

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

Date: Wednesday March 18th, 2026, via Teams

Scheduled Time: 10:30 am – 12:00 pm

Invited:

Graeme Boyd; John McKay; Engineering Health and Safety Committee; Gabrielle Whan; Kyle Strike; Peter Rowsome; Stephanie Wilson; Larry Steele; Aref Soltani; Natalie Niro; Samantha Samson; Noushin Rajabalinia; Ying Zhang; Jennifer McKenzie; Samantha Samson, Karen Charmbury

Regrets: Kyle Strike, Larry Steele, Samantha Samson,

Not Present:

- 1) Meeting called to order by: John McKay
- 2) Minutes from previous meeting:
 - Previous meeting minutes from February 18, 2026 were circulated for review.
- 3) Incident/Injury Reports:
 - i) Scissor cut – Chem Eng Grad Student
Injury was minor but could have been much worse, cutting a PLA sample with scissors. For minor first aid incidents Queen's First Aid should be the first call. A trip to a medical facility for a minor first aid escalates the incident to a "medical aid". Err on the side of caution. A medical aid is also a reportable WSIB incident.
 - ii) Acid Burn – Mining - TA
Question about length of gloves as the wrist was the site of the burn.
Discussion around formal training in place and whether there was a gap in training during the Covid period. Complacency may also be an issue, reminder to reassess procedures and control changes like different clothing during various seasons.
 - iii) Hypoglycemic event – BMH – Corporate relations staff
From this event, an issue was raised about emergency contacts as this person did not have any listed. For those working remotely with medical conditions, when we know that they should be working but we can't reach them, a call should be made to emergency contacts to check in. If emergency contacts are not listed or up to date, the next step would be a wellness check from police or emergency services. Managers will be notified to check emergency contacts lists.
- 4) Inspections:
 - i) 385 Princess – Decommissioning most of the items in the space. There were concerns about the outreach area, but it is not being used anymore.

- ii) Mining (Goodwin) – Staff not available – rescheduled to April 1st.
- iii) Clarification given on where JHSC Inspection sign-up sheet is found, under the Shared tab in the JHSC Group General channel. It is not in a folder, so it is easy to find by scrolling down.

5) Old Business:

- i) Protocols for remote work
- ii) Goodwin Hall crash bar – when the alarm sounds, need to investigate whether or not the magnetic door locks release. During the next monthly inspection, they will inspect the locks.
- iii) Dupuis Hall washroom cleanliness – protocol should be to make sure the Department manager is aware of any custodial issues. The manager will then be in touch with Facilities.
- iv) Capped vent at Stauffer Library – pictures were sent along with the map of the location to Facilities to evaluate it.
- v) McLaughlin Hall falling ice on southwest corner at the only accessible entrance - Draft of JHSC Recommendation to Mitigate Roof Ice Hazard for Facilities has been provided for the committee's review. The work should be done in the summer. Gabrielle Whan mentioned that it is currently with Grounds for review and there is concern that it will be passed around without action. Also, there was a recommendation that it be emphasized that this is the only accessible entrance. Fencing and scaffolding makes it difficult for those who require accommodation to navigate and is only a temporary fix.

6) New Business:

- i) Update on the Ergonomic program, a previous student was hired who left at the end of 2025. Now partnering with PSHSA (Public Services Health & Safety Association) and their specialty is ergonomics. There is a slight increase in cost from \$250 to \$300 per office assessment. Information has been provided on the website.
- ii) Upcoming co-chairs meeting next week. Terms of Reference review. Streamlining processes will also be a focus as each committee does things a bit differently: agendas, minutes, meetings, topics to include, etc. Will review what is included in meetings to ensure compliance.
- iii) Two new hires - Dan Nelson is the new Fire Safety Coordinator and Vanessa Traynor is the new Fire Alarm and Fire Pump Testing Assistant.
- iv) Drone Incident with smoking battery – lithium battery protocol, thousands of batteries are used so emergency procedure is being reviewed to streamline and ensure proper communication to make everyone aware.

Concern was raised that there should be a battery fire kit in classrooms to quickly extinguish batteries if they start to smoke and regarding the use and storage of EVs and scooters in the buildings.

Jennifer McKenzie stated that this is on the agenda for the next meeting and that they're in communication with other universities to find out what their procedures are and what they allow re. charging on campus. Also, speaking to the fire department and discussing if there should be a dedicated space on campus for charging and storing electric vehicles and scooters with appropriate emergency protocols and materials.

- v) Reviewing old SOPs also – 50% by the end of the year and then 50% by the end of next year.
- vi) Teams Bay areas – safety checklist is being implemented to address cleanliness and safety issues, cross-referencing between teams and staff who will do the checks, and more inspections of the areas. Also, will look at closing down the space for one week at a time if the space is not kept in order.
- vii) Ergonomics program – question about circulating the information via the Gazette. Jennifer stated that the information will be included in the EHS newsletter which can be found at <https://www.queensu.ca/risk/tags/ehs-news>.

7) Adjournment:

Next meeting planned for May 20th. April meeting cancelled due to conflicting scheduling with Provost's Townhall.