

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

Date: Wednesday June 17th, 2026, via Teams

Scheduled Time: 10:30 am – 12:00 pm

Invited:

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

Tentative:

Regrets: Dan Langham, Samantha Samson, Jennifer Mackenzie

- 1) Meeting called to order by: John McKay
- 2) Minutes from previous meeting, May 20th, 2026 were circulated for review.
- 3) Incident/Injury Reports:
 - No injury/incident reports.
 - Vanessa asked about timeframe for responses to issues identified in inspections.
 - Jennifer responded that the response must come within 21 days. People doing the inspections need to communicate the issue to the people who are listed on the form as being responsible. That person is responsible for completing the tasks and circling back to let the committee know they are completed. The new system (2027 implementation) will make it less administratively burdensome. Note that anything posing an immediate or imminent risk must be dealt with at the time of the inspection with the supervisor of the area.
 - Current inspection form is QSE, not a campus-wide form.
 - John/Larry will change forms to indicate any high risk items noted in the inspection.
- 4) Inspections:
 - i) RMTL - Pending

- ii) ETLT Team – report pending – There were no issues noted on the form.
- iii) Dupuis East – Attached
- iv) Discussion on Grant-Timmins – We need a safety officer and regular inspections for any active facilities. This is in place for RMTL. The Energy Lab is currently decommissioned, so periodic checks are done but it is not part of the JHSC inspections. There have been some concerns brought up from RMTL in regards to the Grant Timmins location in general as well as with respect to recent CNSC reporting. Queen's EH&S and Security are going to be doing a full risk assessment this summer of Grant Timmins Drive Facilities. Note that Campus does not respond to issues at that off campus area. Note also that each Grant Timmins building is a distinct entity in terms of safety officers / safety management.

5) Old Business:

- i) Recommendations for the McLaughlin Hall roof remain were submitted and Facilities has indicated that the falling ice issue will be fixed this summer.
- ii) Teams Bay ventilation: The ventilation project is well underway. Funds are transferred the funds. There was a slight delay in procurement of one piece of equipment that was over the minimum. Now there are two quotes with Procurement. Next Monday, there is a meeting contractors who are interested in bidding. After that we'll close up this tender and get rolling. So the ventilation is proceeding and scheduled to wrap up by the fall. It quite possibly could push into September, and if that's the case, then students will be shuffled as we need to finish the work.
- iii) Cameras are in progress. The expectation is to have the work completed by the third or fourth week of August. The wiring for the cameras is complete, but faculty IT are waiting on a server they ordered which has not arrived yet. Cameras may be going up but they will not be live until the server is in place. Hoping to have cameras in place through Beamish-Munro by the time school starts in the fall. Camera and door alarm notices need to be posted.

6) New Business:

- i) Queen's is working on putting a new battery recycling program in place. In regards to lithium ion batteries specifically, given that there have been a couple of incidents, it is something that is on our radar. Queen's is also working with the insurance company regarding these types of batteries. A meeting was held with with Kingston Fire Rescue, and this topic was discussed. There are no specific regulations or real resources that are available at this point. However, Kingston Fire Rescue is looking for any information that incidents that are occurring to allow them to a case for getting some legislation in place on what needs to be available when

we're using these batteries. This summer the EH&S fire coordinator (Dan), is working with Tom Martinek, who looks after hazardous waste, and also Tyler, on building a program in regards to training, an SOP, and also what emergency procedures would look like. Kingston Fire Rescue, want us to report every time there is a battery incident (call 911, anytime a battery begins to off-gas or swell). EH&S is working on functional reporting parameters with them. If it's something that hasn't started off-gas or smoke, then we wouldn't contact them. However, provide them a report that we had this so that they can start to indicate how often these types of things are happening.

- ii) AED's - There are AEDs in Mitchell, but they are all behind closed doors for specific lab use. There are also activities that happen that are not related to the labs that happen in that building so an AED should be installed in an accessible location. Kyle, John and Stephanie will work on this.
- iii) Teams Bay: The Teams Bay are Housekeeping is still not at a safe standard for trip hazards and garbage management. Standards will be put together for those facilities and shared with Teams at the beginning of the Fall Semester. Failure to meet standards will result in loss of access. This will be done in a proactive fashion and is not intended to be punitive. A number of ideas were discussed including specific clean up days, random/unannounced inspections, checklists, various levels of oversight etc.
- iv) EH&S Updates (Jennifer)
 - a. New EH&S Platform contract is being finalized. Launch in January 2027.
 - b. Many Incident Reports are missing Section C – Measures put in place to prevent recurrence.
 - c. Training happening: Safety Committee New Member, Inspection Training
 - d. New training to come: Sharps Training
 - e. New Newsletter starting in July
 - f. Safety officer Training
 - g. Focus on scheduling lifting devices training
 - h. Assessment for asbestos in buildings
- v) Fire alarm cascading and All-Clear notifications
 - a. Notifications are not happening any more in areas downstream of building where the alarm was initiated. Jennifer will look at the current instructions to security to see what is the standard.
- vi) Dumpsters at buildings are being used by the public. No action items stated.

7) Adjournment:

- Next meeting scheduled for July 15th.