

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

AGENDA

INFORMATION FOR MEETING:

Friday Feb 24 2023
12:30pm

Join Zoom Meeting

<https://queensu.zoom.us/j/97926900071?pwd=Y01TYkIFRFJVMk05N0FpMWVmeWhvUT09>

Passcode: 105932

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

Regrets: Ashleigh Van Luven, Mandy-Lynn Ashley

	Item	Lead	Time	Action or Information
1.	Welcome & Approval of the Feb 24, 2023 Agenda a) Welcome Dr. Arthur Werner from the Faculty of Engineering, joining us to represent PSAC members. b) Agenda approved, no further additions.	Chair	2 min	Approved
2.	Approval of the Dec 2, 2022 Minutes c) Motion from the chair to approve Dec 2, 2022 minutes, approved by Lynne McQuarrie, seconded by Mary Martin.	Chair	2 min	Approved
3.	Review of Previous Action Items – No action items for review a) Discussion regarding building access over the lunch hour, Jen MacDaid was able to provide positive feedback with the development of patients aware the buildings are locked over the lunch hour. b) Laura McDiarmid brought forward further discussion regarding the building being locked over the lunch hour when there are meetings during that time, but it was determined for safety reasons it will remain locked, with the possibility of it in the future being unlocked during special events.	All	5 min	Review

4.	<p>HH HVAC Update</p> <p>Reliable heating and cooling in HH have not gone according to plan but most recently we have had no complaints we can assume we are seeing progress. It was suggested that the desk radiators' dials are turned on fully to regulate the base board electronically with the building's automated system. Feedback will be considered, and any adjustments will be communicated with Fix It.</p>	M. MacArthur/ Heather Drouillard	5 min	Information
5.	<p>Fire Alarm System</p> <p>Upgrades to the fire alarm system have included proper height in regard to the pull stations, as well as strobes being placed to allow visual and audible fire alarm activation. Kingston fire and rescue was through last month for inspection, some highlighted deficiencies need completion before the project is wrapped up.</p>	M. MacArthur		
6.	<p>Inspection schedule/Report on recent Inspection</p> <p>The new inspection schedule can be found on the shared drive in the JHSC folder, members were asked to sign up to complete the 12 defined inspections for the year.</p> <p>Further discussion was made to have the inspection schedule moved from the shared drive to SharePoint to allow the ability to share with others. Assistance from Terry and Kent (DFM IT) will be sought out.</p>	Matthew MacArthur	5 min	Information
7.	Next Meeting- April 21, 2023	Matthew MacArthur	5 min	Information