



**Administrative Services
Joint Health & Safety Committee**

**Agenda – September 12, 2022 Meeting
Via Microsoft Teams**

CHAIR: Norma Barrett, Co-Chair Management Member

Agenda

1. Call to Order - 10:04 am. In attendance: Norma Barrett, Shamel Addas, Abdul Alashraf, Marie Edwards, Fatima Couto, Todd Zimmerman, Robin Shearer, Dan Langham and Sandra Jeffers. Regrets: Shaun Mackenzie, Jason Neufeld, Melanie McEwen.
2. Approval of Agenda – It was noted there are 3 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. Membership: New member Abdul Alashraf representing PSAC 901-1. The committee was reminded the committee still needs a worker members co-chair and worker members were invited to contact her if they are willing to serve in that capacity.
4. Meeting Schedule: The committee was reminded there are two future meeting dates of Monday, December 12, 2022 @ 10am and March 12, 2023 @ 10am. Location to be determined.
5. WSIB Injury Reports: Animal Care Helper and Veterinary Technician within Animal Care Services. Members for committee were reminded incident reports are located in the Teams folder, under Incidents March 2022 incidents folder.

Animal Care Helper – Staff member was cleaning cage washer door while on step ladder. While dismantling the ladder it the ladder slipped resulting in the employee falling into a nearby door frame. She attended a walk-in clinic afterwards due to an injured right shoulder and lost one day of work. There is no certainty on how or why the ladder slipped.

The committee discussed whether there is ladder training required within the department along with a way to track compliance. It was reported that there is a process by which employees complete ladder training and compliance is tracked in EHS and departments/faculties are

updated on who has completed the training. It was further noted there is an SOP for ladder safety training and there are specific requirements based on types of ladders and inspection requirements. Often a visual inspection is required to be conducted to ensure it is in good working order prior to using it followed by a more detailed annual requirement. The committee asked for further details as to how this incident occurred such as was the appropriate ladder used for specific task, where there any contributing environmental conditions (i.e. was the floor wet) etc. EHS noted the individual did complete ladder safety training and there was a note in the file stating the department would review the training with the individual. EHS will follow up on this incident and the safety/ladder protocol processes within the department and report back to the committee.

Vet Technician was scratched when working with a non-human primate. A committee member asked if this happens frequently, and it was noted that it does occur but is not something that is a common occurrence. 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.

6. Workplace Inspections: Marie and Sandra are coordinating inspections for Departments located in Richardson Hall. EHS noted they are asking committees to take a good look at Departmental Safety Boards when conducting inspections to ensure they are up to date as the university has opened up considerably since the beginning of the fall term. There was also a reminder to familiarize yourself with the SOP as to what is required and to ensure Safety Officers are aware of this document. Committee members were also reminded to review the Inspection document in the Teams folder and sign up for inspections are available for.

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

It was noted a number of documents have been produced for the beginning of the fall term. Many of the public health recommendations from the summer are still in place as we move into the fall. Screening continues to be very important and it was reported that the SeQure App has been kept up to date with provincial screening requirements for self assessments and what the next steps are depending on how you answered the questions. A recent change was related to isolation and how long to remain off depending on symptoms. The Government of Ontario seems to be taking an all-respiratory virus approach to the situation due to the anticipation that not only will we have Covid-19 cases but will likely see influenza circulation similar to what the southern hemisphere has experienced. Queen's members are asked to stay home when ill until your symptoms improve (24 or 48 hours for GI symptoms) and to wear a mask for 10 days afterwards. On August 23rd it was announced the university will be a mask friendly environment but no mask mandates were reinstated which is in alignment with the Provincial government's approach. It was also noted there is updated information/signage related to members who prefer that people coming into their offices wear masks on the main Covid-19 website. Vaccination mandates are still suspended but the university continues to encourage people to get vaccinated. New signage will be posted on buildings shortly. It was reported masks were made available within departmental offices on campus and they were also distributed to the libraries, athletics and within residences (residence halls and dining halls).

EHS further reiterated that it needs to be clear to students to stay home with they are ill and academic accommodations for those who are ill will continue as they have been over the past months while contract tracing with Public Health has changed significantly. The individual who is ill is now required to update those they have been in close contact with to monitor their symptoms over the next 10 days. It was noted that if Faculty members are notified of students that have symptoms there is not much they can do but assist them with academic accommodations if required. It was further noted that if faculty members are concerned about the class continuing due to outbreaks they need to feed that back up into their faculty office for further discussion with the Provost's office.

8. New Business – No new business.
9. Motion to Adjourn – 10:34am.
10. Next Meeting Date: Monday, December 12, 2022.