

Minutes



Meeting:	Arts and Science Joint Health and Safety Committee	Date & Time:	October 28th, 2022 at 2:30pm
	Microsoft Teams		
Chair(s):	Terry O'Reilly; Paul Bass		
Attendees:	<ul style="list-style-type: none"> Terry O'Reilly, Monika Holzschuh, Paul Bass, Tina McKenna, Melissa Marcucci Grant, Carolyn Bonta 		
Regrets	<ul style="list-style-type: none"> Matthew Colby, Dan Langham, Lindsay Lee 		

Discussion Item	Attachment
1. Call to Order <ul style="list-style-type: none"> Paul called to order, seconded by Carolyn and Monika 	
2. Approval of Agenda <ul style="list-style-type: none"> Terry approves the agenda, seconded by Carolyn with amendment to date of last minute 	
3. Discussion of Minutes from August 31, 2022 <ul style="list-style-type: none"> Terry, Dan and Paul are working on them. Dan needs to approve those and then they will be circulated. Minutes will be circulated via email. 	
4. Business Arising from the Minutes <ul style="list-style-type: none"> PSAC won't pay contractors without approval of minutes. With new staff, deadlines will be adhered to. 	
5. Co-Chair's Reports <ul style="list-style-type: none"> Harassment and Discrimination Policy <ul style="list-style-type: none"> Harassment and Discrimination Prevention and Response Policy University Secretariat and Legal Counsel (queensu.ca) Changes to how information is being reported, with a focus on information accessibility. Meeting frequency - quarterly? <ul style="list-style-type: none"> Carolyn: Fluctuates based upon number of inspections. Helpful to 	X

Discussion Item	Attachment
<p>share information in a timely manner to discuss trends, etc. Bimonthly would be helpful.</p> <ul style="list-style-type: none"> • Monika: Bimonthly would help us to stay on track, at least until we are back on track. • Tentative Decision: Meetings will be bimonthly, starting in November. (Official vote will be sent along via email.) 	
<p>6. Establish Inspection Schedule</p> <p>https://queensuca.sharepoint.com/:w:/r/teams/GROUP-FAS-JHSC/_layouts/15/Doc.aspx?action=edit&sourcedoc=%7B9ee91d11-1a8e-45b1-9ec2-d62f6b5aece2%7D&wdOrigin=TEAMS-ELECTRON.teamsSdk.openFilePreview&wdExp=TEAMS-CONTROL&web=1</p> <ul style="list-style-type: none"> • Monika - Challenging to find someone for Kinesiology, as requires 5 hours. Need to do Dan School, Theological Hall, English, Geography and Planning. <ul style="list-style-type: none"> • KINE - Monika/Carolyn • Theological Hall - Terry/Tina (Nov 9th at 1:30pm - for 1.5 to 2 hours) • English/Sociology/Gender Studies - can be combined in John Watson - Monika/Paul in early December • Geography and Planning - Matthew • Dan School - Carolyn/Terry • ACTION: Monika to update the list with this information. 	
<p>7. Report of Injury - Form 7 for review (x1)</p> <ul style="list-style-type: none"> • Worker cut hand on bench vice at the Biology Station. <ul style="list-style-type: none"> • The worker was not wearing gloves at the time. • ACTION: Paul to follow up with QUBS Operations Manager to ensure that all policies are being followed. 	x
<p>8. Other Business/Discussion Item</p> <ul style="list-style-type: none"> • Concerns over lack of membership <ul style="list-style-type: none"> • Tina: Union plans to send out an email to USW staff. • Terry: Keep on encouraging Dan to find Managers, in particular. • Mel: Can there be rotating commitments from all FAS departments? • Paul: Important to set realistic timelines and expectations, as everyone is busy. • QUBS - are they managed by this committee? <ul style="list-style-type: none"> • Carolyn: In the past, it was decided that QUBS is so small that they manage their own incidents internally. Should we be reviewing these reports? There needs to be consistency. • ACTION: Terry/Paul to follow up with Dan on this 	

Discussion Item	Attachment
<ul style="list-style-type: none"> • Concerns regarding cleanliness <ul style="list-style-type: none"> • Paul: Custodial services have been having staffing concerns, which is why spaces are not being safely cleaned. Wait until the new year before we exert pressure. • Monika: Custodial staff are also frustrated - lack of pay and only asked to do one task all over campus. • Tina: Leads to lost time. Not completing tasks efficiently. Relationships/community lost. 	
<p>9. Next meeting: End of November (Wednesday, November 30th)</p>	

Approved Terry O'Reilly