

**Smith Engineering Joint Health and Safety Committee
Minutes**

Date: Wednesday May 21st, 2025, via Teams

Scheduled Time: 10:30 am – 12:00 pm

Present:

Gabrielle Whan, John McKay, Dan Langham, Ying Zhang (for Nic Hudon), Eric Tremblay, Peter Rowsome, Natalie Niro, Samantha Samson

Tentative:

Regrets:

Larry Steele, Kyle Strike, Graeme Boyd, Noushin Rajabalinia, Stephanie Wilson (Guest)

Not Present:

Matthew Lee

- 1) Meeting called to order by: John McKay
- 2) Move to Bi-Monthly Meetings (J.McKay) – Requirement is quarterly. Most faculties are quarterly. – Approved.
- 3) Minutes from March 19, 2025 – Attached, please review.
- 4) Incident/Injury Reports: None
 - a) Have had a number of personnel medical concerns and potential workplace domestic violence concerns. Will address in new business (below).
- 5) Inspections:
 - i) ILC / Jackson Hall inspection – Attached. Ants and Mouse droppings reported to EH&S for pest control in Jackson IT. This is a recurring issue.
 - ii) Redistribute EH&S Memo on managing bats in buildings. (Peter Rowsome) – J.McKay will redistribute.
 - iii) J.McKay will ensure email reminders are sent out the Friday preceding the Inspections.
 - iv) The remote site combination Civil/Mining inspections are tentatively scheduled for next week. J.McKay will coordinate scheduling and canvassing for a worker rep.
 - v) The Coastal Lab Inspection will be scheduled for Jun 11. – J.McKay
 - vi) Ad Hoc discussion on recruiting new members. J.McKay will look for volunteers for the vacant staff position. S.Samson (and T.McKenna) will update the committee on possible volunteers/coverage for USW 2010-01.

6) Old Business:

- i) Mold Issues – Resolved. (Both waiting for final report).
 - (1) McLaughlin Hall basement
 - (2) 385 Princess basement
- ii) Team ventilation fan update. A study to identify the correct scope has been commissioned. MOL visited and report indicated no issues with progress in this area. No further issues for the JHSC.
- viii) Waiting for decision on COVID era HEPA filters disposal. – no changes – Dan’s team is wrapping up procedural details with facilities.
- ix) Dupuis basement grad area has a pipe leak in the ceiling – possibly from a floor drain. Grad workstation is cordoned off pending repair. Waiting for parts. Dan Langham will ask Thomas Martinek to check on it as it is a water leak. Water appears related to rains. J.McKay will let facilities know that the issue may be related to the roof drains.

7) New Business:

- a) ILC Team spaces - Improvements in progress to:
 - i) Entry permits will be required for access into Team spaces starting in the Fall. Permits will be accessed via QR codes posted at all entries. The entry form will include the requirements for safety job plans and working alone. A door alarm if the door is left open is being installed. Cameras are being considered for reviewing incidents in the space. (J.McKay)
 - ii) QSE will provide some basic emergency response and verbal de-escalation training at the staff meeting in July. (J.McKay)
 - iii) Non-unionized workers can be “worker” JHSC members of the JHSC. Mech Eng. has a good candidate who will be put forward as a potential committee member. (G.Whan, D.Langham)
 - iv) Safety officer duties versus Technician related safety duties was discussed in the context of overlapping duties and of CSA requirements for equipment. This is squarely within the expertise of the qualified technicians. Safety officer scopes are broader in context and would rarely be required in relation to details like equipment specifications. CSA certification is a Queen’s requirement for purchased equipment on campus. This concept is covered in the “Internal Responsibility System” wherein all employees have safety responsibilities commensurate with their abilities and roles. (G.Whan, D.Langham)



John McKay, Co-Chair (Management)

