

Queen's University Department of Family Medicine
Joint Health and Safety Meeting

INFORMATION FOR MEETING:

Friday Dec 2, 2022
 12:30pm

Members: Matthew MacArthur, Heather Drouillard, Jennifer MacDaid, Tammy Parr, Laura McDiarmid, Kim Wallace, Lynne McQuarrie, Rhonda Gauthier, Ashleigh Van Luven, Mandy-Lynn Ashley, Mary Martin
 Regrets: Mary Martin, Ashleigh Van Luven

	Item	Action or Information
1.	Welcome & Approval of the Dec 3, 2022, agenda a. Agenda approved, no further additions	Approved
2.	Approval of the Sept 16, 2022, Minutes b. Motion from the chair to approve the Sept 16, 2022, minutes, approved by Jennifer MacDaid, seconded by Matthew MacArthur.	Approved
3.	Review of Previous Action Items – No action items for review a. Matthew/Heather /Laura to meet and discuss recycling of HH basement items. There are several items being stored in the basement, they are in the process of determining what will stay and what can go. There is no safety risk with the storage of the items, there isn't any blocking of egress routes, although some items are stacked in a potentially hazardous manner. Queen's facilities are slowly removing items from the pile. b. Heather and Matthew to further discuss HH building access over the lunch hour for deliveries Overall, there haven't been any concerns raised with having the doors locked over the lunch hour. There was one delivery that went to 220 Bagot as the doors were locked at HH and there was an instance of a package being left at the door at HH. If there are any further concerns, they can be addressed by the operations group as it's not a Health and Safety matter. Lynne shared a concern regarding the clogging up of patients that arrive right at 1pm for appointments, and if we could unlock the doors 5 min early for them to be	Review

	<p>registered. It is preferred that we keep the doors programmed for the same time, if the congestion of patients is too much we can revisit. Lynne will contact Jen if it is a concern.</p> <p>c. Kim provided an overview of the Global Health Day taking place at the Library and Four Point Sheraton today.</p>	
4.	<p>HH HVAC Update</p> <p>There have been various areas of concerns for temperature regulation in different areas of 115 Clarence Street. It has been reported that it's the result of a faulty network card, the manufacturer has been contacted for a replacement. It was suggested that a communication be sent out regarding the update so that they can report any specific areas of concern and get them looked after immediately. Matthew provided an update on the broader situation regarding the project management and facilities.</p>	Information
5.	<p>Alarm System Updates</p> <p>The Alarm system upgrade is going according to schedule. There have been a couple of issues due to equipment delivery delays. There are some areas that require some tidying up i.e., ceiling tiles need to remain intact until the work in that area needs to be done, there are some wires hanging down in areas, and the fire panel door is open. Most of the remaining work is going to be completed during the holiday closure when they can have full access, work should be completed in January.</p>	
6.	<p>Inspection schedule/Report on recent Inspection</p> <p>The inspection scheduled was reviewed and updated: October 2022 - Kim and Heather 220 Bagot -Basement and 3rd Floor November 2022- Kim & Laura- HH Basement and 3rd Floor December 2022-Rhonda and Matthew – 220 Bagot 1st Floor February 2023-Tammy & Jennifer</p>	Information
7.	<p>Next Meeting- Mid February 2023 after CaRMS</p>	Information