



**Administrative Services
Joint Health & Safety Committee**

**Agenda – October 3, 2023 Meeting-
Via Microsoft Teams**

CHAIR: Dan Langham, EHS

Agenda

1. Call to Order – 10:04am. In attendance: Anke Starratt, Marie Edwards, Nashita Syed, Jenny Thiele, Jason Neufeld, Robin Shearer, Fatima Couto, Dan Langham, Sandra Jeffers. Regrets: Norma Barrett, Shamel Addas, Shaun Mackenzie.
2. Approval of Agenda – Moved: Jenny. Seconded Marie.
3. Membership: Co-Chair worker member still required. Temporary Co-Chair management member required. Vacancies – PSAC 901-2, Non-Union and 2 management members. Unions are actively recruiting and Dan has been following up with Department Heads to fill management positions.

It was noted the committee now requires a Co-Chair Management member on a temporary basis as well as the Co-Chair worker member. The committee discussed the role of the Co-Chair positions and all members were asked to consider taking on this role, even in a temporary capacity, and to email Dan Langham if interested in assuming the role.

4. EHS Co-Chair Updates
 - Covid-19: It was noted that the Covid-19 webpage has been updated and moved to the Risk and Safety Services website. It has shifted from Covid-19 to focus on respiratory illness in general. Queen's members are encouraged to continue to self monitor for symptoms before coming to campus or participating in campus activities and are also encouraged to follow the guidelines of KFLA. It was also noted that the Queen's Secure App has been update and the Covid-19 modules has been replaced with an active link to the Respiratory Illness page.
 - Safety and Security On Campus: It was noted the university is actively promoting the SeQure App as an important tool for safety and security on campus. EHS recently sent out information to departmental Safety Officers to distribute amongst their departments. If there is an emergency on campus the App will notify members. It was further noted that members need to be actively checking the SeQure App once it is downloaded to ensure updates are being installed since both Google and Apple have functionality that will remove unused Apps. Members will need to check the settings of the App at: [SeQure App | Office of Risk and Safety Services \(queensu.ca\)](#) to ensure receiving push notifications has

been engaged. The university conducted testing of the push notifications functionality within the App at the end of the summer and another test is scheduled for December near the holiday break. It was also noted that EHS is looking at safety issues around classrooms and other bookable rooms on campus to ensure emergency contact information/signage is located in these rooms.

5. WSIB Injury Reports:

- A staff member was injured while travelling on a McCoy shuttle bus and was seated in a passenger seat. When the bus driver took an erratic turn, a hard-sided suitcase fell from the overhead bin, landed on their head and bounced into their neck and shoulder. The staff member sought medical attention but returned to work with no lost time.

6. WSIB Injury Statistics 2022

The committee reviewed and discussed the injury stats for 2022.

7. Workplace Inspections conducted since last meeting:

- Office of the Principal
- Ban Righ Centre

It was noted the items noted were mainly computer cords under desks and no big issues were found. It was noted the secretary is looking to schedule inspections in the Office of Planning & Budgeting, Provost and VP, Academic, QUFA and the Registrar's office over the coming months. Members were reminded to send their availability to the secretary as well as areas they would like to inspect.

8. New Business

9. Motion to Adjourn – 10:50am. Jenny moved. Marie seconded.

10. Next Meeting Date: January 2024 exact date and time to be confirmed.