

Joint Health & Safety Committee
Administrative Services
Meeting Minutes of March 17, 2022

CHAIR: Norma Barrett, Co-Chair Management Member

Attendees: Dan Langham, Melanie McEwen, Marie Edwards, Todd Zimmerman, Fatima Couto, Sandra Jeffers

Regrets: Shamel Addas, Shaun Mackenzie, Jason Neufeld, Robin Shearer.

Agenda

1. Call to Order 1pm

Snow Removal added to the agenda.

2. Approval of Agenda:

3. Membership: Gary Larsen and Samantha Samson have resigned from the committee. It was noted EHS has reached out to the unions to recruit new members. The committee also had a brief discussion regarding the length of time for committee membership. It was noted that the term has been a bit of a loose item since at present it is at times challenging to recruit members to serve on the various committees. If members are willing to remain on the committee for consecutive terms. There was also a brief discussion about recruiting members during Covid due to the remote working environment and how that has impacted staff along with the enhanced meeting schedule during Covid. It was noted we may see more people willing, and able, to serve on committees once they go back to the quarterly meetings as opposed to monthly meetings.

4. WSIB Injury Report: This was a fall on uneven pavement and the staff member hit her head and was received medical attention and was off work for a period of time. It wasn't clear at the time of this meeting if the staff member was able to return to work as scheduled.

5. Workplace inspections: The committee discussed the fact that we need to revisit our inspection plan to ensure we are meeting our requirements in this regard. It was also noted that the list of areas to inspect is quite long for our committee as opposed to other committees. It was further noted that even though the list is longer our areas tend to be much smaller units/departments, with the exception of the Faculty of Law and the Smith School of Business.

It was also noted that at present the committee is down to only 2 worker members and the regs show that a worker member is required while management members can assist but are not

required. This places a lot of extra work on the current worker members to ensure we are completing inspections as required. The committee discussed the current terms of reference and it was noted that the current Secretary can volunteer to assist the worker member and the committee can agree to delegate another worker member to assist. Marie designated Sandra to assist for the time being. All members agreed.

6. COVID-19 Updates:

- a. Covid update: It was noted that the province was currently in phase two of the reopening plan. It was noted that March 22th was the date that the mask mandates were to be removed by the provincial government. There was a lot of discussion at Queen's but also at the sector level and the Council of Ontario Universities and all agreed to keep the mask mandates in place until at least the end of the semester. It was noted that people made decisions around coming back to campus to teach or to live in residence etc. was based on the Covid-19 guidelines at that time with one of those being the mask mandate. It was noted that it didn't make a lot of sense to remove that have way through the semester didn't make a lot of sense, so the consensus was to keep the mandate in place until the end of the semester. It was also noted that getting sector consensus is always a challenge, so it was quite telling that all universities agreed on this point. It was also noted students can receive masks through their faculties while they will be made available to staff through departments.

It was also noted that JHSC's had provided their review and feedback on the latest updates to the campus reopening guidelines on short notice. It was further noted that there was quite a bit of changes in the guidelines due to provincial changes and was therefore important for departments to review the guidelines again. Campus signage was revised in some areas (i.e. elevators) to meet the new guidelines in the hopes that the new signage will provide additional clarity around the requirements as well as the fact that individuals can also make some personal choices based on their own comfort levels. There have also been updates to contact tracing processes and the website and other resources have been updated to reflect the new procedures. The biggest difference was household contacts not needing to self-isolate if they meet a couple of criteria – they are not showing symptoms and are over 18 and have received the booster or under 18 but have been fully vaccinated. There was also a note that the SecureApp has been updated and it was further noted people need to ensure they are installing the updates to the SecureApp.

The university also made changes to the procedures for rapid tests on campus after the changes to the provincial guidelines around who gets tested and under what circumstances. It was noted that EHS has been able to strategically provide rapid tests to areas with a greater need to be able to determine if someone was presenting with symptoms, namely Residences, Athletics and Student Wellness Services.

The university is now looking at what we need to look at for the third week in April when most of the remaining provincial restrictions will disappear. How will that look and what will that mean for the university in spring/summer and looking forward to fall.

It was also noted that influenza is currently on the rise in the area and the items in place for Covid-19 will also assist in keeping our influenza numbers low as well.

- b. JHSC Terms of Reference Review: It was noted that committees were asked to review the revised terms of reference (TOR) for JHSC committees. It was initially noted the TOR should be reviewed annually but then Covid hit. The revised TOR has been sent out to committees to review and provide feedback to EHS. The committee was asked to review the revised TOR's and provide feedback to Norma on the Teams site and Norma will collate our responses and report to EHS on behalf of the committee.
7. Ice Removal: There was some discussion around the current ice removal procedures on campus. The university had received several comments and concerns about the recent winter season and there have been additional resource documents created on slips/falls etc. EHS followed up with facilities after reviewing the incident reports and the nature of the incidents which was very useful to facilities. The faculty of arts and science committee also provided a report back to the university on incidents that they were aware of as well as cleaning protocols etc.

There have been ongoing discussions with facilities on gaps, reporting processes within the university as well as the contractor and the timeliness of reporting and identifying issues. There have been discussions with the contractor regarding the language in the contract, expectations and identifying priority areas. All processes are currently under revision as well as better communication around what the standards are and where exemptions to the standards are required. Some areas on campus are under the purview of the City of Kingston so there may be different standards on various areas across campus and the university needs to ensure the campus community is aware of these areas.

- 8. Motion to Adjourn: 1:45pm
- 9. Next Meeting Date: Will be determined via email communication.