



Administrative Services

Joint Health & Safety Committee

Administrative Services JHSC Meeting Minutes June 16, 2025 from 2-3pm

1. Call to Order 1:57pm.
2. Approval of Minutes from November 29, 2025 – Approved via email.
3. Approval of Agenda – Robin Shearer and seconded by Lisa Latour Colby.
4. Co-Chair positions – The committee was reminded that we still need Co-Chairs for both worker and management members. Members were asked to please consider stepping forward. Members were reminded they to reach out to EHS if they have any questions related to this role.
5. Membership Update: Currently 3 Vacant positions. The committee discussed the four vacant positions (listed below) and they were reminded of the process for filling vacant positions. Dan Langham reaches out to Department Heads to fill vacant management positions while Sandra Jeffers follows up with the unions regarding vacant positions. It was also noted that it can be challenging to recruit members during the summer.
 - a. Non-Union
 - b. PSAC 901-2
 - c. QUFA
 - d. Management Representative
6. WSIB Injury Reports since November 29, 2024 meeting:
 - a. Campus Security and Emergency Services – Employee reported that while conducting checks on campus they slipped on ice that was not salted in front of Theological Hall. Facilities was notified to address the issue and the employee sought medical attention and return to their regular duties with no lost time.
 - b. Animal Care Services – Employee reported they were using a solution of diluted degreaser and water while scrubbing the floor and it splashed into her left eye. Her eye was flushed at the eyewash station and she later sought medical attention for eye irritation. They returned to full work duties with accommodation for 1-2 days to avoid dust and other irritants. The

situation was discussed with the employee and they were provided with goggles to ensure this doesn't occur again.

- c. Registrar's Office, Records & Services – Employee was assigned as a washroom runner to guide students from exam hall to the washroom. The employee fell in the hallway and injured her face, left arm and left wrist. Queen's Security attended to provide First Aid and she went to the hospital for treatment. No trip hazards were identified in the area of the fall and no workplace conditions were identified as contributing factors. It was noted there was the potential this was a personal medical situation rather than attributed to the work or the workplace. This incident involved lost time.
- d. Animal Care Services – Employee reported she has been experiencing pain to her back, left shoulder, and left arm. She had been attending physiotherapy for a previous unrelated injury. Her tasks include lifting, reaching up, carrying, pushing and pulling rack, carts and cages, and moving and stocking supplies. The employee did lose work time but return to work with modified administrative duties was discussed with the employee. Further medical was expected on May 13th with the employee's next physiotherapy appointment.
- e. Smith School of Business – The employee indicated that their back was bothering them earlier in their shift and reported that he had been seated for an extended period during the Exec Ed online program with no other specific task or activity identified as the cause. When they stood up at the end of the broadcast their "back went out and they experienced sharp pain in the lower back and spine. When standing they felt their legs might give out, so they supported themselves with their hands on the table. The pain and weakness lasted while they packed up and went home for the day. It was noted that the employee has mentioned he has had back problems in the past. There was lost time involved with this incident.
- f. L. Graham – Faculty of Law – Employee reported that while attending a departmental event at the Donald Gordon Conference Centre, she missed the second last step and fell. She reports that she was holding the handrail but she missed a step. She sought medical attention and was diagnosed with a sprained ankle. There were no trip hazards identified and she simply missed a step while going down the stairs.

7. Workplace Inspections:

- a. Completed Inspections. The committee discussed the recent inspections and the process of sending the inspection reports to the Safety Officers and follow up. It was agreed that the inspectors will provide the Secretary with the inspection report who will then send them to the Safety Officers after the inspection and follow up with them on corrective measures.
 - i. QUIC and the Faith and Spirituality Centre – May 27: it was reported the unit was in the process of moving to JDUC so there was some clutter that will be moved shortly and there were some items missing from the department safety board. One bookshelf was also noted as not being secured to the wall. It was also reported there is a closing mechanism on the door separating the reception desk from the main reception area and it wasn't intuitive how to open/close the door and whether it would be an obstacle during an emergency evacuation. The committee secretary followed up with the Safety Officer who noted they are including training for all staff on how to open/close the door and that they would also look into other options. They also noted they followed up with facilities and the bookshelf has now been secured to the wall. The Safety Officer was also provided with the documents for the safety board.
 - ii. CSES/EHS/RSS – June 6: It was noted that there was one item missing from the safety board, one fire extinguisher was not checked in the back hallway between RSS and CSES, and a fan was located in one of the CSES offices that may restrict egress. It was also noted by some of the staff that washrooms are occasionally not cleaned on a regular basis. The Safety Officer for CSES and EHS discussed the fire

extinguisher in the back hallway to ensure it is checked monthly along with the rest in the offices, the fan was moved to not obstruct egress and the safety board was updated. It was also noted that the area is actively working with custodial services to improve the situation with the washrooms.

- iii. Postal Outlet – June 6: It was reported that the departmental safety board was missing numerous items, the fire extinguisher check was not been done and the first aid kits contained alcohol and liquid based items that were expired. It was further noted that the Safety Officer seemed unfamiliar with his role and responsibilities. The committee security provided followed up and provided them with the missing documents for the safety board and discussed the role and responsibilities with the Safety Officer. The Safety Officer also noted they have since removed the expired items from the first aid kits.

- b. Upcoming Inspections: It was reported that the committee would concentrate on scheduling inspections for the units listed below over the next few months. Committee members were asked to send contact the Secretary with areas they are interested in inspecting and availability.

- i. VP Advancement – Richardson Hall
- ii. University Relations – Richardson Hall
- iii. AVP Financial Services – Richardson Hall
- iv. Faculty of Law – Robert Sutherland Hall
- v. Registrar's Office – Gordon Hall

- 8. New Business - The was noted that EHS sent out their spring newsletter in May 2025 and committee members can review it on the EHS website. It was also noted there was an item posted in the newsletter regarding JHSC vacancies.

- 9. Motion to Adjourn

- 10. Next Meeting Date: September 2025 – Date to be confirmed.

