

Queen's University Library
Joint Health and Safety Committee
March 31, 2022
9:00AM – 10:00AM

1. Approval of agenda - Approved

2. Approval of minutes from February 9, 2022 – Approved.

3. Business Arising
 - ❖ COVID update
 - Discussion and concerns regarding email to all Queen's Staff about changes to health and safety measures starting May 1, 2022. This includes suspension of vaccination requirement, mask mandate, and SeQure app screening. S. Dean noted that although the changes are the current plan, the policy is subject to change based on the state of the pandemic.
 - In response to question asked by D. Conner about providing masks to patrons, N. Petri confirmed that as of May 1st, the library will not be providing masks to patrons should masks no longer be a requirement.
 - N. Petri shared that Kayley and Natasha are organizing the distribution of masks and antigen test(s) for staff in April, dependent on supply availability.

4. Other/New Business
 - ❖ Terms of Reference for JH&S Committee
 - **Action:** all members to review the JHSC Terms of Reference by next JH&S meeting.
 - K. Hernden inquired whether significant changes have been made that we should be aware of. N. Petri to follow up with D. Langham to see if he knows of any substantial changes.

5. Safety Officer's Report
 - ❖ Nancy
 - Nothing to report.

6. Reports from Members
 - ❖ N. Petri

- Plexiglass will be removed from IS service points by May 1/2022. Note that Education currently does not have plexiglass.
 - D. Conner asked if this applies to plexiglass at personal desks. N. Petri confirmed that it does not, and that staff can decide whether they would like to keep or remove plexiglass in personal workspaces.
- Reviewed information regarding fire wardens, fire inspections, and is actively working on first aiders.
 - A shortage of certified first aiders due to limited training options since 2020 because of the pandemic. Assessing logistics of first aid kits and first aiders across library locations.
 - Note: to have a first aid kit in a location, there must be a certified first aider to complete first aid kit inspections and act as the on-site first aid responder.
- ❖ K. Hernden
 - K. Hernden and D. Conner completed an inspection of Law library on February 28/2022. Inspection can be found on Teams and Sharepoint.
 - Noted that documents posted on boards at Law and Archives are out of date and may be across locations. N. Petri reported that policy updates will be completed in the summer.
 - Proposed that we consider how minutes are distributed going forward to ensure JH&S documents are current. N. Petri asked D. Conner to distribute JH&S minutes going forward. D. Conner confirmed and N. Petri to send a list of appropriate recipients.
 - Inquired if there will be any changes to the frequency of JH&S meetings. N. Petri noted that JH&S meetings may return to a meeting schedule like prior years effective May (e.g., 4 meetings a year).
- ❖ G. Akenson
 - Nothing to report.
- ❖ E. Xu
 - Nothing to report.
- ❖ K. Kellway
 - Nothing to report.
- ❖ D. Conner

- Nothing to report.
- ❖ H. McMullen
 - Nothing to report.
- ❖ S. Dean
 - Wellness strategy being developed at Queen's University in which 2 new positions were filled to support wellness initiatives. Information and updates will be posted to the Health and Wellness page through HR Intranet and Library HR on SharePoint.

7. Next meeting

- ❖ Scheduled for April 19/2022 @ 10:00 AM on Microsoft Teams.
 - Chair – N. Petri; Minutes – E. Xu