

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

**Minutes**

Thurs April 14, 2022  
 12:15 pm

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

**Regrets:** Rhonda Gauthier, Laura McDiarmid

	<b>Item</b>	<b>Action or Information</b>
1.	<p>Welcome &amp; Approval of the Agenda</p> <p>Motion from the Chair to approve the agenda, approved by Heather Drouillard, seconded by Jen MacDaid.</p>	Approved
2.	<p>Approval of the February 10, 2022 Minutes</p> <p>The committee reviewed the previous February 10<sup>th</sup> minutes, motion from the Chair to approve the minutes, motion approved by Mary Martin, seconded by Jen MacDaid.</p>	Approved
3.	<p>Review of Previous Action Items and Updates from the Chair</p> <p>Matthew provided an update on the HVAC repairs at Haynes Hall, the work continues but there has not been a completion date finalized.</p> <p>The main stairs at 220 Bagot Street have been repaired and reopened. The concrete has been reformed to ensure there is less of a drop on the last stair. No slip strips have also been replaced. Matthew cautioned that members should continue to monitor the status of the handrail as it is starting to corrode, the handrail to watch is the middle one, affixed to the stairs themselves.</p> <p>Matthew has sent out a departmental update on the panic alarm buttons, they have been tested and all should be working as intended in both buildings. He asked the committee members to familiarize themselves with the locations and purpose of the buttons, so we can answer any questions from staff members.</p>	Discussion
4.	Committee Membership	

	<p>Welcome Mary Martin, our newest member of the committee. Mary will represent the research portfolio.</p> <p>Welcome also to Mandy-Lynne Ashley, Haynes Hall 2. She will be representing the clinical perspective on the committee.</p>	
5.	<p>Queen's University Joint Health &amp; Safety Terms of Reference for Review</p> <p>The committee reviewed the various sections of the Queen's University Joint Health and Safety TOR document. Matthew thanked the members for their commitment to the safety of our staff members and patients, and in addition, to the ongoing monitoring of our facilities. It was noted that the committee is structured in a way to ensure there is representation from all areas of the department. The committee membership was reviewed, we are still in need of a co-chair.</p> <p>When completing inspections of the facilities there are inspection forms to be filled out, they can be found on the shared drive under the Joint Health and Safety Committee folder. Two people complete the inspections, one representing the worker and one representing the employer, this ensures the integrity of the process.</p> <p>The terms went on to explain procedures when there is a critical incident or a work stoppage. Matthew provided an example from the past when he had to implement a stoppage on a work site.</p> <p>A brief discussion ensued on the various protocols for COVID 19. Although the restrictions are easing up, we remain vigilant. Given that we are a healthcare setting our protocols continue to be enhanced and procedures stricter than the general university policies. Jen MacDaid is waiting to hear from Human Resources regarding the guidelines for our department. May 1<sup>st</sup> is when the university is easing their restrictions.</p>	Review
6.	<p>220 Bagot Street Main Entrance Update</p> <p>As discussed above</p>	Information
7.	<p>HH HVAC Update</p> <p>As discussed above</p>	Information
8.	<p>Inspection schedule/Report on recent Inspection</p> <p>Nothing outstanding to report on recent February/March 2022 inspections.</p>	Information

9.	Next Meeting-Early June	Information
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