

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

**MINUTES**

**INFORMATION FOR MEETING:**

Thurs Feb 10, 2022  
12:15 pm

Members: Matthew MacArthur, Heather Drouillard, Jennifer MacDaid, Tammy Parr, Laura McDiarmid, Kim Wallace, Lynne McQuarrie, Rhonda Gauthier, Ashleigh Van Luven

Regrets: Rhonda Gauthier

	<b>Item</b>	<b>Action or Information</b>
<b>1.</b>	<p>Welcome &amp; Approval of the Agenda</p> <p>No additional items for the agenda, motion from the chair to approve the agenda, approved by Laura McDiarmid, seconded by Lynn McQuarrie.</p>	<p>Approved</p>
<b>2.</b>	<p>Approval of the Sept 29, 2021, Minutes</p> <p>Motion from the chair to approve the minutes, approved by Heather Drouillard, seconded by Kim Wallace.</p>	<p>Approved</p>
<b>3.</b>	<p>Review of Action Items</p> <ul style="list-style-type: none"> <li>• Matthew to reach out to Colleen Grady to recruit a research representative.</li> <li>• Matthew to draft a recruitment email to be communicated to DFM for additional members.</li> <li>• Matthew to send out monthly inspection schedule for member sign up.</li> </ul>	<p>Matthew to reach out to Colleen Grady re: research representative Matthew will send recruitment communication to department Members to sign up on the Inspection schedule located on the shared drive</p>

4.	<p>220 Bagot Street Main Entrance Update</p> <p>There have been incidents of falls at the front entrance of 220 Bagot Street. Incident reports were generated, and it is currently blocked off from use. It is only to be used in an emergency. KHSC Operations and maintenance are currently working with us to ensure the stairs are safe. It would appear from the initial investigations that the rise from the sidewalk to the first step is excessive and may not meet building code regulations. HDH may have to coordinate with the city if it is deemed the sidewalk is owned by the city. There have been issues with the steps in the past and HDH is aware. A snow removal company is contracted to remove snow and clear the sidewalks around Haynes Hall, it is not the responsibility of the city. Alternatively, KHSC looks after the grounds of 220 Bagot Street.</p>	Information
5.	<p>HH HVAC Update</p> <p>Recently there have been several complaints regarding the comfort of the temperature in various office spaces, entry ways and basement staff room. The new system is scheduled for installation at the end of March. The cold spots are the result of the way the system is programmed by zones. Matthew further explained how the current system has been functioning. They have determined that we have building system failure. Facilities will be providing occupants with space heaters until the repairs can be completed. During inspections we are to monitor for the hazards of the space heaters. Laura asked about the baseboard heaters, and can they be used. Yes, they can be used but we will also have to monitor for the hazards of the baseboard heaters, some are missing covers, some don't work at all. These should be reported on inspections. Please ask co workers who are occupying the offices if they have any issues.</p>	Information
6.	<p>Inspection schedule/Report on recent Inspection</p> <p>Matthew brought forward some findings from the previous inspections at 220 Bagot and Haynes Hall. These include storage of items in the corridors that are trip/bump hazards, i.e., weight scales. These make passage for patients and staff difficult. The other item to watch for is equipment being stored in front of pull stations. On inspection we also need to check fire extinguisher tags, current month, year and signature should be noted on the tag.</p>	Information
7.	<p>Return to In-person Classes Document</p> <p>This was recently circulated for feedback by the committee. Matthew asked if there were any questions or concerns regarding this. Questions were raised regarding a</p>	

	similar document for staff returning to work. Heather noted that there should be some information coming within the next week or so.	
<b>8.</b>	Next Meeting Date Thursday April 14 <sup>th</sup> at 12:30pm	Information