

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

**DATE: March 27, 2023**

**TIME: 3:30pm**

Present: Dianne Conner (chair), Kiko Kellway, Dan Langham, Heather McMullen (minutes), Gladys Ndungu, Nancy Petri, Emily Xu

Regrets: Gillian Akenson, Ken Hernden (was in attendance but departed the meeting to ensure proper balance of management and staff membership)

**Opening**

The committee began by welcoming our newest member, Gladys Ndungu, the library's new Directory of Human Resources. The committee wishes Kiko well on her one-year leave to attend library school – Jessica B. is a member of CUPE's health and safety committee and will be joining the library's joint health & safety committee in Kiko's absence.

**1. Approval of agenda**

The agenda was approved.

**2. Approval of minutes**

The minutes from the last meeting were approved.

**3. Business Arising**

Inspection follow-up – update

Arising from our last meeting, Nancy has created a spreadsheet to track and communicate action items flagged in inspection reports: [Inspection Report follow up 2023.xlsx](#)

**4. Other/New Business**

**a) H&S Minutes approval and distribution (Nancy)**

[FW Reminder - Generation Approval and Distribution of JHSC Minutes.msg](#)

EH&S is requesting that approved Health & Safety meeting minutes be sent directly to their office ([safety@queensu.ca](mailto:safety@queensu.ca)) by the Secretary of the committee, and they will upload the file to their site. As our meeting minute taker rotates, it was agreed that the minute taker would assume responsibility for emailing EH&S with our approved minutes. EH&S is requesting that minutes be drafted no later than one week after the meeting.

**b) Mandatory H&S Training - Refresh? (Gladys/Nancy)**

Gladys inquired about health & safety training at Queen's and the length of time before the training expires. Nancy replied that Queen's University only requires that

employees undertake health & safety training once during your time in the organization as there is no legislative requirement outlining additional and/or refresher training. Gladys raised a concern that safety legislation changes. TMU has more frequent safety training for supervisors.

Dan reported that training does not expire; case by case basis if training needs to be updated if there is a major legislative change; library could choose to run more frequent training but it wouldn't be required by legislation.

Question: Has the training changed substantially in the last 20 years?

Answer from Dan: lots of same content but presentation mode is dated so looking at Articulate Rise for improved presentation; language "tweaked" over the years but content has remained largely the same.

**c) Review of Evacuation Plans with staff (Ken)**

During Ken and Gillian's inspection of Stauffer lower level and in speaking with staff, they noticed staff confusion and/or lack of awareness of evaluation plan details such as the location of the muster points, evaluation routes, nearest stairwells, and procedures for where to go, who to speak to, and how to get out of the building.

Nancy replied that it is the role of supervisor to ensure that everyone is aware, and provide reminders at least once a year. Business Services will also do a communication "blitz" once per year.

All [evacuation plans](#) are posted in the Business Services' SharePoint site, including on the virtual Health & Safety bulletin board

**5. Safety Officer's Report**

Nancy indicated that during the reporting period there were no injuries and no lost time due to injury.

**6. Reports from Members**

Dianne: Goodbye to Kiko and looking forward to welcoming Jessica; Gladys and Dianne will be inspecting Law next week

Gladys: Nothing to report

Nancy: Kiko and Nancy conducted an inspection today; Nancy requests that committee members look at the [Health & Safety section](#) of the new Business Services' SharePoint site.

Heather: Thank you to the Business Services' Team for the security incidents updates

Emily: Nothing to report

Kiko: Nothing to report

Dan: Update to safety board SOP have been posted; Jennifer from H&S Office will be reaching out to members regarding [Joint Health & Safety Committee Certification](#); at minimum there must be one staff member and one management member with this training

**7. Next meeting**

May 9<sup>th</sup>, 2023 at 10:30am on Teams

Chair: Nancy Petri

Minutes: Jessica Beardsley