

JHSC - Duncan McArthur Hall

Location:	Vernon Ready Room
	Hybrid via Microsoft Teams
Date:	2023/02/13
Time:	3:00 – 4:00 p.m.
Co-Chairs:	Management – Chris Ingram Workers – Terrence Ly
Participants:	Alex Amodeo, Brandon Ruck, Clint Giroux, Bruce Bell, Lisa Tugnette, Elizabeth MacEachren, Teri Wagar
Guests:	Sandra Jeffers (EH&S)
JHSC Terms of Reference:	LINK

Committee Membership and Chairs

- Chris Ingram and Terrence Ly are stepping down from their roles as Co-Chairs of the committee.
- Bruce has accepted role as one the of co-chairs
- Terrence has decided to leave the committee as soon as PSAC901 provides a replacement member.
- Zabe will sit as Co-Chair until next meeting. Clint will consider this role after obtaining further information.
- Membership changes that have occurred since last meeting:
 - Teri Wagar will represent USW.
 - Zabe MacEachren will represent QUFA.
 - Kaveh Mousavand, who represented PSAC902 has left the committee.

PSAC901 & PSAC902 members have been requested from both unions. Advertising of the positions was sent to Faculty of Education TA/TFs.

Review Past Minutes

Minutes from last recorded [meeting](#) (March, 2022).

- No building construction proceeding at this time.
- Bruce is now fully certified.
- Bruce will provide new dates for certifications.

Incident Reports

Bruce reviewed reported [incidents](#).

- Teri Wagar spoke to her slip and fall on black ice in the parking lot and banged her head. Bruce provided an update on what the prevention & safety measures that have been put into place.
- **ACTION:** Bruce will follow up on the tree planting that Zabe brought up.

Inspection Reports

- Bruce reviewed inspection reports from 2022. (Request sent to Terrence Ly to provide a report from August 2022; may need to reinspect section if it cannot be provided)
- Not completed until February, 2023
- Plan Workplace Inspections for 2023:
 - We need to keep a lookout out for portable heaters running in the building and to be noted in our inspection
 - **ACTION:** Bruce to locate the specs on the office space heaters for Duncan McArthur Hall.
 - 10 areas to be inspected
 - Queen's School of English – follow-up required to ensure inspection being done for this area.
 - One co-chair, manager and worker to do inspections
 - Determine Committee memberships' general availability.
 - Book the first 2023 inspection as a larger group to help train new members on inspections.

**Safety
training/onboarding for
new hires at Faculty of
Education**

Teri Wagar would like to formalize and standardize the training provided to new hires at the Faculty of Education surrounding safety.

ACTION: Lisa to bring forward to next meeting review of the safety checklist for staff and review of undergrad and grad student population.

Training

First Aid training is available through the safety office.
(sent to EDNEWS List 2023-02-03)

[First Aid Registration Form](#)

JHSC Certification Training is provided by the university. All members interested in completing certification training can send their interest to Bruce Bell and he will forward it to the Safety Department, to request space in the next offered sessions.

Current Certified Members trained is shown in table Appendix A.

ACTION: Bruce will try to obtain further dates available or training.

Additional information

Appendix A

NAME	MEMBER DESIGNATION	CERTIFIED MEMBER	CO-CHAIR	CONTACT INFO
Ingram, Chris	Management	X	X	chris.ingram@queensu.ca
Amodeo, Alex	Management			A.Amodeo@queensu.ca
MacEachren, Zabe	QUFA			maceache@queensu.ca
Brandon Ruck	Management			Brandon.Ruck@queensu.ca
Wagar, Teri	USW			tw77@queensu.ca
Ly, Terrence	PSAC 901-1	X	X	Terrence.Ly@queensu.ca
VACANT	PSAC 901-2			
Clint Giroux	Non-Unionized	X		clint.giroux@queensu.ca
Bruce Bell	Management	X		b.bell@queensu.ca