

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

Meeting Minutes

INFORMATION FOR MEETING:

Friday, Sept 29, 2023

12:30pm

Join Zoom Meeting

<https://queensu.zoom.us/j/92227971405?pwd=aW1OUmtTKzdsZWpRZFJqZVJYNmNkdz09>

Passcode: 258871

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: Mary Martin, Rhonda Gauthier, Mandy-Lynn Ashley

	Item	Lead	Time	Action or Information
1.	Welcome & Approval of the September 15, 2023, agenda: <ul style="list-style-type: none">• Approved by all.	Chair/Vanessa Patterson	2 min	For Approval
2.	Approval of the June 23, 2023, Minutes: <ul style="list-style-type: none">• Minutes reviewed and approved by Tammy Parr	Chair	2 min	For Approval
3.	Review of Previous Action Items: <ul style="list-style-type: none">• Accessibility button at Haynes Hall, Vanessa to call FixIt, regarding when the doors lock at lunch, the accessibility button does not work to allow you to exit the building between the vestibules.	All	5 min	Information
4.	Building Temperatures at 220 Bagot <ul style="list-style-type: none">• Air handling units testing was completed, 3rd floor air handling units worked, but a drop in temperature seemed to be around 12:30 pm daily. APS, will be providing a proposal for recommissioning the thermostat. APS asked HDH to investigate the heating control valves for any leakage and the cooling water flow rates, they will continue to monitor the building automation system. Upgrade in the system is going to be made.	Chair	5 min	Discussion

	<ul style="list-style-type: none"> JHS chair to follow up with Paul Dawson at APS on any further updates to have the heating and cooling fixed at 220 Bagot. 			
5.	<p>Monthly Fire Equipment Inspection</p> <ul style="list-style-type: none"> Monthly fire equipment inspection was forward to all members via email. The document was reviewed during the meeting and determined that the dates and times did not match up. Vanessa asked Tammy Parr to check fire extinguisher tag dates and report back to her. 	Chair	5 min	Information
6.	<p>Annual Injury Statistics 2022</p> <ul style="list-style-type: none"> Document was discussed with members. 	Chair	5 min	Information
7.	<p>WSIB Employer's Report Injury/Disease Form 7</p> <ul style="list-style-type: none"> Document reviewed, and discussed why WSIB claim was made when it was not work injury, but in fact it was due to it being on the property of the work place. 	Chair	5 min	Information
8.	Next Meeting- December 8, 2023			