



Joint Health and Safety Committee Meeting
Facilities
Friday, February 27, 2026 – 2:00 PM
355 King Street West, Kingston, Ontario – Room 136B

Labour	3/5
Management	3/5
Guests	5

Labour Representatives

First Name	Last Name	Role	Representative	Present
Steve	Senechal	Co-Chair	CUPE 229	Y
Kyle	De Smidt	Worker	CUPE 229	Y
Curtis	DeGraaf	Worker	CUPE 229	N
David	Gerrish	Worker	USW 2010	N
Xin	Li	Worker	Non-Unionized	Y

Management Representatives

First Name	Last Name	Role	Representative	Present
Ali	Basra	Co-Chair	Management	Y
Nathan	Splinter	Mgmt.	Management	Y
Matt	Savoie	Mgmt.	Management	Y
Phil	Wright	Mgmt.	Management	N

Guests

First Name	Last Name	Role	Representative	Present
Jennifer	McKenzie	Guest	EHS	Y
Jared	Houston	Guest	CUPE 229	Y
Nicholas	Nahorny	Secretary	Facilities	Y
Brooke	Maurier	Guest	Facilities	Y
Lisa	Crosbie-Larmon	Guest	Management	Y

1. WELCOME & INTRODUCTIONS

<ul style="list-style-type: none"> a) SS welcomed the committee and the meeting was called to order. b) Introductions of those in attendance were completed and quorum was met. c) Land Acknowledgement was conducted by SS. 	<p>Action for/by:</p>
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2. ACCEPTANCE OF AGENDA

<p>Motion: NS Seconded: KD Carried</p>	<p>Action for/by:</p>
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3. ACCEPTANCE OF PREVIOUS MINUTES

<p>Motion: MS Seconded: AB Carried</p>	<p>Action for/by:</p>
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4. MEMBERSHIP UPDATES

<ul style="list-style-type: none"> - The new worker Co-Chair is SS. 	<p>Action for/by:</p>
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5. UNFINISHED BUSINESS

<p>a. Confined Space Program</p> <ul style="list-style-type: none"> - Comments from the draft have been finalized and the application for the permit has been submitted. - EH&S has received 200 plastic signs and 200 stickers to be used for numbering and identifying confined spaces. More heavy-duty metal signs still to come. - EH&S is currently creating confined spaces database that will link signage to spaces. - Trades staff will all be trained in Confined Space Awareness. CHP staff and possibly other specific staff members will receive Confined Space Entry training. - Confined Space Rescue training will be reserved for external contactors for the time being. A collaboration document will be required between 3rd party and Queen's that meets legislative requirements. CHP staff may eventually receive this training as well. 	<p>Action for/by:</p> <p>a. EH&S and NS to provide further update at the next meeting</p>
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b. Inspection Workflow Procedure

- There have been 217 reported deficiencies since January 1, 2026. Fire stopping (19 instances) and general housekeeping have been the most common issues. The CHP, custodial closets, and electrical closets have been identified as areas of concern.
- JM, NS, SS, KD have met to review concerns around the inspection process and the follow up corrective actions.
- JM is implementing a new process to action items that are showing up on inspection reports as deficiencies.
- Items will be reclassified as those needing urgent attention, items that can be deemed low priority, and items that need more information.
- JM has meetings scheduled next week to review this new process. NN will manage the new spreadsheet that will include all reported deficiencies and Area Managers will address the deficiencies by importance.
- The goal of this new process is to increase accountability between managers and staff.
- This process is an interim fix until the new EH&S system is implemented in 2027.
- JM offered inspection related training to help inspectors feel confident and avoid additional work. Managers will also be offered this training.

c. Chemical Safety – Custodial

- MS is working closely with EH&S with many initiatives; chemical safety is going to be a focus including PPE usage.
- Memos have been posted and issued to all custodial staff regarding the chemical Enviromor. A tracking sheet has also been developed to keep track of this specific chemical.
- SDS reviews are taking place, at a recent custodial townhall staff identified googles opposed to face shields, as the preferred method of PPE for handling chemicals.
- The installation of permanent eye wash stations is still being discussed. Ideas include having a dedicated location in each building, and additional eye washing bottles in each custodial closet/sink.
- Four chemicals have been identified as high risk in either diluted or non-diluted form. Exposure would require full 15-minute flush.

d. Preventative Remediation for ACM

- More funding has been acquired for ACM remediation across Campus, this includes all ACM related items such as testing, removal, etc.

b. JM to provide further update at the next meeting

c. MS to provide further update at the next meeting

d. AB to keep the Committee up to date and provide

<ul style="list-style-type: none"> - The response to ACM used to be reactive, now it is going to be much more proactive and preventative year over year. - The ACM electronic database is functional, and physical binders are in place as references. Additionally, EH&S can now adjust the database, which used to only be possible by Pinchin. <p style="padding-left: 40px;">e. Committee Expansion</p> <ul style="list-style-type: none"> - The JHSC Co-Chair’s meeting is taking place March 24, 2026. - The Terms of Reference will be reviewed, and one of the topics scheduled for discussion is regarding the expansion of this Committee. <p style="padding-left: 40px;">f. EHS Audit</p> <ul style="list-style-type: none"> - Stantec and Queen’s are looking closely together to ensure the accuracy of data in the report. This verification of information is still ongoing due to the large volume of data. - Once all data is verified, Stantec will send back the draft to Queen’s. This is expected to be completed before the next JHSC meeting. <p style="padding-left: 40px;">g. Water inflow problems – 355 King St. West</p> <ul style="list-style-type: none"> - Funding has been acquired to address this ongoing issue. Facilities is submitting an intake request for this project. - Currently, there is no plan or timeline that has been established for the project. - The project management team and AB are working closely together regarding this initiative. 	<p>further update at the next meeting</p> <p>e. JM to provide further update at the next meeting</p> <p>f. AB to provide further update at the next meeting</p> <p>g. AB to provide further update at the next meeting</p>
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6. INCIDENT REPORTS

<ul style="list-style-type: none"> - There was one reported incident that occurred over the last month. - The incident involved a custodian who slipped while mopping stairs at 284 Earl St. - This individual’s injury is best described as a sprain or strain, and the impacted body part included the left ankle. This employee missed some time from work. - The cause of the injury was due to the custodian missing a step and twisting their left ankle, while moving from step to step during the mopping of the stairs. - It was noted the water and wet stairs did not contribute to the injury. - The way in which this individual was mopping the stairs (down to up) seems to be riskier, mopping the stairs the opposite way (up to down) would be considered safer. 	<p>Action for/by:</p>
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<ul style="list-style-type: none"> - More training and guidance may be needed to perform this task safely. - Accommodation and modified work for injured staff needs to be better addressed opposed to reporting many injuries as lost time injuries only. - Custodial townhalls (safety talks) are an idea to highlight specific tips around common custodial processes and would further foster health and safety culture between EH&S and Facilities. - Incident reporting for management and supervisory staff is scheduled to be a topic of EH&S training in the future. 	
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7. INSPECTION REPORTS

<ul style="list-style-type: none"> - There are ongoing issues in OrangeQC around the schedule of building inspections and assigning worker inspectors to appropriate areas. - A Committee member mentioned that more inspectors are needed to complete all the required building inspections. - A Committee member asked if the Terms of Reference could be changed to include Grounds workers as inspectors, given the larger workload that now includes the inspection of Grounds areas. - A Committee member asked if there is a possibility of alternative members that can complete inspections but don't formally need to be on the Committee. 	<p>Action for/by: JM to provide update as per Section 5. e)</p>
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8. NEW BUSINESS

<ul style="list-style-type: none"> - A Committee member requested an update on the status of the flood SOP. - Currently, the status of this SOP is unknown. JM has committed to find out more information and will report back to the Committee at the next meeting. 	<p>Action for/by: JM to provide further update at the next meeting</p>
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9. EHS UPDATE

<ul style="list-style-type: none"> - EH&S has updated the JHSC agenda and minutes template to streamline headings that need to be covered in each meeting, to accurately capture quorum, and clearly assign action items. - EH&S has scheduled new EHS platform demos in the coming weeks with three different companies. Twenty people from different departments across the University have been invited to attend these sessions. - EH&S has recently hired a new Fire Coordinator and Fire Pump Testing Assistant. 	<p>Action for/by:</p>
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<ul style="list-style-type: none"> - Some of the priorities for the new hires include Fire Safety Plan reviews, building fire occupancies, fire extinguishers, and fire pump procedures. 	
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10. ROUND TABLE

<ul style="list-style-type: none"> - A Committee member brought up the new legislation regarding breaker panels. - AB and JP are aware of this new legislation and have ordered the required Arc Flash suits (8-week delivery time). - Additionally, a SOP is being prepared to address the new legislative requirements. 	Action for/by: AB
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11. NEXT MEETING DATE

<ul style="list-style-type: none"> - The next meeting is scheduled for March 31, 2026, at 355 King St. West - Room 136B. 	Action for/by:
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12. ADJOURNMENT

Motion: SS Seconded: AB Carried – Meeting was adjourned at 3:13 PM.	Action for/by:
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