

***Residence Joint Health and Safety Committee Minutes***  
**Oct. 6, 25**

**Attendance:** A Laranjeira (Co-chair), S Smith (Co-chair), S Desveaux, C Furusawa, K Murphy, D Wilson

**Regrets:** D Hardy, K Newstead

### **1. Approval of Previous Minutes**

Copies of the minutes from the May 20, 2025, meeting were distributed for review.

- **Revision Request:** A Laranjeira requested a revision to clarify that there was discussion regarding safety footwear, but no consensus was reached.
  - It was agreed that the minutes should reflect that the discussion will continue with management.
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### **2. Safety Footwear Discussion (Oct. 6, 25)**

A detailed discussion took place regarding safety footwear requirements for staff on various shifts.

- Some staff members reported being told by management that safety shoes were not required unless performing setups or teardowns.
  - A concern was raised about inconsistent messaging and the potential liability and safety risks if workers are injured while not wearing required protective footwear.
  - It was clarified that from a safety perspective, footwear is required for any tasks involving furniture movement or setups, and that clarity is needed from management on policy enforcement.
  - S Smith will follow up with Assistant Manager(s) to confirm the context and current policy regarding safety footwear expectations.
  - The committee agreed that further discussion with management is required to ensure consistent communication and worker protection.
  - Discussion to continue regarding the interpretation and enforcement of footwear policy. No final decision was reached.
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### **3. General Updates (Oct. 6, 25)**

- **Naloxone (NARCAN) Kits:**  
In partnership with DHNS, 18 Naloxone kits are being installed across Residence buildings.
  - 16 kits are already in place.
  - 2 installations remain outstanding (Jean Royce 2 and Ban Righ) pending confirmation of suitable locations.
  - Kits are generally placed in lobbies or near front desks, in view of security cameras.
- **First Aid Kits:**  
A draft Standard Operating Procedure (SOP) will be circulated to the Joint Health and Safety Committee (JHSC) by email for review and discussion at the November meeting.

- **Safety Boards:**  
Updates have fallen behind. Responsibility will transition to the new Facilities Assistant Manager, expected to begin in early November.
  - **Inspections:**  
None completed yet for 2025.
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#### 4. Workplace Injury Statistics / Incident / Accident Reports (Oct. 6, 25)

- **Workplace Injury Statistics:**  
The Queen's University 2024 Workplace Injury Statistics Report has been released and will be shared by request via email.
  - **Window Blind Injury**
    - **Description:** Worker was lowering a window blind when it fell off the wall, landing on her thumb.
    - **Injury:** Thumb fracture and swelling.
    - **Action:** Worker returned to modified duties on May 22.
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- **Garbage Bag Injury**
    - **Description:** Worker carried a heavy garbage bag from the lobby to the dumpster. When throwing the bag in, they felt a pull.
    - **Injury:** Strain injury; two days of work lost.
    - **Return to Work:** Resumed regular hours with lighter duties.
    - **Discussion:**
      - Dumpster lids are heavy and difficult to open.
      - Previous injuries have occurred from lifting bags into high dumpsters.
      - Suggest exploring devices or design changes to make dumpsters safer (e.g., lowering height, adding lid-assist mechanisms).
    - **Solution:** If a bag is too heavy, ask for assistance or divide contents into multiple smaller bags.
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- **Wardrobe Door Injury**
    - **Description:** Worker was cleaning a wooden wardrobe when a door detached and fell onto their foot.
    - **Injury:** Severe pain, swelling, and difficulty walking/standing.
    - **Lost Time:** Four days.
    - **Action:** Consulted pharmacist; advised rest and medication.
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- **Chemical Splash (Eye Injury)**

- **Description:** Worker was retrieving cleaning cloths from a cart when a loose spray bottle nozzle flipped up, splashing liquid into her eye.
  - **Injury:** Eye irritation and pain.
  - **Action:** Used eyewash station several times; attended urgent care; one day lost time.
  - **Discussion:**
    - Every bottle should have a proper, dedicated spray nozzle.
    - Loose or missing nozzles increase the risk of chemical mixing and exposure.
    - Ensure inspection protocols identify and correct such issues.
    - If nozzle shortages exist, replacements should be ordered promptly.
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○ **Elevator / Desk Incident**

- **Description:** While seated in an elevator, a worker was struck on the head when a desk slipped off a cart being loaded by a coworker.
  - **Injury:** Headache; one day lost time.
  - **Solution:** Ensure all items are properly secured on carts before movement or loading.
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○ **Needle Stick Injury (Previously Discussed, No Prior Report Filed)**

- **Description:** Worker was cleaning a garbage bin in a student room and received a needle stick injury while reaching for an item at the bottom.
  - **Discussion / Solution:**
    - Individuals using sharps must dispose of them safely in approved containers.
    - Pharmacies provide free personal sharps containers upon request.
    - There is no acceptable reason for sharps to be disposed of in regular garbage.
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○ **Room Assessment Injury**

- **Description:** Worker developed pain while performing room assessments (moving furniture, drawers, mattresses, etc.). No specific incident identified.
  - **Action:** Attended doctor's appointment; received Form 8 with restrictions.
  - **Cause:** Undetermined.
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## 5. Membership (Oct. 6, 25)

- **Current Composition:**  
The committee currently has 8 members, with 2 vacancies. Although the *Terms of Reference* stipulate a minimum of 8 members, the size and scope of the organization indicate that a 10-member committee is more appropriate.

- **Future Updates:**  
Environmental Health & Safety (EH&S) has committed to updating the Terms of Reference to reflect a 10-member structure. This update has been pending for the past two years.
  - **Representation:**
    - **USW Representation:** Needs to increase. S Smith will follow-up with Kelly Orser (USW President) to help identify a suitable USW worker representative.
    - **CUPE Representation:** Adequate at present with three CUPE members.
    - **Management Representation:** Two vacancies are anticipated due to upcoming staffing changes, including Desiree's expected departure.
  - **Recruitment:**  
The committee is seeking one worker and two management members to reach the target of ten. While the possibility of involving Dons (student staff) was discussed, it was agreed that their high turnover and limited experience may not provide long-term value to the committee. ResTech and RLCS staff were identified as more suitable candidates due to their tenure and experience.
  - **Action Items:**
    - Working with Kelly Orser (USW) to secure a new USW member.
    - Management to identify two new (management) representatives for the committee.
    - Follow-up on EH&S commitment to update the Terms of Reference.
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**Motion to Adjourn:** Moved by Maureen Hamilton.

**Seconded by:** Scott Desveaux

**Carried.**

**Meeting adjourned.**