



Joint Health and Safety Committee Meeting
Faculty of Arts and Science
Tuesday, June 2nd, 2026 (2:30pm – 3:30pm)
Teams Meeting

Labour	4/5
Management	3/4
Guests	2/2

Labour Representatives

First Name	Last Name	Role	Representative	Present
Lorena	Jessop	Co-Chair	QUFA	X
Sarah	Blayney Lew	Worker	USW 2010	X
Tina	McKenna	Worker	USW 2010-01	X
Florence	Kayode	Worker	PSAC 901-2	X
Kelechi	Kemnele	Worker	PSAC 901-1	
Vacant		Worker	CUPE 254	
Vacant		Worker	Non-Unionized	

Management Representatives

First Name	Last Name	Role	Representative	Present
Alexandra	Fox	Co-Chair	Management	X
Cormac	Evans	Mgmt.	Management	X
Sarah	Bernard	Mgmt.	Management	X
Darlene	Davis	Mgmt.	Management	
Vacant		Mgmt.	Management	
Vacant		Mgmt.	Management	
Vacant		Mgmt.	Management	

Guests

First Name	Last Name	Role	Representative	Present
Jennifer	McKenzie	Guest	EHS	X
Emma	Battersby	Secretary	FAS	X

1. WELCOME & INTRODUCTIONS

a) <u>Alex Fox</u> welcomed the committee, and the meeting was called to order. b) Introductions of those in attendance were completed and <u>quorum was met</u>. It is noted that Darlene Davis (Management) was present but left to make quorum. c) Land Acknowledgement was conducted by <u>Alex Fox</u>.	Action for/by: N/A
--	------------------------------

2. ACCEPTANCE OF AGENDA

Motion: That the agenda, be adopted. Moved: Cormac Evans Seconded: Sarah Bernard Carried: Yes	Action for/by: N/A
--	------------------------------

3. ACCEPTANCE OF PREVIOUS MINUTES

Motion: That the minutes from February 6, 2026, be adopted. Moved: Sarah Blayney Lew Seconded: Tina McKenna Carried: Yes	Action for/by: N/A
---	------------------------------

4. MEMBERSHIP UPDATES

• Lorena Jessop was introduced as the Member Co-Chair. • Discussed filling the remaining vacancies on the committee. ○ Two worker members required: CUPE 254 and Non-Unionized. Noted the importance of filling these vacancies as management representatives cannot complete inspections individually or in a pair. ○ Three management representatives required.	Action for/by: N/A
--	------------------------------

5. UNFINISHED BUSINESS

• N/A	Action for/by: N/A
---	------------------------------

6. INCIDENT REPORTS

• No new Employers Report of Injury/Disease and WSIB reports submitted to the committee. • Discussion of Annual Incident Report 2025 from EH&S ○ Discussed high-level summary of the report for the university. ○ Reviewed the 2025 Injury Report for FAS with a total of 19 reported injuries and the breakdown of the type of incident and the resulting injury. ▪ Noted that there is a consistent range of injuries in the 20 – 23 age range. This poses the question if proper training and instructions are being provided. ▪ Noted that majority of instances occur from staff who have been in the position for 1 day – 6 months, and 1-3 years. ▪ Chemistry Department has the highest reported injuries. ▪ Jennifer noted that the report solely covers staff of the university. ○ When reviewing the Reports by Event, it is noted that there were 4 events listed as assault. This was extremely concerning for the committee. In order to review and assess if there are gaps in procedures and how these events are happening, documentation is required. Lorena brought up the question as to which reports are being sent to the committee to review, and it is believed that it is only when a WSIB report is issued that the committee receives documentation.	Action for/by: Action for: Jennifer - Pull reports and review regulations on what documentation can shared with the committee
--	---

7. INSPECTION REPORTS

• Discussion of completed inspections with department responses. 1. Dan School of Drama and Music Completed by: Cormac Evans & Sarah Bernard ○ Cormac noted that a number of changes have been implemented by the department to address issues noted in report. 2. Economics Department Completed by: Alex Fox & Sarah Bernard ○ Alex noted that there were no major items noted in the report, except for broken floor tiles posing a tripping hazard. Items noted on the report have been addressed.	Action for/by: Action for: Jennifer - Will investigate why the Dan School of Drama and Music is no longer on the list for the FAS Inspection Areas
--	--

• Confirmed completed inspections pending department response. Noted for discussion in next meeting. ○ Department of Classics and Archaeology, completed by Florence Kayode & Darlene Davis ○ Philosophy Department, completed by Florence Kayode & Darlene Davis ○ History Department, completed by Florence Kayode & Tina McKenna ○ Department of English Literature and Creative Writing, completed by Florence Kayode & Tina McKenna • In a follow-up discussion related to FAS Inspection areas, it is noted that the Dan School of Drama and Music is no longer included. Cormac brought up concern related to this as the department is under the faculty and wants to ensure proper safety protocol is conducted. • Committee had a discussion related to the Inspection Schedule document (located in Teams) ○ Noted that Alex will adjust the Inspection Schedule to add hubs and managers which will effectively streamline the process on who inspectors need to contact to set-up the inspection. ○ Cormac confirmed that inspectors will contact the manager of the department/hub, and it is up to the manager to set-up a Safety Officer to facilitate the inspection. • Committee discussed the Inspection Schedule ○ Jennifer reminded the committee that workplace inspections must have a worker member present. Worker members can complete inspections individually. Noted that having a management member present means that action can be taken immediately. ○ Jennifer noted that the legislation states that all FAS buildings must be inspected once a year and that “a” building must be inspected each month. ▪ Concern was brought up related to the feasibility of completing inspections for all FAS buildings in one year based on the number of buildings requiring inspections, along with the number of committee members and the time associated with completing the inspections. It was noted that this would be easier to manage once the committee has filled vacancies.	Action for: Alex Edit inspection sheet to include a break-down of departments by hubs, and include the manager contact information. Action for: Alex, Lorena & Cormac Arrange meeting to discuss what is required for inspections.
--	--

8. NEW BUSINESS

- JHSC Inspection Training – June 18th 9am – noon https://www.queensu.ca/risk/safety/training/committee-certification - Use of Alternates – Discussion moved until the next meeting.	Action for/by: N/A
--	------------------------------

9. EHS UPDATE

N/A	Action for/by: N/A
---	------------------------------

10. ROUND TABLE

N/A	Action for/by: N/A
---	------------------------------

11. NEXT MEETING DATE

The next meeting is scheduled for <u>September and December</u> .	Action for/by: Action for: Emma, Alex, Lorena Discuss months for remaining two meetings for the 2026 year.
---	---

12. ADJOURNMENT

Motion: That the meeting be adjourned, be adopted. Moved: Lorena Jessop Seconded: Tina McKenna Carried: Yes - Meeting was adjourned at 3:41pm.	Action for/by: N/A
---	------------------------------