



Joint Health and Safety Committee Meeting Minutes

Date: Wednesday June 4, 2025

Time: 2:30pm

Location: 3rd Floor Team Room, 220 Bagot St
and Teams virtual meeting

Name	Representation	Attend	Regrets	Designation	Certified
Renee Lupien	Operations and Risk Management Coordinator	x		Non-Union Management Co-chair	X
Vacant	Administrative Assistant		x	Secretary	
Rhonda Gauthier	Registered Nurse	x		ONA 67	X
Lynne McQuarrie	Registered Practical Nurse		x	OPSEU	
Beatriz Sugarman	Faculty Support Coordinator	x		USW 2010	
Han Han	Research Associate	x		Non-Union staff	
Mandy-Lynn Ashley	Clinic Clerk		x	Non-Union staff	
Danieth Pryce	Community Services Worker	x		Non-Union staff Worker Co-chair	
Sophy Chan-Nguyen	Research Associate		x	Non-Union staff	
Mary Martin	Research Manager	x		Management	
Vacant				Management	
Laura McDiarmid	Associate Director of Education	x		Management	

	Item	Lead	Time	Action or Information
1.	Welcome & Approval of Agenda	Chair	2 min	For Approval

	<ul style="list-style-type: none"> Motion to approve the agenda by Beatiz, seconded by Laura. The agenda is approved by all members 			
2.	<p>Approval of the Minutes</p> <ul style="list-style-type: none"> Error – next meeting date was incorrect, listed as Dec 4th, should have stated June 4th. Motion to approve the minutes with noted correction by Beatriz, seconded by Mary. The minutes were approved by all members. 	Chair	2 min	For Approval
3.	<p>Committee Membership and Co-chair</p> <ul style="list-style-type: none"> Two staff members volunteered to stand for co-chair. Beatriz withdrew her name. Danieth then accepted the position of co-chair. The committee staff members approved Danieth as the staff co-chair. Carly Bain has just started her new role as Administrative Assistant, part of which supports the Operations team and would act as the Secretary for the JHSC. The Secretary is a support person provided by DFM but they are not part of the committee. <p>Action item: Renee will connect with Danieth about co-chair role and will work with Carly to onboard her for the next JHSC meeting.</p>	All	5 min	Discussion and Approval
4.	<p>JHSC Terms of Reference (TOR)</p> <ul style="list-style-type: none"> For new members awareness, the Ministry of Labour (MOL) conducted an inspection of DFM on April 16, 2025. The main focus of the inspection was that we had a Violence and Harassment policy, it was posted, and staff knew where to find it. He also focussed on inspections. While Queen's considers us a sub-committee of Queen's JHSC and we are to follow Queen's TOR, the MOL inspector considers the DFM a separate committee and as such, we are to conduct full building monthly inspections. The TOR was provided and members were asked to review it and become familiar with it. 	Chair	5 min	For Discussion
5.	<p>Inspections</p> <ul style="list-style-type: none"> Renee reminded members of the calendar for the monthly inspections, reviewed the calendar, and asked members to sign up each month. Members can choose which day of the month works for them to do an inspection. Staff members must lead the inspection, but the second person can be another JHSC member or any DFM staff member. 	Chair	10 min	Discussion

	<ul style="list-style-type: none"> • We can use the inspection report from the previous month to refer to when doing inspections, which can help reduce a bit of time. • The Standard Operating Procedure (SOP) for workplace inspections has been provided and members are urged to review and familiarize themselves with the procedure. • Renee reviewed the inspection report template. The first page provides examples of what staff should be looking for, a reference guide for safety issues. For instance, dry stained ceiling tiles are not a safety risk but ceiling tiles with holes in them are a fire hazard risk and should be replaced. Also, if staff are in their office, ask if they have any safety concerns as they will be your best resource to point out concerns. 			
6.	<p>Safety Bulletin Boards</p> <ul style="list-style-type: none"> • The boards in both buildings have been updated. Minutes and inspection reports will be added by the JHSC Secretary as they are completed. 	Chair	5 min	Discussion
7.	<p>Policy Development</p> <ul style="list-style-type: none"> • The JHSC should be involved in developing policies related to health and safety. • Concerns have been brought forward by staff and faculty, on behalf of themselves and patients, related to scents in the building (some faculty and staff wearing strong scents) and pets in the building. Concerns include scent reactions (headaches, asthma trigger) and allergies and fears of dogs. • AODA requires accommodation for service animals. Renee did some initial research and Queen's does not have a policy regarding pet friendly buildings. • Today Allen sent out a guideline for having pets at work. • Please reach out to Renee if anyone would like to help develop some draft policies. Draft policies would be sent to DFM leadership for final approval. 	Chair	5 min	Discussion
8.	<p>JHSC folder on Sharepoint</p> <ul style="list-style-type: none"> • The committee will use a folder on the Sharepoint Shared Files. Go to Shared Files, choose the Operations folder, then choose the Joint Health and Safety folder. • Renee will ask IT to ensure all committee members have access. 	Chair	5 min	Discussion
9.	JHSC training	All	5 min	Discussion

	<ul style="list-style-type: none"> • Link to Queen's JHSC website: Joint Health & Safety Committee Office of Risk and Safety Services • All committee members are encouraged to take the JHSC Certification training. This is the link to information on the training and registration: Joint Health & Safety Committee Certification Office of Risk and Safety Services • Currently the training showing is for last year, the 2025 training isn't up yet, but keep watching for it, or email EHS and let them know you are interested in taking the training. 			
10.	Next meeting – Aug 6th at 2:30pm, 3 rd Floor Team Room, 220 Bagot St.			