



**Administrative Services
Joint Health & Safety Committee**

**Administrative Services Joint Health and Safety Committee
March 13, 2023 Meeting-
Via Microsoft Teams**

CHAIR: Norma Barrett, Co-Chair Management Member

Agenda

1. Call to Order 10:05am - In attendance: Norma Barrett, Marie Edwards, Fatima Couto, Todd Zimmerman, Robin Shearer, Jenny Thiele, Dan Langham and Sandra Jeffers. Regrets: Shaun Mackenzie, Shamel Addas, Jason Neufeld and Nashita Syed.
2. Approval of Agenda: It was noted there are 2 worker members and 4 management members which is within quorum but unbalanced. Worker members were asked if they agreed to continue with the meeting and all agreed. Meeting minutes to be approved via email due to imbalance in worker/management members.
3. New Member: Jenny Thiele, DBMS
4. Membership: Co-Chair worker member still required. Vacancies – PSAC 901-1, USW 2010-01, Non-Union and 2 management members. It was noted that Unions are actively recruiting and Dan has been following up with Department Heads to fill management positions. EHS will update the committee when new members are recruited.
5. Meeting Locations: Rooms for future meetings – shall we rotate between members areas?
 - The Committee discussed whether future meetings should be virtual or in-person and the consensus was to continue with a hybrid model for the foreseeable future. It was noted this provides members more flexibility especially those who may be on an RWA. Members were asked to update the secretary if they have access to a meeting room within their areas so we can rotate between areas.
6. WSIB Injury Reports:

- A staff member was in the process of reviewing and purging paper files and their face was quite close to a particular file as it was difficult to read. When she flipped a page she sustained a paper cut below the left eye. She applied first aid (polysporin) for a few weeks and then sought medical attention since the cut became infected. There was no lost time.
 - Animal care technician was sliding the divider in a non-human primate cage and the primate grabbed the lab coat sleeve and its nail caught about the glove resulting in a scratch and breaking the skin surface. The staff member sought medical attention at KGH and returned to their regular duties with no lost time. It was reported that there is the University Veterinarian on staff at Queen's and there is a process to determine if additional medical treatment/follow up is required for these types of incidents to lessen the transmission of a zoonotic. EHS noted this incident will also be forwarded to the Biohazard Safety Committee meeting for further discussion.
 - A staff member was sitting in a chair during a team meeting that was located in close proximity to a mantle. When she nodded to her co-worker she struck her head on the mantle and experienced a migraine after the incident. The staff member sought medical attention from a family practitioner and returned to their regular duties with no lost time.
 - A staff member was using a guillotine paper cutter with his right hand on the blade/handle and then on this left hand he felt the blade strike the top of his middle finger resulting in a superficial cut on the ring finger. Queen's first aid and security attended, assessed the situation and determined he should go to KGH. The staff member returned to their regular duties with no lost time. It was determined that the guillotine paper cutter did not have a guard on it. The department has removed that paper cutter and ordered one with a guard.
7. Workplace Inspections: Office of the Ombudsman, Intergovernmental Relations, Policy Studies and University Secretariat and Legal Counsel. Working to confirm Ban Righ Centre, Office of Planning and Budgeting and Principal's Office for April.
- It was reported that there were 5 inspections conducted since the previous meeting and the main concern was computer cords (trip hazard) and some bookshelves with heavy items stored on the top shelf or items (ie. Dishes) stacked in such a manner that they could easily fall.
 - It was further reported that the Secretary is in the process of confirming additional inspections for the month of April. Committee members were reminded to sign up in the excel spreadsheet on Teams for inspection areas they are would like to participate in.
8. Workplace Inspection Process: Continue as we are or change to teams?
- The committee discussed if they should continue with the current process of members signing up for inspections they would like to participate in and the Secretary confirming with the Safety Officers or if they want to change to specific teams etc. The consensus was to continue with the current process.
9. COVID-19 (Recurring agenda item during the Pandemic)

- Nothing new to report other than that the university continues to monitor the situation. It was noted that this can now be removed as a standing agenda item for future meetings. If there are any changes EHS will reach out to all committees.

10. New Business – No new business

11. Motion to Adjourn – 10:40am

12. Next Meeting Date: May 13, 2023