

**Queen's University Library
Joint Health and Safety Committee**

DATE: June 19 2023

TIME: 3:00pm

Present: Dianne Conner (chair), Jessica Beardsley (minutes), Ken Hernden, Nancy Petri, Emily Xu, Gillian Akenson, Heather McMullen, Gladys Ndungu

Resources: Dan Langham Shaun Baddeley (? – Jessica does not understand this distinction, just copied from previous mins)

Opening

1. Approval of agenda

The agenda was approved.

2. Approval of minutes

Approved (?)

3. Business Arising

none

4. Other/New Business

Diane mentioned the EH&S Workplace Violence Policy and Workplace Violence Procedure document. Additions or comments. Dan described difference between policy and procedure documents. Dan gave an explanation of why the revamp is happening. Adding harassment and discrimination policy to workplace violence policy.

Gladys – is there training for this policy and procedure?

Dan says that this will be a separate training piece eventually. They will be mandatory when available. Start hopefully end of summer. New webpage on the workplace violence policy and procedure is planned.

Nancy - Preferable to call **36111** first before Campus Security / 911

5. Safety Officer's Report

Nancy – Trip and Fall at Walter light. No lost time injury, report did go to WSIB because they consulted their doctor.

6. Reports from Members

Diane – appreciates the advising from Nancy. Gladys and Diane Bracken inspection this month

Nancy – Emily and Nancy late inspection scheduled this month Stauffer

Emily- nothing to report

Ken – nothing to report

Gillian – aware of safety officer report incident; nothing else

Heather – question Douglas elevators and larger project confirmed? Moving forward (according to Nancy)

Jessica – nothing to report

7. Next meeting

Schedule is available on Teams/Sharepoint site

September 20th, 2023

Aug meeting canceled

Chair: Nancy Petri

Minutes: Ken Hernden