



Joint Health and Safety Committee Meeting
Facilities
Friday, May 1, 2026 – 1:30 PM
355 King Street West, Kingston, Ontario – Room 136B

Labour	4/5
Management	3/5
Guests	4

Labour Representatives

First Name	Last Name	Role	Representative	Present
Steve	Senechal	Co-Chair	CUPE 229	Y
Kyle	De Smidt	Worker	CUPE 229	Y
Curtis	DeGraaf	Worker	CUPE 229	Y
David	Gerrish	Worker	USW 2010	Y
Xin	Li	Worker	Non-Unionized	N

Management Representatives

First Name	Last Name	Role	Representative	Present
Ali	Basra	Co-Chair	Management	Y
Nathan	Splinter	Mgmt.	Management	Y
Matt	Savoie	Mgmt.	Management	N
Phil	Wright	Mgmt.	Management	Y

Guests

First Name	Last Name	Role	Representative	Present
Jennifer	McKenzie	Guest	EHS	Y
Lisa	Crosbie-Larmon	Guest	Management	Y
Nicholas	Nahorny	Secretary	Facilities	Y
Brooke	Maurier	Guest	Facilities	Y

1. WELCOME & INTRODUCTIONS

a) AB welcomed the committee and the meeting was called to order. b) Introductions of those in attendance were completed and quorum was met. c) Land Acknowledgement was conducted by SS.	Action for/by:
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2. ACCEPTANCE OF AGENDA

Motion: CD Seconded: SS Carried	Action for/by:
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3. ACCEPTANCE OF PREVIOUS MINUTES

Motion: KS Seconded: CD Carried	Action for/by:
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4. MEMBERSHIP UPDATES

- Worker members are finding little interest when looking for alternate members to join this Committee as workplace inspectors. - Currently, JH is the only alternate member for this Committee. - New hire TS will eventually be replacing AB to participate as a management member on this Committee.	Action for/by:
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5. UNFINISHED BUSINESS

a. Confined Space Program - EHS has installed 96 signs so far across Campus including the CHP to identify documented confined spaces. There are still 44 confined spaces remaining for signs to be installed. - There have been some issues affixing the confined space signs to manholes. In some instances, placing these signs has created a tripping hazard due to the increased height when adding a sign to the top of the manhole. - A Committee member mentioned that there may be better ways to mark manholes instead of using these signs.	Action for/by: a. JM and NS to provide further update at the next meeting
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• While another Committee member questioned if a manhole would ever not be considered a confined space, and whether it may be easier to simply define all manholes as confined spaces. • To conclude the manhole debate, the Committee agreed that the Confined Space Program will continue to define all manholes as confined spaces which will also be included in the training, and therefore signage is not required. • The next component of the program to be completed is Confined Space Awareness training for those that require it. • Confined Space Entry training has already been completed by CHP staff.	
b. Inspection Workflow Procedure • MS and BM met with OrangeQC regarding workplace inspection scheduling and editing of the current building responsibilities within the program. • BM has been given the needed account credentials to make changes within OrangeQC and will update as needed when the new spreadsheet of inspection responsibilities is provided. • Worker members are finalizing the revised inspection schedule and will provide it to the Committee upon completion.	b. MS and BM to provide further update at the next meeting
c. Chemical Safety – Custodian • MS is currently in the process of canvassing all custodial staff on PPE preferences. • Once all staff have had the opportunity to participate and provide their PPE preferences, the required PPE will be determined and ordered.	c. MS to provide further update at the next meeting
d. Preventative Remediation for ACM • Facilities have a priority list for the removal of ACM tiles in the worst condition across Campus, and these specific sites are identified in the HMIS system. • The DM will be used to fund this project, beginning with the areas identified as poor first.	d. AB to provide further update at the next meeting
e. Stantec Audit • The results from the Stantec audit have now been shared with Facilities and EHS, who each have different responsibilities when it comes to this report. • The new EHS electronic platform software will be able to incorporate many aspects of this report.	e. i) AB to share copy of this

• There were no reported incidents in April in direct relation to this JHSC Committee. • However, there was a lost time injury that occurred in April involving a Queen's staff member, which is indirectly related to this Committee. • The incident occurred outside of Summerhill, when an employee tripped and broke their foot while walking over a damaged portion of the sidewalk. • EHS was notified of the injury, and the MOL attended the scene. EHS has since put barriers in place and painted the sidewalk to indicate the hazard. • Facilities have committed to correcting the broken sidewalk to ensure the safety of staff and the community.	Action for/by:
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a. Grounds Areas Inspection Follow-up PW spoke with Insurance regarding trip hazards specifically relating to sidewalks and interlock across Campus.	Action for/by:
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- NS and BM are going to investigate the issue further and contemplate possible solutions/technology that are feasible to be implemented.

9. EHS UPDATE

- EHS is offering various upcoming training opportunities, including inspection training June 18th, safety officer training including fire extinguisher training May 6th, and supervisor training May 14th.
- After a lengthy and detailed selection process, a new electronic platform has been confirmed and EHS is now taking the next steps with Procurement towards implementation.
- SOP review and updates are ongoing, and when more are completed, they will be included in the EHS newsletter.
- The ergonomics program is business as usual, individuals or departments must contact EHS to have an assessment scheduled.
- The new and improved WHMIS training program is almost finalized, and it will be much easier for staff to navigate and complete.
- More training updates are on the radar of EHS and will be updated as needed.

Action for/by:

10. ROUND TABLE

Action for/by:

11. NEXT MEETING DATE

- The next meeting is scheduled for May 22, 2026, at 355 King St. West, room 136B at 10:00 AM.
- It has been noted that throughout the summer months to avoid meetings on Mondays and Fridays, if possible, due to potential vacation conflicts.

Action for/by:

12. ADJOURNMENT

Motion: CD
Seconded: KD
Carried – Meeting was adjourned at 3:00 PM.

Action for/by: