

**Queen's University Department of Family Medicine  
Joint Health and Safety Meeting**

**AGENDA**

**INFORMATION FOR MEETING:**

Friday April 21, 2023  
12:30pm

Join Zoom Meeting

<https://queensu.zoom.us/j/94720316266?pwd=RVpvREd6Z2RnQUFKeWpoUUQrT2plQT09>

Passcode: 268209

Members: Matthew MacArthur, Heather Drouillard, Jennifer MacDaid, Tammy Parr, Laura McDiarmid, Kim Wallace, Lynne McQuarrie, Rhonda Gauthier, Ashleigh Van Luven, Mandy-Lynn Ashley, Mary Martin, Brooke Lloyd, Dr. Arthur Werner

Regrets: Jennifer MacDaid,

	<b>Item</b>	<b>Lead</b>	<b>Time</b>	<b>Action or Information</b>
<b>1.</b>	Welcome & Approval of the April 2, 2023 Agenda <ul style="list-style-type: none"> <li>• Approval of the Agenda</li> <li>• Agenda reviewed and approved by chair.</li> </ul>	Chair	2 min	For Approval
<b>2.</b>	Approval of the Feb 24, 2023, Minutes <ul style="list-style-type: none"> <li>• Approval of the Feb 24<sup>th</sup> minutes, approved by Tammy Parr and seconded by Mary Martin.</li> </ul>	Chair	2 min	For Approval
<b>3.</b>	Review of Previous Action Items <ul style="list-style-type: none"> <li>• Building access over the lunch hour, buildings will be locked down from 12:00 pm-1:00 pm, to allow staff to have a break.</li> <li>• The issue identified with building being locked, an individual was not able to exit the building at Haynes Hall by activating the accessibility button on the inside during the lunch hour, due to the electric strike not releasing the exterior door. This issue is being addressed by DFM IT, Terry Black and Kent Hamilton as well as locksmith from Queen's facilities.</li> <li>• Locksmith rectifying the situation by simply rewiring the accessibility button.</li> </ul>	All	5 min	Discussion

	<ul style="list-style-type: none"> <li>Unauthorized access into the building over the lunch hour is still happening. A reminder to be sent out to staff to be mindful on who they are giving access to when they are leaving the building over the lunch hour.</li> </ul>			
4.	<p>HH HVAC Update</p> <ul style="list-style-type: none"> <li>Power interruption recently due to recent lightning storm, power dips affected the HVAC system, 2<sup>nd</sup> floor at Haynes Hall temperature increased, which made interruption in patient care as we moved the clinic to 220 Bagot. This allowed us to pivot our operations for the safety of our staff and patients and showed we can still operate under certain interruptions.</li> <li>Monitoring of HVAC system will continue.</li> </ul>	M. MacArthur/ Heather Drouillard	5 min	Information
5.	<p>Fire Alarm System</p> <ul style="list-style-type: none"> <li>Pull stations have been updated and relocated to Aoda standard heights, as they were previously mounted too high on the wall.</li> <li>Fire alarm panel at Haynes Hall has been replaced.</li> </ul>	M. MacArthur	5 min	Information
6.	<p>Inspection schedule/completion progress</p> <ul style="list-style-type: none"> <li>Inspection schedule to be placed on the SharedDrive with the help from Terry Black and Kent Hamilton (DFM's IT) to ensure everyone has access to the inspection schedule.</li> </ul>	Matthew MacArthur	5 min	Information
7.	<p>Next Meeting- June 23, 2023</p> <ul style="list-style-type: none"> <li>Rhonda Gauthier will be the Chair for the next meeting on June 23, 2023</li> </ul>	Matthew MacArthur	5 min	Information