

# Queen's University Library

## Joint Health and Safety Committee

**DATE: September 20, 2023**

**TIME: 10:30 pm**

**CHAIR: N. Petri/ MINUTES: K. Hernden**

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

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

1. Approval of agenda
  - Approved.
2. Approval of minutes
  - Approved.
3. Business Arising
  - Bracken HVAC
    - Difficulty in getting movement on this. There is now a manager for the fix who is providing updates. Conditions are better due to weather changing and Facilities have made some progress. Have asked for but have not received timelines yet. The repairs required are significant and expensive. This was the result of old equipment failing, not the renovation. One heat pump failed, which caused the rest to fail.
  - ATC HVAC
    - EH & S continue to monitor. The environment continues to be within norms. No reports from staff in the last month of nausea, headaches, or other symptoms.
  - Douglas Elevator Replacement
    - Going to tender this fall; anticipated to start in January. It will be a full replacement/ modernization of the elevators.
4. Other/New Business
  - Stauffer Lower Level Corridor storage
    - Book trucks will be sent for disposal; working with Facilities to remove the cleaning equipment in a new area. EH & S does nudge when these situations arise, but resolution requires different units talking to each other.

- H&S Inspection catch-up
  - There was a discussion of outstanding and remaining inspections. The list of follow-ups from the inspections was reviewed by the committee.
  - **ACTION:** Inspectors to send reports to Nancy and to carbon copy the appropriate Head who can review and post to their safety board.
- 5. Safety Officer's Report
  - One report of workplace injury since the last meeting.
- 6. Reports from Members
  - Dianne
    - Nothing to report. Communications going out to staff have been excellent and appreciated.
  - Ken
    - Nothing to report.
  - Jessica
    - Nothing to report.
  - Emily
    - Nothing to report.
  - Gladys
    - Nothing to report.
  - Heather
    - Nothing to report. Question about power going out and secondary power sources. Are those connected if someone who has mobility can use the access features on doors, in bathrooms, etc. Are they powered? They should be on backup power, but Shaun will follow up and provide an answer to the committee.
  - Gillian
    - Nothing to report. Did refer a member to the IRS document for follow-up with their Head. Ken confirmed that this item had been followed-up on earlier in the meeting agenda, re: Stauffer Lower Level Corridor storage.
- 7. EH & S Updates
  - Drew the committee's attention to the university's Emergency Procedures and Response Plans (<https://www.queensu.ca/risk/safety/emergency-procedures-response>). Looking at updating COVID information and shifting to other respiratory illnesses as well. Watching the COVID situation and paying attention to what the province and local health unit are responding. Guidance about symptoms, illness, etc. remains. Queen's is mask friendly, so people are encouraged if they wish. Update to the SeQure app removed the COVID screening tool because there is no requirement as this time. But people can still screen the provincial screening tool is updated and available. Continue to suggest that people keep their vaccinations current. A new formulation for COVID is coming out later this fall. Continuing to raise awareness about the SeQure App. The app has many features and key information concerning

campus safety. Encouraging everyone to turn on notifications, so that you will get important updates that the university is pushing out. There will be a notification test soon. Notifications also help to keep the app relevant/active on your device.

- Question about privacy and tracking concerns and the app. Dan can ask this question of Security and provide information. QUFA had been concerned about the data and the potential for misuse.
- Question about the university's current stance on COVID, for example if in a class. Lack of understanding about what to do. More messaging from the university would be great. EH & S is trying to keep websites current and encourage everyone to follow the guidance of public health. It's important for students to understand how to seek academic consideration and have this on our websites.
- EH & S looking at the safety issues around classrooms and other bookable rooms. Putting information in the room with emergency contacts and telephones. The Library has already deployed signage in our rooms and is working with ITS to see if we can install phones that call Security and 911.
- There was a test of the campus sirens in August and another one is planned. There is no one magic way of alerting people, so trying to have several overlapping ways of
- Push to make verbal intervention training more widely available through Security. About managing behaviours, de-escalating, etc.

8. Next meeting: November 22, 2023

- Chair: Dianne Conner
- Minutes: Nancy Petri

The meeting ended at 11:21 AM.