



**Administrative Services
Joint Health & Safety Committee**

**Agenda – November 17, 2021 Meeting
Via Microsoft Teams**

CHAIR: Dan Langham, Environmental Health and Safety.

Attendees: Marie Edwards, Samantha Samson, Fatima Couto, Melanie McEwen, Jason Neufeld, Robin Shearer, Dan Langham and Sandra Jeffers.

Regrets: Norma Barrett, Shamel Addas, Gary Larsen, Shaun MacKenzie and Todd Zimmerman.

Agenda

1. Call to Order
2. Approval of Agenda
3. WSIB Injury Reports:
 - a. Follow up on Animal Care: It was noted that we did see a small cluster in April/May 2021 timeframe of 3 injury reports related to pushing or pulling cages and animal feed characterized as over exertion and a few animal related injuries as well as a few that had been noted for the 2020 year. It was further noted that any injuries that involve animals do get scrutinized by the Biohazard Safety Committee to ensure measures were put in place to ensure this wouldn't occur in the future. It was recommended that the committee follows up with Animal Care to determine what type of work is being done to ensure the safety of the employees particularly with manual material lifting and what type of information is provided to the employees. What type of training is required and what type of equipment is available for lifting heavier items. It was also discussed that we might suggest a training session for their employees tailored to their requirements and provided by Queen's ergonomic consultants.
4. Workplace Inspections
 - a. Smith School of Business was inspected on Oct 29. The committee was provided with a brief summary of the inspection. It was noted that space heaters are starting to be used

- on campus and the Safety Officer was making notes to follow up with the staff members to ensure these heaters are approved for use on campus and are used in a safe manner.
- b. Security inspection was conducted as well. It was noted that at present there was some empty boxes laying around that are being saved for an anticipated moved to SMOL in the new year. Other than that, everything else was noted to be in good condition.
 - c. It was noted that EHS is looking into the new green books to see about placing an order for a new shipment of books.
 - d. Career Services and QUIC were also areas that the committee was hoping to inspect but at this point they have not been scheduled. There was also a discussion related to conducting an inspection at Financial Services in the Rideau building. Committee members were reminded to sign up on the Teams spreadsheet for future inspections.

5. COVID-19 (Recurring agenda item during the Pandemic)

- a. Covid update: Starting to see a significant increase in cases in the KFLA region and something that Queen's is keeping an eye on. It is an evolving situation at present as Public Health had noted about a week ago that the new outbreaks had been identified to specific pockets or groups and felt they had a good handle with direct intervention but yesterday they noted that community spread may not be occurring. This occurs when they can't narrow down where people were contracting the virus. It was noted how important it is now to remind ourselves of all of the preventative measures in place and to ensure that we are all doing our part to follow the protocols carefully to minimize the spread. We need to be reinforcing the current protocols and vaccine mandates and ensuring all members are screening diligently prior to coming to campus. It was noted that perhaps people are becoming laxer in following the protocols, especially wearing masks, and reporting when we see that protocols are not being followed. It was also noted that Senior Leadership is discussing what can be done to reinforce messaging as we continue to see cases rising. It was also noted that there currently are cases traced back to the university that are noted on the website under the case tracker and Public Health is conducting the contact tracing in these situations. There was some discussion regarding the SeQure App and whether it has been updated to add the latest symptoms that were removed about a year and a half ago i.e. sore throat. This is in relation to the most recent outbreaks. EHS noted they will raise this with the group who is responsible for the SeQure App. It was also noted that the HR website has information related to the guidelines for staff who are sick and Managers around returning to work, self-isolating etc.
- b. Meeting and Event Guidelines: It was noted there is work ongoing to update the overall Covid guidelines on campus we get clarity related to recent changes to the reopening Ontario act. There were some specific recommendations related to meetings and events, food etc. A document was sent around related to the expectations around holding these events at present. Committee members were asked to review the document and send comments to EHS as soon as possible.
- c. Fall Planning Operation Group Meeting Notes: The group met on Friday, November 12, 2021 so the minutes should be coming out shortly. The main topics for this past meeting were meetings and events as they were reviewing the recent documents as well.

6. New Business
7. Motion to Adjourn
8. Next Meeting Date: December 10, 2021.