

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

Meeting Minutes

INFORMATION FOR MEETING:

Friday, June 23, 2023
 12:30pm

Join Zoom Meeting

<https://queensu.zoom.us/j/91015208762?pwd=bmZwODIDQXhrWTFldVYxS1BqaWNzQT09>

Passcode: 144785

Members: Vanessa Patterson, Heather Drouillard, Jennifer MacDaid, Tammy Parr, Laura McDiarmid, Kim Wallace, Lynne McQuarrie, Rhonda Gauthier, Ashleigh Van Luven, Mandy-Lynn Ashley, Mary Martin, Brooke Lloyd

Regrets:

	Item	Lead	Time	Action or Information
1.	Welcome & Approval of the June 23, 2023, Agenda <ul style="list-style-type: none"> Introduction of Vanessa Patterson, who is filling in for Matthew MacArthur 	Chair/Vanessa Patterson	2 min	For Approval
2.	Approval of the April 21, 2023, Minutes <ul style="list-style-type: none"> Approval of April 21, 2023 minutes by all 	Chair	2 min	For Approval
3.	Review of Previous Action Items <ul style="list-style-type: none"> Email reminder to staff to be mindful of who they are allowing into the building over the lunch hour. <i>Everyone has been mindful of who they are letting into the building over the lunch hour.</i> Rewiring of the accessibility button <i>Matthew had put a request into FixIt, but there was not update at this time.</i> Inspection schedule placed on Shared Point <i>Inspection schedule has been added to SharePoint for access from everyone on the JHS committee. Vanessa Patterson will need to be added.</i> 	All	5 min	Vanessa to follow up with Fixit regarding accessibility button. Heather to give access to Vanessa to the Shared Point folder
4.	HH HVAC Update <ul style="list-style-type: none"> No updates currently, no complaints regarding the temperatures The update to the HVAC has not been long enough to take off the agenda. HVAC system very loud in the seminar room at Haynes Hall 	Heather Drouillard	5 min	Vanessa to follow up with the how loud the HVAC is in the Seminar Room at Haynes Hall

5.	<p>Inspection schedule/completion progress</p> <ul style="list-style-type: none"> June inspection done for 220 Bagot on the 1st floor by Lynne McQuarrie and Arthur Werner. 	Chair	5 min	Vanessa to follow up with Matthew MacArthur to find the inspection that was completed
6.	<p>New Workplace Violence Policy</p> <ul style="list-style-type: none"> Laura McDiarmid had some questions regarding who this policy is for within QFHT, specifically recording requirements. 	Chair	5 min	Laura to forward her questions to Vanessa.
7.	<p>Changes to the committee</p> <ul style="list-style-type: none"> Vanessa Patterson is taking over for Matthew MacArthur as chair. Heather Doruillard also announced she will be leaving the department, and Edwin Cutrona will be taking her place on the committee. 	Chair	5 min	Discussion
8.	Next Meeting-September 29, 2023	Chair	5 mins	Information