

# Minutes



<b>Meeting:</b>	<b>Arts and Science Joint Health and Safety Committee</b>	<b>Date &amp; Time:</b>	<b>9 August 2023 10.30 am</b>
	<b>Microsoft Teams</b>		
<b>Chair(s):</b>	<b>Paul Bass</b>		
<b>Attendees:</b>	<ul style="list-style-type: none"> <li>• Islamiat Abidemi Raji, Paul Bass, Monika Holzschuh (Recorder), Dan Langham</li> </ul>		
<b>Regrets</b>	<ul style="list-style-type: none"> <li>• Cormac Evans, Terry O'Reilly</li> </ul>		

Discussion Item	Attachment
<p>1. Call to Order at 10.37</p> <ul style="list-style-type: none"> <li>○ Due to the lack of quorum, no votes or decisions could be taken. This was a short meeting with a focus on inspections.</li> </ul>	
<p>2. Approval of Agenda</p> <ul style="list-style-type: none"> <li>○ Approved</li> </ul>	
<p>3. Discussion &amp; Business Arising from 31 May Minutes</p> <ul style="list-style-type: none"> <li>○ No business arising. Approval of the Minutes deferred to next meeting.</li> </ul>	
<p>4. Co-Chair's Reports</p> <ul style="list-style-type: none"> <li>○ 3-day Certification training – Part I has taken place 20-22 June, Islamiat participated and found it very helpful especially in view of inspections. Part II to take place in October. Next certification training next summer (once per year unless there is a larger group that needs it sooner).</li> <li>○ Inspections: The SOP on Inspections and Safety Officer: Roles and Responsibilities documents were included with the Agenda. Committee Members are to familiarize themselves with these documents and include them when scheduling an inspection.</li> </ul>	

Discussion Item	Attachment
<p>One problem with inspections is the lack of members. The unions have mostly filled all positions, but with resignations and leaves, Paul is the only one of what should be 5 management members. EH&amp;S is aware of this situation and recruiting.</p>	
<p>5. Report of Injury - Form 7 for review</p> <ul style="list-style-type: none"> <li>○ Deferred</li> </ul>	
<p>6. Inspection Schedule</p> <p>The following inspections should be completed by the end of September:</p> <p>English Department – Daniel and Paul in September</p> <p>Dan School of Music and Drama – Terry and ?</p> <p>Strathy Language Unit and Gender Studies – Monika and Islamiat</p> <p>Please find an updated Inspection schedule in our Teams folder and attached.</p>	
<p>7. Other Business/Discussion Item</p> <ul style="list-style-type: none"> <li>• Director's Report Dan thanked committee members for their feedback on the revisions Workplace Violence Policy document. They have been considered and the document is now with senior leadership. We had also provided comments on the <i>Terms of Reference for JHSCs at Queen's</i>; these will also be considered and adjustments made.</li> </ul>	
<p>8. Next meeting:</p> <ul style="list-style-type: none"> <li>• We will follow a bi-monthly schedule - the next meeting is tentatively set for Wednesday, 18 October at 10.30 am.</li> <li>• Adjourned at 11.01 am</li> </ul>	