

# Meeting Minutes



<b>Meeting:</b>	<b>IBPAC Joint Health and Safety Committee</b>	<b>Date &amp; Time:</b>	<b>Wednesday, December 7, 2022 10am - 11am</b>
<b>Where:</b>	<b>Zoom (via email)</b>		
<b>Chair:</b>	<b>Janelle MacPherson-Kenney</b>		
<b>Attendees:</b>	Brittainy Bonnis <del>Brian Frommer</del> Dan Langham          Cam Miller <del>Dan Tremblay - late</del> Gordon Smith <del>Kshitiz Singh</del> <del>Julia Stroud</del> Chantal Brunette      Jeffery Thomas Janelle MacPherson-Kenney Aaron Holmberg Denise Arsenault		

Discussion Item	Attachment
1. Call to Order	BB & AH
2. Approval of the Agenda	BB & AH
3. Approval of meeting September minutes.	DA & AH
4. - Joint Facility Inspection Report - Cam, Aaron - Cam & Aaron haven't been able to coordinate a joint walk through - New leaks on the 3 <sup>rd</sup> floor from recent rainstorm - Leaks from regular place in addition to new leak on balcony - Cam to file a report to have addressed - Lighting to be in lobby FT until new light switches can be installed - Lights in stairwell are not coming on - manual switch is behind the box office - Are the salt bins in place for winter? Aaron to verify - White curtains in Studio Room are disintegrating due to humidity	

Discussion Item	Attachment
<ul style="list-style-type: none"> <li>- Update on rehearsal hall lights? Currently forced “ON”</li> <li>- Janelle met with Sam from Custodial - we have noticed missing shifts/coverage; working to rectify the situation with the night supervisor; issue with washrooms not cleaned on regular basis, etc.</li> <li>- Service reduction to 3 days a week (comment from custodian).</li> <li>- Lights in washrooms not coming on with the switch; escalate to Todd</li> <li>- Campus wide issue with custodial; unions are escalating the issue</li> <li>- Lights on “sensors”</li> <li>- Dan Langham to meet the Facilities Management about custodial issues</li> <li>-</li> </ul>	
<p>5. Update on Queen’s Winter Operation Planning - Dan L</p> <ul style="list-style-type: none"> <li>- Fall has been watched closely regarding trends</li> <li>- Following guidance from Government &amp; Public Health</li> <li>- Nothing aware of on the horizon that would indicate a change in operation</li> <li>- Not looking to implement a change in operations; we remain “mask friendly”; Queen’s has a supply of masks to distribute as required</li> <li>- Flu shots and keeping COVID vaccines up to date</li> </ul>	
<p>6. Overall Updates - Begin with COVID Related items and then General Department Updates:</p> <ul style="list-style-type: none"> <li>• <i>Isabel Building as a whole - JANELLE / GORDON</i></li> <li>• - Main staircase in lobby - recent accident on the stairs; both women had minor injuries; new railing to be installed to limit access to choral risers; plants at the top will go away</li> <li>• - main staircase (and to the third floor) to have non-slip strips on the steps installed in the meantime</li> <li>• - Brittany recommends a “accessibility study” before money is spent</li> <li>• - Choral Seats were not meant to be stairs - only for sitting</li> <li>• - Accessibility reports have been done on the Isabel</li> <li>• - Cam inquired about narrowing of the staircase</li> <li>• - Parking issues; illegal parking, people getting angry/frustrating; Machine not available in lower level - now only HONK can be used; assurances that the machine will be replaced to lower-level parking; people unaware that they can park on the upper level</li> </ul>	

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<ul style="list-style-type: none"> <li>• Lighting in the parking lots is lacking, especially to upper parking lot; this is a safety issue; this is being addressed with Facilities</li> <li>• There is a new Grounds Manager - keen to keep up the good work of his predecessor regarding the contractors for snow removal &amp; salting</li> <li>• Departmental Updates from each Rep <ul style="list-style-type: none"> <li>○ Cam &amp; Dee - last day of classes yesterday (Dec 6/22)</li> <li>○ Issue with Fobs recently</li> <li>○ New program being implemented may be causing “Fob Hiccups”</li> <li>○ Time of year when students from other areas from here to study</li> <li>○ Green Room door in Studio Theatre being propped open, including fire doors</li> <li>○ Discussion surrounding the Stage Door, potential ramp and/or gate there as well; also the potential addition of a 2nd interior door by rear elevator to keep the cold out of the building</li> </ul> </li> </ul>	
7. Other Business	NA
8. Adjournment	DA & DT

Join Zoom Meeting

<https://queensu.zoom.us/j/91738520659?pwd=eFV6UW1PckdONDNGcmhKNHNSa1U5Zz09>

Meeting ID: 917 3852 0659

Passcode: 579480