

## Faculty of Engineering and Applied Science, Joint Health and Safety Committee Meeting

### Minutes

Wednesday, October 18, 2023

1030 am - 1200 pm

Remote Teams Meeting

Present: John McKay, Samantha Samson, Kyle Strike, Larry Steele, Angela McCracken, Nicolas Hudon, Eric Tremblay, Noushin Rajabalinia, Natalie Niro, Graeme Boyd, Matthew Lee, Dan Langham

Regrets: Gabe Whan, Peter Rowsome

1. The meeting was called to order by: John McKay
2. Injury/Incident Reports: None
3. Workplace Inspection Reports:

-Energy Lab - Reactor Material Testing Laboratory, Storage Facility, and Wastewater Transfer Station on August 30, 2023:

-There have been 2 HVAC components stolen. Dan Langham suggested that Mechanical Engineering have Campus Security do an audit, and that they need to be engaged in the project process.

To Do: John McKay will speak to Gabe Whan.

-Beamish-Munro Hall, Jackson Hall and Teaching and Learning Space on August 23, 2023:

-Beamish-Munro Hall (Level 1) has a storage space which is shared with the Tea Room. The Tea Room has a mix of food supplies and office-related items in the same space. It is cleaner since David Yokom's group (Innovative Educational Initiatives) moved out to their new location at 385 Princess Street.

To Do: John McKay, Kyle Strike, Angela McCracken will coordinate a time to have a look at Beamish-Munro Hall's storage room and assess the space.

Comment: The Inspection Team mentioned that technical staff be present at future inspections at Beamish-Munro Hall. The technical staff is Vanessa Wood, Reza Basirian, Steve McNally, and Mike Vanberkel.

To Do: Need to coordinate inspections at the new location 385 Princess Street for David's team. Angela will let Kyle know that this request needs to happen.

Kyle – Will coordinate the ILC Technician(s) to be present for the future BMH Workplace Safety Inspections starting in 2024. Angela will advise Kyle of the date so that they are given advance notice of the inspection.

#### 4. Old Business:

- A name has been put forth for Kelly Sedore's replacement.

-Angela: asked if members could sign up for Workplace Safety Inspections. Management Representation will be needed for the upcoming Walter Light Hall Inspection on October 25, 2023 - John signed up. Angela will post the Workplace Safety Inspection Schedule in the folder for people to sign up. Angela will post the updated Contact List for the members. Angela will post the bulletin information.

To Do: John will provide Angela with graphic of required information.

#### Comment:

Eric: Danielle Sanderson is the permanent Departmental Safety Officer, Chemical Engineering. Srijit Nair also has the training and will be Danielle's backup.

MOL Field Reports: None

#### 5. New Business:

-Introduction to our new hire, Noushin Rajabalinia, as Worker Representation PSAC 901-2 for Chemical Engineering. Welcome Noushin!!!

-Natalie: Incident Reporting and Communication Measures:

Natalie presented slides on training gaps for Graduate students/Postdoctoral Fellows. These employees/students are often at Queen's for as little as a year, and report to researchers and onboarding appears to be inconsistent between different groups. Behaviors are not demonstrably consistent with the JHSC training course material and required outcomes. **See attached slides.** John McKay will discuss the issue with Faculty Human Resources to offer support for a standardized onboarding process with possible support from the Engineering Teaching and Learning Team (ETLT).

#### Comments:

-Dan: 1. Workers need to report all incidents/accidents to their supervisors. 2. Supervisors need to report to the department. Departments need to communicate with Environmental Health & Safety and to the union if necessary (including non-critical incidents) to Environmental Health & Safety within 24 hours. Note: **WSIB reporting times have been reduced to 3 days.** 3. Awareness of Right and Duties – there is not an awareness of duties.

Dan's link for Incident Reporting and Investigation:

[https://www.queensu.ca/risk/sites/rsswww/files/uploaded\\_files/EHS/SOPs/WSIB/SOP-](https://www.queensu.ca/risk/sites/rsswww/files/uploaded_files/EHS/SOPs/WSIB/SOP-)

[IncidentsWSIB-02%20\(%20Incident%20Reporting%20%26%20Investigation\)%20.pdf](#) . Close to releasing a new Newsletter for Environmental Health & Safety in the very near future. New highlights and onboarding are coming. People need to be onboarded properly and know their Awareness of Rights and Duties. Standard Operating Procedures (SOP) need to be known and people need to report asap. In the SOP, there is a hazard reporting process.

-Noushin: Postdoc students are here for one or two years. These students don't know that they have this responsibility. They need to be aware of what they are to do.

-Natalie: There is a lot of info overload for the Grad and Postdoc students, and it is overlooked during their training; the Postdocs need to know. Grad and Postdocs need to limit the amount of work that they do.

-John: Eric's group, ETLT, have modules that the students must make choices/knowledge checks/ etc. They get to the point quickly and make points clearly.

-Eric: Engineering has experience in how to design, training and educational experiences. The issue is ONBOARDING!! Does Engineering do enough to express the importance of safety and training, etc.? A training package may need to be done.

-John: What could be the mechanism? Do we put out a survey? What do we do?

-Eric: Should HR start to talk to people to find out the degree of the issue? Is more consistent onboarding needed? Teaching Assistants have standardized training. HR in Engineering should be engaged directly. This may be the path directly to engage.

To Do: John will engage HR and talk to Christa Camirand.

Natalie: Reporting of Safety Incidents – Natalie has two different views: (things are not being reported)

Looking Forward:

Reporting – (critical/effects work) reporting structure seems inefficient. (non-critical) should we have a system (across FEAS) for reporting non-critical injuries?

Awareness of Rights and Duties – Supervisor Health and Safety Training made mandatory (or highly encouraged)? Students and Postdocs come and go, an ongoing culture of safety needs to start with supervisors.

-John: The new facility at 385 Princess Street will need to be worked it into the Inspection Schedule.

To Do: John will do the preliminary site survey the week of October 30<sup>th</sup>, 2023. Summary to David Yokom and JHSC.

-John: Mechanical Engineering has mold in the air duct spaces. Environmental Health & Safety is working on it. A good catch by Mechanical!

Comments:

Nicolas: Who is in charge of asbestos that was found in Dupuis Hall? Is Dan aware of this? Yes. Dan has been pulled into this.

Dan: The space in Dupuis Hall has asbestos material with white flakes coming off. The lab was shut down to figure out what was going on. Air samples were taken, and nothing was in the air. It was below the regulatory limit. From the risk point, it was very low for risk-potential. Facilities has an external contractor to pull the material out of the room for the use of the space. Was supposed to happen today – October 18, 2023.

-Dan Langham Updates from Environmental Health & Safety:

1. JHSC - continue to keep an eye on Covid, respiratory syncytial virus (RSV) and influenza. A Respiratory Illness webpage has been created <https://www.queensu.ca/risk/respiratory-illness-information> - there is now a redirect from the old Covid page.

Individuals are encouraged to monitor for symptoms prior to coming to campus, attending class, or activities. Individuals who are ill are encouraged to follow the guidance of KFL&A Public Health with respect to managing their symptoms and stay up to date with vaccinations as respiratory illnesses such as Covid-19, respiratory syncytial virus (RSV), and influenza continue to circulate in the community. The general population will have access to a new Covid-booster/vaccination and Influenza vaccination. The new webpage developed by Risk and Safety Services provides guidance to the campus community about minimizing the risk of illness and how to respond to symptoms should they arise. There will be more news to come.

2. The SeQure mobile safety app for Covid Screening has been decommissioned. The module has been pulled off the SeQure App. Use the active link on the Respiratory Illness page.

There is a new SeQure App campaign to make individuals aware the app exists and to have it available on their cell phones. It will have a ton of safety and security information readily available. It has been distributed to the Safety Officers. If an emergency happens it is important that people know! The test also helps keep the app active. Both Google and Android have functions to remove inactive apps. Push messages will be happening more often now, and individuals are encouraged to go to the settings to be able to receive push notifications – see the link with more information <https://www.queensu.ca/risk/security/sequire-app>

3. A lot of work has been done with emergency phones and this will be advertised and posted.

4. At the end of summer a test of Emergency Notifications Systems was done. The system was activated with a campus-wide public address system with emergency tones and pre-recorded messages. Campus and Security has information, etc. Another test will happen in December near the holiday break. Updates are being done to the system.

5. Verbal Intervention Training has been added to the HR Learning Catalogue <https://www.queensu.ca/risk/verbal-intervention-training-added-hr-learning-catalogue>. Training will provide you with skills and knowledge you need to recognize and manage crisis behaviours you may encounter in the office or classroom.

Comments:

John: John participated in the Verbal Intervention Training and indicated that there was good information. Recommends that a number of points were not self-evident. There are undersubscribed dates in November that people can sign up for (see above link to register). Front-facing people will benefit from participating in the session.

Dan: Yes. Dan agreed with John that there is good information in the Verbal Intervention Training session.

Eric: Is there a campus-wide Safety Policy? Are scooters allowed in buildings? Is there documentation?

Dan: The Facilities Office webpage has information regarding bicycle storage, Regulations, etc. <https://www.queensu.ca/facilities/services/commuter/cycling> . Dan will send the link. There are two issues with bikes – fire code issues and cleanliness issues like bringing stuff in on the tires. The draft SOP talks about e-bikes and e-scooters, and the rules as these are emerging fields which tech hasn't caught up with yet. Potential issues have been identified, for example, storage issues. We are seeing reports from around the world about fires starting – which is a significant concern! Non-CSA issues – bikes with the wrong charger, etc. There is more to come about this issue. The SOP will acknowledge research information such as robotics and batteries.

To Do: Dan will send the link for the Facilities Office webpage.

5. Next Meeting: January 17, 2024

6. Meeting adjourned by: John McKay

Seconded by: Nicolas Hudon



John McKay, FEAS JHSC, Management Chair

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Date