

Minutes



Meeting:	Arts and Science Joint Health and Safety Committee	Date & Time:	February 5th, 2026 2:00pm – 3:00pm
Location:	Microsoft Teams		
Chair(s):	Alex Fox		
Attendees:	Alex Fox, Jennifer McKenzie, Emma Battersby, Tina McKenna, Julia Stroud, Florence Kayode, Kelechi Kemnele, Darlene Davis, Sarah Bernard, Lorena Jessop		
Regrets	Cormac Evans, Sarah Blayney Lew		

Discussion Item	Attachment
1. Call to Order Moved: Lorena Jessop, Seconded: Tina McKenna, and carried “that the call to order, be adopted.”	
2. Approval of Agenda Moved: XX, Seconded: XX, and carried “that the agenda, be adopted.”	
3. Discussion of Minutes from October 20th, 2025 Moved: Darlene Davis, Seconded: Lorena Jessop, and carried “that the minutes from October 20, 2025, be adopted.”	X
4. Co-Chair’s Reports - EH&S First Aid and CPR training dates for the Winter term have been released. - EH&S has been sharing information relating to Winter snow and managing conditions. Noted that EH&S is seeing an uptick in slips and falls. Reminder that if you see something that does not look safe, do not use and report. - Co-Chairs meeting on March 24th with EH&S – will review terms of reference and streamline for consistency across the board. - On January 26th, the university was closed for the morning due to hazardous winter conditions. Once the university reopened at 12:00pm, majority of the roads and sidewalks were not accessible. It was noted the large concerns associated with opening the university when individuals are required to be on	

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campus but have no safe means to do so. Jennifer noted that the City of Kingston is a partner when it comes to clearing roads/sidewalks to get to the university and said that Grounds completes Queen's property first and then try to complete the areas that are owned by City of Kingston, but it can be a liability issue. Information that Queen's should be taking into consideration when reopening.	
5. Report of Injury Employers Report of Injury/Disease Form 7's submitted to WSIB for the following cases (x2) 1. Department of Gender Studies (attached correspondence with Queen's grounds crew to clarify the actions that have been taken to prevent the issue from re-occurring) - The individual was walking towards Tindall Field parking lot, when their leg went into an opening that was covered by snow and not visible. This caused the individual to fall forward, landing on their left side. It was noted from EH&S that there is a strip drain that needs repair. There is one section where there is a hole that had been covered with a steel plate and marked with a large traffic cone. The cone can become displaced when snow removal is completed in the area. - EH&S noted a tentative plan to weld the plate in the Spring once the snow and ice is thawed. The committee noted the seriousness of this issue which should have been fixed immediately. Jennifer will follow up with grounds for a more immediate fix. Jennifer will follow-up on exact location incident occurred and will share in the chat. 2. School of Computing - The individual was walking back to Goodwin Hall from an in-person meeting when they slipped and fell on the icy sidewalk. Noted after the initial report was filed that left knee has been problematic since the fall and individual has pre-existing condition. The manager of the department has implemented regular reminders to walk carefully in winter conditions. .	x
6. Inspection Schedule Discuss completed inspections with department responses (x5): 1. Department of Environmental Studies – completed by Tina McKenna and Alex Fox (dept. response) The report found no urgent safety concerns. Everything was in great order. Labs were generally very clean and well-organized with labelled samples/bottles.	x

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2. Department of Biology - completed by Tina McKenna and Alex Fox (dept. response) - The report found no urgent safety concerns. Labs were generally very clean and well organized, as were the teaching spaces and offices. The Safety Board was up-to-date. - The Department raised concerns with some ongoing or repetitive health and safety issues including concerns with ongoing natural gas smell. The concern was addressed in 2024 and found the issue was due to an old seal. Department is concerned that if deferred maintenance does not take place the issue will repeat. The second concern is related to the temperature in the 400s wing of the building being very hot. This has historically caused problems in the summer and limits research. - The Department faces several issues that stem from lack of appropriate custodial services, and a large number of ongoing facilities concerns (i.e. the bathrooms missing ceiling tiles, walls, etc. - It was also noted that the Phytotron is an ongoing challenge for the Department due to issues with ownership and concerns of an older glass structure on the 5th floor of the building. 3. School of Religion – completed by Tina McKenna & Kelechi Kemnele (dept. response) - The report noted one urgent safety concern. The second floor needs an emergency fire extinguisher which was initially requested in February 2024. EH&S installed a new fire extinguisher outside of the auditorium on November 12th, 2025. - It was noted that on the second floor, there is a fire extinguisher located near the Chappel, behind the Chappel doors. This is not a visible location as the Chappel doors remain open. Jennifer noted that EH&S has been to the location and has noted that the fire hose is also located behind the door which makes it more difficult to move. EH&S has added proper signage in the hallway to make people aware. 4. Department of LLCU & French - completed by Tina McKenna & Kelechi Kemnele (dept. response) - The report indicated three urgent safety concerns. (1) Leaking tap in third floor washroom often leaves a puddle on the floor which is a slip and fall hazard. This has since been repaired. (2) Roll up window blind in room 304 is hanging by one corner and needs to be reattached as it could fall on someone's head. (3) Floor tiles on stair risers in room 101 needs to be reattached as they are a tripping hazard. - Noted that the fire hose enclosure has severe water damage from above. This wall is shared with the staff/faculty lounge which has water damage to ceiling.	

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5. Dan School of Drama and Music – completed by Cormac Evans and Sarah Bernard (pending department response tabled for next meeting)	
7. Other Business/Discussion Item 1. Inspection Schedule – Discuss & Assign Inspections - Alex Fox will review inspection schedule and assign buildings. An email will be circulated once the buildings have been assigned.	x
8. Next meeting: May 2026, August 2026, November 2026	
9. Motion to Adjourn Meeting Moved: Darlene Davis, Seconded: Lorena Jessop, and carried “that the motion to adjourn the meeting, be adopted”	