

Minutes

MEETING OF THE FACILITIES JOINT HEALTH AND SAFETY COMMITTEE

(February 6th at 2:00 pm, 355 King St. West – Room 246)

Members Present: Curtis DeGraaf (CUPE 229), Steve Senechal (CUPE 229), Kyle De Smidt (CUPE 229), David Gerrish (USW 2010), Nathan Splinter (Management), Matthew Savoie (Management), Phil Wright (Management), Xin Li (Non-Union Worker Member)

Regrets: Ali Basra (Management Co-Chair), Lisa Crosbie-Larmon (Guest)

Recorder: Nicholas Nahorny

Guests: Jennifer McKenzie, Brooke Maurier, Jared Houston

1. Opening Session

- The meeting was called to order by the chair at 2:00 pm, in AB's absence NS chaired this meeting.

1.1. Land Acknowledgement

1.2. Approval of Agenda

- SS motioned, PW seconded to approve the agenda for this meeting.

1.3. Acceptance of minutes of last meeting

- CD motioned, DG seconded to approve the minutes from the last meeting.

2. Business arising from previous minutes

- See items carried forward in Section 5.

3. Monthly Incident & Injury Statistics

3.1. Incident Summary (last month)

TRIF, first aid, medical aid, lost time; trends and root causes.

- There was one reported incident that occurred over the last month.
- The incident involved a custodian who slipped when exiting their vehicle in the parking lot at 235 Frontenac St. (KCVI).
- This individual's injury is best described as an impact/bruise. The impacted body parts included left shoulder, elbow, forearm, and left hip, knee, ankle, and foot.
- The cause of this injury was hazardous conditions due to weather.

- A Committee member mentioned that they have observed staff members, students, and members of the community using non-maintained shortcuts around Campus.
- These shortcuts present possible hazards that may lead to future incidents, if not addressed adequately.
- A Committee member identified the opportunity for possible physical infrastructure interventions to combat these issues.

Action item: Committee members asked to flag problematic shortcuts that they observe people using throughout Campus.

4. Workplace Inspection Update

4.1. Completed Inspections - Status & Corrective Actions

- Workplace inspections are currently ongoing based on the schedule uploaded into OrangeQC by Management (last completed by CB, who is no longer at Queen's University).
- A Committee member mentioned that inspection schedule needs to be updated in OrangeQC, as it is currently inaccurate.
- The inaccuracies include previous JHSC members still assigned to inspections and new JHSC members do not have specific areas assigned to them.
- JHSC members need to be assigned proper areas and schedules for completing workplace inspections.

Action item: AB to determine who is responsible for updating the inspection schedule, JM will help coordinate on this issue.

5. Focus Items

5.1. Confined Spaces Program Review

Status update on confined space program, summary of identified gaps, risks, and compliance issues, proposed next steps, timeline for completion and reporting back to the Committee.

- A Committee member provided an update that the confined spaces SOP has been completed, Pinchin hazard assessments have been received, and the next steps include training and documentation.

- Training includes Confined Space Awareness (Step 1), Confined Space Entry (Step 2, Management to determine who requires this training), and Confined Space Rescue (Step 3, to be determined, likely outsourced to third party contractor).
- A Committee member stated that Gilmore is producing specific confined space signage for our needs, including stickers and thick plastic signs that can be affixed to walls, doors, etc.
- All confined spaces are going to be redocumented and assigned numbers in a database by EH&S.
- A Committee member highlighted that if undocumented confined space is found with a hazard present, it can be reclassified into a confined space.
- A Committee member mentioned that external contractors do not have to use Queen's Confined Space program. However, their program must meet the requirements of the Regulation.

Action item: JM to keep the Committee up to date and provide further update at the next meeting.

5.2. Inspections Workflow Procedure (Identification → Assessment → Control → Follow-up)

Presentation of draft standardized inspection workflow, roles and responsibilities (worker, supervisor, JHSC, and management), documentation and tracking method, discussion and feedback, motion (if required) to adopt workflow as Committee practice.

- A Committee member mentioned that there is an ongoing communication issue between JHSC related work requests.
- The issue stems from the fact that Archibus and OrangeQC are separate systems that are not linked together and require more communication between staff and management to flag and prioritize these requests.
- EH&S is actively working towards implementing a new system where SOPs, training, inspections, reports, and processes are all combined into one program which will also increase accountability.

Action items: JM to speak with TH to see if a new flag/identifier can be added in the Archibus system as an interim fix to highlight specific JHSC related items. JM also wants to speak with AB regarding this issue. KD has committed to working with management on this issue.

5.3. Chemical Safety Update

Management response to written recommendations, status of committed actions, eye wash stations.

- A Committee member confirmed that SDSs have been reviewed, which have identified commonly used chemicals and appropriate PPE that are available to staff regarding eye related hazards.
- All SDSs have been compiled to come up with a strategic and practical approach in consideration to eye hazards and with eye washing stations.
- A Committee member raised concerns about the toxicity of the chemical Enviromor, and the presence of undiluted bottles equipped with a spray nozzle attachment.

Action items: JM and MS to meet to address next steps about eye washing stations. MS to follow up on the concern around the chemical Enviromor and provide an update to the Committee at the next meeting.

5.4. Ministry of Labour Order – Duncan MacArthur Hall

Summary of MOL order and compliance status, update on corrective actions, preventative remediation strategy for similar Asbestos containing materials (ACM) in other Campus locations.

- A Committee member mentioned that Pinchin and the MOL have different opinions about how to address the remaining ACM. EH&S is waiting for a full reassessment before prioritizing specifics.
- QR codes have been issued by Pinchin to identify ACM in buildings throughout Campus, discussions are ongoing regarding how to roll out the QR codes.

Action item: EH&S to verify that QR codes are working and accurate. Further update to be provided at the next meeting.

5.5. Committee Expansion

Motion to expand Committee membership of 10 to 12 members, and next steps if approved (appointments, training, OHS requirements).

- There is a Co-Chair meeting taking place in March 2026, and one of the discussion points will be regarding the terms of reference.
- A Committee member suggested that the Committee review the terms of reference in their own time and have any feedback ready for the next meeting.

Action item: Committee members to review terms of reference and provide feedback at the next meeting prior to the Co-Chair meeting in March.

6. New Business

6.1. EH&S Audit

EH&S response to the request that the JHSC Committee has the right to receive the results of this audit that was completed by Stantec.

- Stantec has sent over drafts of the audit and is asking for comments from EH&S regarding the accuracy of specific items. EH&S is working closely with Stantec to ensure audit accuracy.
- The final copy of the audit is expected to identify gaps in training and fire safety.
- EH&S has hired two new positions including fire coordinator and fire pump testing assistant, which are both expected to start with Queen's University shortly.

Action item: JM to keep the Committee up to date and provide further update at the next meeting.

6.2. New Worker Co-Chair to be Elected

The Worker Co-Chair position is currently vacant and needs to be filled.

- JH has stepped down from the Worker Co-Chair position on this Committee, and this seat needs to be filled
- JH has agreed to continue to attend the JHSC meetings on an interim basis until the Terms of Reference are reviewed.
- A Committee member mentioned that the Worker Co-Chair can come from either Union that is part of this JHSC (CUPE 229 or USW 2010).

Action item: SS (CUPE 229) was determined to be the new Worker Co-Chair of this Committee.

6.3. Water Inflow Problems Affecting 355 King St. West

Discussion regarding the ongoing water leak in the basement of 355 King St. West, and solutions/plans to remediate this issue.

- JM and AB have spoken regarding this ongoing issue. AB is working on a solution but was not present during this meeting to provide an update to the Committee.

Action item: AB to provide further update on this issue at the next meeting.

7. Next Meeting

- February 27th 1:30 pm – 3:00 pm, 355 King St. West – Room 136B.

Adjournment

- The Chair adjourned the meeting at 3:40 pm.

Signatures

Employee Co-Chair

Management Co-Chair