

Queen's University Library
Joint Health and Safety Committee
February 9, 2022 at 9am

1. Approval of agenda - Approved.
2. Approval of minutes from January 11, 2022 – Approved.
3. Business Arising – None.
4. COVID update:
 - Mark Asberg has communicated to staff a gradual return to campus in preparation for a February 28th re-start of classes on campus;
 - Drinks are now permitted in library spaces but no food;
 - Bracken Library will be re-opening February 28th when the Faculty of Health Sciences re-opens Botterell Hall;
 - Recently the university communicated about a new mask requirement by the end of February (switch from cloth); the university will provide these masks, and the library is securing supplies for all library staff and for in-person service points; the university is preparing to receive and distribute 1.6 million masks through various channels, including by Faculty/Schools and in residences. Dan offered to assist if we have any trouble obtaining our supply for staff through regular procurement channels.
 - Dan anticipates that JHSC's will be asked to review two documents that are currently being drafted: update to the return to teaching protocols and the Continuity of Education plan required by the provincial government; the expectation is that the province will be loosening restrictions in the coming weeks.
 - In response to a question about ventilation reports, Dan indicated that the university has contracted for a service to take ventilation measurements in spaces other than the ones that were originally measured last year. The data collection will continue through the end of the month, and reports will be provided to JHSC committees, as was done with previous reports. Reports will also be posted online.
5. Other/New Business
 - No new business reported.
6. Safety Officer's Report

Nancy is aware of one fall but it was not reported; she inquired in the meeting if there are any requirements to have staff members report safety incidents but Dan replied no. Discussion ensued about why an individual would decline to report a safety incident - perhaps individuals do not want to pursue a WSIB claim but they have the option of declining WSIB even if an incident report is filed at Queen's.

Reporting allows all of us to be aware of incidents and informs continuous improvement. Dan recommends that supervisors create incident reports even if the individual does not report an issue – we then have the incident on record and can match it back to the individual should the individual pursue a WSIB claim in the future. Having a timely record of the incident is

advantageous to employees as a lengthier gap between incident and reporting brings on more scrutiny by the WSIB.

A fall on ice was reported outside of Education.

The Archives reported a staff fall on ice (no injuries) and a fall on ice by a member of the public behind Kathleen Ryan Hall on February 4, 2022. Paramedics were called and the individual was brought to the hospital by ambulance. Ken reported that the area behind Kathleen Ryan Hall and between Kathleen Ryan Hall and Humphrey Hall is very icy and this has been reported to Facilities; expectations are that area should be salted in a timely manner, but that is not always the case.

7. Reports from Members

- a. Nancy – Nothing further to report.
- b. Ken – A major water event happened at Kathleen Ryan Hall on Sunday January 23 - radiators froze during the cold snap and burst, resulting in a significant amount of water on the first floor and in the basement. The collections damage was limited to the receiving room (24 boxes sent to First on Site and 10 boxes to the Archives' freezer). Water hit the fire panel so fortunately Campus Security received an alert around 11am and the water shut off within 2 hours. Staff were on site within 2.5 hours of the incident, and they sorted items by 2pm. First on Site arrived by 3pm. Facilities is continuing with remediation work in the affected areas – currently some aisles are blocked by boxes that need to be re-shelved once remediation work is completed. Ken expects this work will be completed by next week.
- c. Gillian – Nothing to report.
- d. Emily - Nothing to report.
- e. Kiko – Nancy and Kiko inspected the lower level of Stauffer Library with the exception of the Queen's Research Data Centre (QRDC). They will complete the inspection at a later date once they have access to the QRDC.
- f. Dianne – will schedule a time with Ken to do upcoming inspections. She also raised a safety concern from some employees who were told to work on the snow day and had difficulty getting to campus. This item will be brought to Samira (absent from today's meeting).
Post-meeting update: Samira confirmed that this issue was raised with her and she and Mark reached out to the supervisor and employees to discuss further and ensure learnings from this situation are applied in future weather events.
- g. Dan – nothing further to report.
- h. Heather – raised a question concerning Courtney's departure and the assignment of his Fire Officer duties for OSS/DTS. Answer – defaults to Supervisor, in this case Sandra Morden.

8. Next Meeting – March 9, 2022. Chair – Dianne; Minutes - Kiko

The group will continue with monthly meetings.