

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

**Minutes**

**INFORMATION FOR MEETING:**

Friday September 16, 2022  
12:30 pm

**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

**Regrets:** Rhonda Gauthier

	<b>Item</b>	<b>Action or Information</b>
<b>1.</b>	Welcome & Approval of the Sept 16, 2022, Agenda  Agenda reviewed; the Harassment and Discrimination policy that was recently circulated added under item #6 for review. Agenda accepted by all.	Approved
<b>2.</b>	Approval of the June 6, 2022, Minutes  Previous minutes reviewed by Chair with the committee items included HVAC update, Safety Boards were updated, Inspection schedule reviewed, and updated covid protocols.  Matthew noted that Rhonda Gauthier will be the co-chair for the committee.  Motion from the Chair to approve the minutes, Jen MacDaid approved, Lynne McQuarrie seconded.	Approved
<b>3.</b>	Review of Previous Action Items – No action items for review	Discussion
<b>4.</b>	HH HVAC Update  HH continues to experience variations in temperatures, the contractors should be nearing completion of the updates/testing. With the cooler fall weather upon us the building will start heating up which will cause a burning smell throughout the building.	Information

	<p>The smell is caused by the finishes on the heating equipment and dust as the burners have been sitting idle throughout the year. If staff find this bothersome or uncomfortable have them contact Matthew and he can coordinate with facilities to address concerns.</p> <p>Matthew advised that facilities would like access to the building to update the fire alarm system. There will be some activity from the contractors as they will completing the updates to the panel and adding visual alerts on each of the floors. On occasion the contractors arrive early, and staff let them in as it is obvious, they are contractors. This is ok; however, the project manager is responsible for arranging any required access to the building through fixit.</p>	
<p>5.</p>	<p>Inspection schedule/Report on recent Inspection</p> <p>Heather and Kim completed the most recent inspection. There was nothing major to report on the 1<sup>st</sup> and 2<sup>nd</sup> floor clinics at Haynes Hall.</p> <p>For inspections, there should be two people, someone representing workers and someone representing management.</p> <p>General observations include items piling up in the 3<sup>rd</sup> Floor photocopy room, photocopy paper and packing boxes. Heather is going to send an email to the HH 3rd floor group. It was noted that there is lot of items piled up in closets and small storage spaces. Tammy suggested doing a recycling purge, this was done a few years ago. Large recycling containers were used, spaces were emptied of the old junk and supplies that had been laying around. Laura noted this would be a good idea for the furniture in basement, we need to confirm that the furniture belongs to education to purge. Jen MacDaid suggested that if the furniture is in decent shape, we could have a “garage sale” for staff, this is an excellent way to recycle/repurpose furniture.</p> <p>Jen noted that entrances that have been previously locked due to covid restrictions at 220 Bagot Street (front entrance) and Haynes Hall (Brock St) will soon be open to patients. Clinic is waiting on caddies for the foyer to hold masks, hand sanitizer etc. for patients. Doors will continue to be locked over the lunch hour but will open at 8:15am. Signage was suggested for the closure over the lunch specifically for delivery companies. 220 Bagot receives deliveries over lunch but there is someone to answer the door, at HH there isn't a general reception area for receiving. Further discussion followed.</p> <p>AHC will be open Saturday 9am-12pm/1pm-4pm and Sunday 9am-12pm. Logistics have been organized with the appropriate people.</p>	<p>Matthew/Heather /Laura to meet and discuss recycling of HH basement items.</p> <p>Heather and Matthew to further discuss HH building access over the lunch hour for deliveries</p>

<b>6.</b>	EHS Policy Review  The Harassment and Discrimination Policy was sent out by EHS for review. There are no further comments or changes recommended.	<b>Information</b>
<b>7.</b>	Next Meeting-November?  Tammy will look for a date mid-November for the next meeting.	Tammy to schedule next meeting for November