

## FACULTY OF ENGINEERING AND APPLIED SCIENCE JOINT HEALTH AND SAFETY COMMITTEE MEETING

### MINUTES

Wednesday, July 18, 2023

10:30 am - 12:00 pm

Remote Teams Meeting

Present:

*Kelly Sedore (Chair), John McKay (Co-Chair), Nick Jewitt, Peter Rowsome, Nicolas Hudon, Natalie Niro, Eric Tremblay, Samantha Samson, Dan Langham, Larry Steele, and Angela McCracken (Secretary).*

Regrets:

*Gabe Whan, Graeme Boyd, Kyle Strike, and Matthew Lee.*

\*Message: this is the last JHSC meeting for Kelly Sedore 😞 Dan Langham will reach out to determine who the replacement will be for Chair/Co-Chair. The committee will need a Worker Rep for the next JHSC Meeting on October 18, 2023. It will be up to the committee members to sort this out. Kelly indicated an individual's name who will help with the Designated Safety Officer.

1. The meeting was called to order by Kelly Sedore
2. Injury/Incident Reports: none
3. Workplace Inspection Reports:
  - Dupuis Hall on June 14, 2023 – Inspection Report was received. Samantha was at the inspection and had no comments or questions.
  - Godfrey Field Site and Kennedy Field Station on June 27, 2023 – Inspection Reports have not been received. Follow up with John, Gabe, Larry, Graeme (DSO) who were at the inspection to obtain the copy.
4. Old Business:
  - Inspection schedule – please sign up for inspections. Angela will forward the members including Nick a copy of the Excel Spreadsheet Inspection Schedule 2023-2024. Reminder - do not sign up for an inspection of your own area.

#### MOL Field Visit Reports:

- Designated Substance Assessments – Dupuis Hall – John indicated that there weren't any JHSC comments or concerns raised when the email was sent out to the members for their review. It was well-covered, and no concerns have been left on the issue. Will be

able to get the lab back up and running. This can be crossed off the 'Old Business' Agenda for the next meeting on October 18, 2023.

- Workplace Safety and Prevention Process – No issues or comments about the document from the members.
- Revised Workplace Violence Policy & Procedure – Dan indicated the information about timelines and in the process of reviewing not only from JSHC, but the Policy & Procedure needs to change.

Nicolas had a question about the policy regarding the definition of 'workplace' as he is confused about the definition. Example - would a professor at a conference be considered the workplace? Dan answered and stated it is a two-element scope – either on-campus property or at an off-campus location (example: being on Teams in your home/hotel), these locations would be covered as it's considered to be Queen's University property. If anyone has any questions, please send Dan any comments for the review.

5. New Business:

- Nick Jewitt has replaced Chelsea Elliott effective July 17, 2023.

6. Next Meeting – To be held on October 18, 2023, from 10:30 am - 12:00 pm – Remotely via Teams.

7. Meeting adjourned by Kelly Sedore. Nick motioned to adjourn. Seconded by John.

Angela McCracken July 19, 2023



John McKay,

Co-Chair FEAS JHSC