the Board of Trustees on May 11th. She provided the committee members copies
and added that to be in compliance with the Occupational Health and Safety Act, the renewed policies must be accessible to all staff and posted on each safety bulletin board. The Interim Harassment and Discrimination policy should also be reposted.

- The policies can be found at: 

**Environmental Health and Safety Website**

- B Wowk stated that EH&S has improved their website making training and other information very easy to access. She added the Community Housing and Residence buildings to be inspected are also listed but require some corrections:
  - Queen’s Apartment and Housing I is listed as 69 University Ave. and should be Community Housing, 169 University Ave.
  - Missing from the website:
    - Community Housing, CORE – 170 Barrie Street, 142 Albert Street, 153 Alfred Street, An Clachan and John Orr Tower.
    - ESU, 195 University Ave.
    - Residences, Brant and Smith, Jean Royce Phase I and II, Waldron and Waldron Annex and Vehicles.
  - B Wowk will follow-up with EH&S.

**Other**

- B Wowk stated that they have been working with EH&S on the new Sharps program. There is one universal Sharps container to be used in public areas.
- Six for An Clachan and one for John Orr Tower have been ordered.
- Twelve for Residences have been ordered and will be placed in the dining halls and public washrooms.
- Available training is up to date on the EH&S website. It was noted that available training notifications are sent by email through the listserve and all staff should be receiving them, however not all staff check email. The Facilities Supervisors will inform staff of upcoming training at their staff meetings.

**Meeting Adjourned.**

**Date of Next Meeting:** June 21, 2018