

Queen's University Library
Joint Health and Safety Committee

DATE: Oct. 25, 2022

TIME: 11:00 AM

CHAIR: D. Conner / **MINUTES:** K. Hernden

Committee Present: Gillian Akenson (QUFA), Dianne Conner (Co-Chair, CUPE 1302), Ken Hernden (Management), Kiko Kellway (CUPE 1302), Heather McMullen (Management), Nancy Petri (Chair, Management), Emily Xu (USW).

Guests: Dan Langham (Director, EH&S), Shaun Baddeley (Facilities Maintenance Coordinator)

1. Approval of agenda
 - Approved by consensus.
2. Approval of minutes
 - Approved by consensus with change to be made to time of meeting in minutes.
3. Business Arising
 - COVID update
 - i. D. Langham noted that not much happening structurally. University continues to monitor and pay attention to messaging from governments and public health authorities.
4. Other/New Business
 - Internal Responsibility System
 - i. N. Petri raised the issue of the recent request in Douglas about air quality in an office. Didn't go through the right channels per the Internal Responsibility System laid out in the *Occupational Health and Safety Act*. First step should go through supervisor to department heads and so on. If support isn't forthcoming, then go to external supports in the system like JHSC, Safety Officer, etc. Do need some recognition that it can take time to address issues. D. Langham noted that we also need to recognize that sometimes staff may not feel comfortable going to supervisors, but we do need to adhere to the *Act* as much as possible because we are required to do so. G. Akenson asked if this calls for some sort of communication with all staff about what steps they are to take? Share the chart that Nancy shared for example? N. Petri observed that the steps allows the supervisor to be aware of the problem. Supervisors do receive health and safety training to be aware of their responsibilities. **Action:** The committee agreed that N. Petri will prepare a message and share with committee on Teams before it goes out to library staff.

5. Safety Officer's Report

- No injuries reported since the last meeting. S. Baddeley asked about preventative steps for the winter; for example, preparing in advance for slip and falls. D. Langham suggested talking to area managers. See what their plans are. Ask if they ready to go. There is a faculty going out to get their own sand and salt, but hesitant to recommend that. D. Langham also noted that the library can put out internal communications about winter coming, choices you make about footwear, places you walk, etc. Also, it is key for everyone to report problem areas when they see them, e.g., the thaw / freeze issue on campus that happens every winter.

6. Reports from Members

- Nancy – almost completely caught up on safety inspections. Will need someone to replace Samira for her last inspection.
- Dianne –inspecting KRH vault space and Education Library at Duncan McArthur Hall on October 26, 2022, at 9:00 AM with K. Hernden.
- Gillian – nothing to report.
- Ken – nothing to report.
- Heather – nothing to report.
- Kiki – nothing to report.
- Emily – nothing to report.

7. Next meeting

- December 6, 2022, at 10:00 AM. Chair: N. Petri; Minutes: G. Akenson

Meeting adjourned at 11:22 AM