

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

Date: Wednesday July 16, 2025, via Teams

Scheduled Time: 10:30 am – 12:00 pm

Invited:

John McKay, Dan Langham, Ying Zhang (for Nic Hudon), Peter Rowsome, Graeme Boyd, Natalie Niro, Samantha Samson, Larry Steele, Kyle Strike, Stephanie Wilson (Guest), Noushin Rajabalinia, Gabrielle Whan

Tentative:

Regrets:

Not Present: Matthew Lee,

- 1) Meeting called to order by: John McKay
- 2) Minutes from May 21, 2025 – Attached
- 3) Incident/Injury Reports:
 - Only incidents requiring medical aid or lost time are officially reported to the joint health and safety committees.
 - First aid incidents and near misses are not typically reported to the committees unless the supervisor is considering changes to prevent future incidents.
 - Only the necessary information, such as training, experience, and process, should be reported, and identifying information should be removed.
 - The supervisor completes the report and sends it to EH&S, which then processes the report based on the nature of the injury.
- i) Lifting Injury 385 Princess – Ergonomic/Lifting Training required.
- ii) Conference fall and injury – Reminder that off campus injuries are to be reported.
- iii) Student competition hand injury – Reminder that off campus injuries are to be reported.
- 4) Inspections:
 - i) WLH, Jackson, MCL, Nichol – attached
 - (a) Issues include clutter, unlabeled chemicals, and improper storage of flammables.
 - (b) Need for more flammables cabinets or plans for sharing.
 - (c) Policy is that electrical panels are locked to prevent unauthorized access.

- (d) Unsecured gas cylinders in McLaughlin Hall. J.McKay confirmed with faculty supervisor that the Team had been made aware of the rules and risks.
- (e) Please sign up for upcoming inspections. We will get reminders in Outlook/Email.

5) Old Business:

- i) ILC Team's Space ventilation fan update. - We're waiting on our recommendations from the mechanical engineering firm.
- ii) Waiting for decision on COVID era HEPA filters disposal. – On hold during negotiations, now back on the list.
- iii) 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. No change since last meeting.
- iv) ILC Team spaces - Improvements in progress for entry permits, safety job plans, door alarm, cameras. – Door alarm complete. Proper locking mechanisms for resin booth doors installed. The remainder are in progress.

6) New Business:

- a) Search for new JHSC members. – No updates
- b) Safety training for verbal de-escalation/emergency response for frontline staff July 29th and August 13th . Will be provided by Queen's Security Services (Murray Skeggs). Intended to prepare employees for confrontations in offices, responses to medical issues, students in distress, unauthorized persons in the spaces, domestic violence issues, etc. Depending on the attendance, will look to see if we need to schedule more people in and expand the number of people who get it, or do a second round next year as well.
- c) High temperatures: We purchased 30 temp/humidity meters for the departments. On the Safety website on Smith engineering, on the yellow tab for safety there is a humidex calculator. The province requires that above a certain humidex level or with certain climatic it is mandatory that QSE has a plan in place. We have set out what is the plan, just to make it easier for for staff and for for anybody in the spaces to be able to determine whether we have hit the threshold of 35c humidex. We have set out exactly what to do in that case. We've talked about fans. We've talked about the amount of breaks they need. We've talked about water. We've talked about there being many spaces on site where, if you are not doing something that has to be done in that particular room, where you can go and get good internet connections and work in air conditioning. It is the summer for the most part. There are many rooms open that are air conditioned that are completely empty.