

Queen's University Library
Joint Health and Safety Committee

DATE: April 23, 2025

TIME: 2:30 PM

Present: Nancy P, Dianne C, Rachael M, Kate D, Ken H., Doug O, and Sandra Jeffers (EH&S)

1. Approval of agenda
 - Agenda approved
2. Approval of minutes: February 10, 2025
 - Minutes approved
3. Business Arising
 - None
4. Other/New Business
 - Douglas Library environmental condition. The heat is 26.7 Celsius. Lower stacks are hotter. Currently following up on source of heat.
 - Environmental conditions at Rideau Hall. Seeing the extremes. Currently there is no heat and temperatures at 17 Celsius, but as soon as the weather changes it can go up to 27-28 Celsius.
 - There are recommendations that we can follow about appropriate clothing, hydration, etc. to mitigate. There is no magic number for shuttering services, etc.
5. Safety Officer's Report
 - Injury reports
 - Incident happened on March 28, 2025 at Douglas library: A contractor was using a power tool (circular saw?) in the entrance. There was a strong odour and the air was heavy. Their lungs were irritated, and they experienced difficulty breathing. They could also smell the odour in their office, on the 2nd floor. (Jordan library).
 - Slip and trip at KCVI in March. Agnes staff injured. Causal issues are partially remedied. Some lost time, but the person has returned to work.
 - Security reports
 - PSAC demonstration – someone came in to demonstrate about something else. NOP issued and staff notified.
 - PSAC demonstration. Security had to escort the Provost back into the building.

6. Reports from Members

- Dianne – Lower-level report completed and follow up in progress.
- Rachael – nothing additional to report.
- Kate – Asked question about how to identify fire extinguishers. They should have IDs on the tags. For information: Student Services moving out of Rideau. Agnes taking over and new spaces will be opened for offices, exhibition, etc.
- Ken – nothing additional to report but suggested in chat that all fire extinguishers should be checked that they have their IDs attached and that a list could be made available to the committee to help with the inspection reporting.
- Doug – Law inspection w/ Rachael completed. Follow up continues. There has been a flood since and now it is reported that some Exit signs need to be replaced.
- Sandra – nothing additional to report.
- Nancy – may push next meeting from May 29 into June.

7. Next meeting:

May 29, 2025

Chair: Dianne

Minutes: Gladys