

**Queen's University Library**  
**Joint Health and Safety Committee**

**DATE: January 11, 2023**

**TIME: 2:30pm**

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).

1. Approval of agenda
  - Approved by consensus.
2. Approval of minutes
  - Approved by consensus.
3. Business Arising
  - COVID update – can we drop this from the agenda?  
D. Langham explained that the University will continue to monitor the COVID situation but there will be no significant alterations to the University's approach unless public health and/or government authorities deem them necessary.
4. Other/New Business
  - Inspection Schedule  
The schedule has been posted on Teams at [Inspection Schedule 2023.xlsx](#). Further discussion on what happens to action items that are identified in the inspection reports followed. H. McMullen recommended the development of a mechanism to keep track of action items that includes how/when they were resolved for the benefit of both current and future committees.
  - Meeting Schedule  
The meeting schedule has been posted on Teams at [Meeting Schedule 2023.docx](#). The current schedule includes 7 meetings per year. D. Langham clarified that we exceed the number of meetings required – which is quarterly – but it is discretionary. The committee agree to reduce the number of meetings to 6 with the caveat that, in the case where there are no items to discuss, we have the flexibility to cancel.
  - Notices – Fire Wardens, Inspectors, First Aiders  
N. Petri distributed messages to fire wardens about inspections and any changes to responsibilities.  
First Aid trained employees are not available in all locations. C. Landon will ensure first aid kits in all locations are properly stocked.
  - Disaster Emergency Plan  
N. Petri has updated the plan to present to LLT for review and approval. Once approved the plan will be distributed to all staff.

5. Safety Officer's Report

There have been no injuries since our last meeting.

6. Reports from Members

- H. McMullen: nothing to report.
- K. Kellway: nothing to report.
- D. Conner: Nothing to report but a staff member asked whether something like the IRS poster that was distributed but more substantive was available, particularly if it was a graphic representation. It would serve as a good refresher for all staff.
- K. Hernden: nothing to report.
- E. Xu: nothing to report.
- G. Akenson: nothing to report.

D. Conner asked about the status of the building odor issues that were reported before the holiday break. N. Petri and S. Baddeley responded that the Bracken issues should be resolved by the end of this week, and the issue at Douglas has been resolved.

7. Next meeting

- March 23, 2023
- Minutes: H. McMullen
- Chair: D. Conner