

# Agenda



<b>Meeting:</b>	<b>Arts and Science Joint Health and Safety Committee</b>	<b>Date &amp; Time:</b>	<b>March 29th at 2:30pm</b>
	<b>Microsoft Teams</b>		
<b>Chair(s):</b>	<b>Terry O'Reilly; Paul Bass</b>		
<b>Attendees:</b>	<ul style="list-style-type: none"> <li>Terry O'Reilly (late), Jeananne Vickery, Melissa Grant, Karen Beaubiah, Cormac Evans, Lindsay Lee, Dan Langham, Daniel Reddy, Paul Bass, Tina McKenna, Islamiat Abidemi Raji</li> </ul>		
<b>Regrets</b>	<ul style="list-style-type: none"> <li>Monika Holzschuh</li> </ul>		

Discussion Item	Attachment
1. Call to Order	
2. Approval of Agenda <ul style="list-style-type: none"> <li>Approved</li> </ul>	
3. Discussion/Follow-Up of Minutes from January 25 <sup>th</sup> , 2023 <ul style="list-style-type: none"> <li><a href="#">FAS Joint Health and Safety Agenda - January 25, 2023.docx</a></li> <li>Business Arising from the Minutes:               <ul style="list-style-type: none"> <li>Cleanliness                   <ul style="list-style-type: none"> <li>Improvements being seen, but will take some time to fully improve</li> <li>Dan is staying on top of this and communication with committees</li> <li>It's a high threshold when it cleanliness becomes a health and safety issue</li> <li>Some confusion may have been because there was a "pandemic cleaning" standard where more comprehensive cleaning was required. As Facilities return to regular cleaning schedules, this will improve the ability to move forward efficiently.</li> </ul> </li> <li>Training Reminders                   <ul style="list-style-type: none"> <li>WHIMIS, safety training, etc. - reminders to managers to ensure that all new hires are trained accordingly (especially summer students)</li> <li>EHS will be sending out an orientation email shortly</li> </ul> </li> </ul> </li> </ul>	

Discussion Item	Attachment
<p>4. Co-Chair's Reports</p> <ul style="list-style-type: none"> <li>• Facility Condition Assessment tours <ul style="list-style-type: none"> <li>• Is EHS involved with these external walk throughs? No; doesn't concern the committee.</li> </ul> </li> <li>• New website/OCASP system roll-out <ul style="list-style-type: none"> <li>• <a href="https://www.queensu.ca/risk/safety/OCASP">https://www.queensu.ca/risk/safety/OCASP</a></li> <li>• Now called START; focus on better navigation and usability</li> <li>• Communications will be sent by EHS department; orientation sessions will also be offered. Talk to Sandra Jeffers if additional sessions need to be offered.</li> </ul> </li> <li>• Thanks to everyone on their hard work thus far this term!</li> </ul>	
<p>5. Report of Injury - Form 7 for review (x2)</p> <ul style="list-style-type: none"> <li>• Student staff was helping another student use a small band saw and cut thumb <ul style="list-style-type: none"> <li>• Department completed retraining with the individual</li> </ul> </li> <li>• Stat member was using pliers to open bottle, cut finger and required stitches <ul style="list-style-type: none"> <li>• Was trying to open an old bottle safely; couldn't have foreseen that the bottle would have exploded</li> <li>• Department has ordered gloves to better open old bottles</li> </ul> </li> </ul>	x
<p>7. Inspection Schedule</p> <ul style="list-style-type: none"> <li>• Kinesiology Inspection <ul style="list-style-type: none"> <li>• Check in with Monika</li> </ul> </li> <li>• Sociology Inspection and Response <ul style="list-style-type: none"> <li>• Completed - Building looks great!</li> </ul> </li> <li>• English Inspection - overdue <ul style="list-style-type: none"> <li>• Check in with Monika</li> </ul> </li> <li>• <b>ACTION Paul:</b> Connect with Monika about booking new inspections; focus on pairing new and experienced staff</li> <li>• General Inspection Language <ul style="list-style-type: none"> <li>• Used as template and updated according to the department</li> <li>• <b>ACTION Paul:</b> Ensure everyone has access to template and standard operating procedures</li> </ul> </li> </ul>	x
<p>8. Other Business/Discussion Item</p> <ul style="list-style-type: none"> <li>• Bookshelves <ul style="list-style-type: none"> <li>• Old bookshelves - secure it! Newer bookshelves are often weighted</li> </ul> </li> </ul>	x

Discussion Item	Attachment
<p>and do not need to be secured. Use email from EHS as a guide.</p> <ul style="list-style-type: none"> <li>• Elevators <ul style="list-style-type: none"> <li>• Stretchers fitting in elevators - committee issue? <ul style="list-style-type: none"> <li>• <b>ACTION Dan:</b> Check with Facilities about modernization</li> </ul> </li> <li>• Watson Hall elevator back up and running</li> <li>• Ontario Hall elevator is down - how do we disseminate information to those who have accessibility requirements? <ul style="list-style-type: none"> <li>• Information is sent to relevant departments to work with those staff/students</li> <li>• If we know an elevator will be down, it would be useful to advise timetabling to limit disruptions to those with accessibility needs</li> </ul> </li> </ul> </li> <li>• Certification training will also be offered to new staff; first session in May/June and part two will be in late summer</li> </ul>	
<p>9. Next meeting: May 31st, 2023 at 2:30pm</p>	