



Joint Health and Safety Committee Meeting
Facilities
Thursday, July 30, 2026 – 1:00 PM
355 King Street West, Kingston, Ontario – Room 136B

Labour	4/5
Management	4/5
Guests	5

Labour Representatives

First Name	Last Name	Role	Representative	Present
Steve	Senechal	Co-Chair	CUPE 229	Y
Kyle	De Smidt	Worker	CUPE 229	Y
Curtis	DeGraaf	Worker	CUPE 229	Y
David	Gerrish	Worker	USW 2010	Y

Management Representatives

First Name	Last Name	Role	Representative	Present
Ali	Basra	Co-Chair	Management	Y
Nathan	Splinter	Mgmt.	Management	Y
Matt	Savoie	Mgmt.	Management	Y
Phil	Wright	Mgmt.	Management	Y

Guests

First Name	Last Name	Role	Representative	Present
Jennifer	McKenzie	Guest	EHS	Y
Orvil	Dillenbeck	Guest	Facilities	Y
Nicholas	Nahorny	Secretary	Facilities	Y
Brooke	Maurier	Guest	Facilities	Y
Todd	Schonewille	Guest	Facilities	Y

1. WELCOME & INTRODUCTIONS

a) AB welcomed the committee and the meeting was called to order. b) Introductions of those in attendance were completed and quorum was met. c) Land Acknowledgement was conducted by AB.	Action for/by:
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2. ACCEPTANCE OF AGENDA

Motion: CD Seconded: NS Carried	Action for/by:
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3. ACCEPTANCE OF PREVIOUS MINUTES

Motion: SS Seconded: NS Carried	Action for/by:
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4. MEMBERSHIP UPDATES

• OD is in attendance for today's meeting as a guest. • XL has left Queen's and will no longer be part of this Committee. • A member of the Project Management team will likely be joining the Committee in the future to replace XL's non-unionized worker position.	Action for/by:
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5. UNFINISHED BUSINESS

a. Confined Space Program • The final component of the program to be completed is the training of staff, which will be scheduled during the Fall. • TM is working with Pinchin to review a few identified confined spaces that EHS does not necessarily believe should be defined as confined spaces. • Pinchin has been asked to reassess these spaces, with possible adjustments to come for signage and spaces. • A Committee Member confirmed that a hazard assessment must be completed at the time of potentially entering a confined space.	Action for/by: a. JM and NS to provide further update at the next meeting
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• JM is going to follow up with other Universities regarding their Confined Space SOPs. b. Inspection Workflow Procedure/Revised Inspection Schedule • The revised inspection schedule aspect of this item has been completed and can be closed. • This item will continue as only Inspection Workflow Procedure. • Since XL has left the University, electrical vault inspections are outstanding and need to be addressed by someone new. • The Committee mentioned possibility having JP train a member on how to properly inspect electrical vaults and accurately identify deficiencies. c. Chemical Safety – Custodian • PPE including goggles and face shields have been received, still waiting on portable eye wash bottles to be delivered. • A memo has been drafted regarding the usage of PPE, which was brought up at the last custodial town hall. • A chemical supplier recently completed an annual inspection of custodial closets and the reception that came back was positive. • The supplier found little violations and noted that Queen's has shown improvement year-over-year. d. Preventative Remediation for ACM • Management is actively going through the high-priority list, and GM has been requesting quotes. • The goal is to have all the poorest condition locations addressed and completed by the end of 2026. e. Stantec Audit/Fire Safety Plan Update • Facilities have been communicating with a vendor regarding temperature monitoring of the fire pump rooms. • The goal is to install sensors in all the high-priority rooms before the start of Winter. • Any rooms that do not have a sensor installed, would need to be manually checked by staff. • EHS has a list of all fire pumps and their corresponding rooms, the most vital locations will be prioritized first.	b. MS to provide further update at the next meeting c. MS to provide further update at the next meeting d. TS to provide further update at the next meeting e. JM and AB to provide further update at the next meeting
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• JM posted the updated Stantec recommendations spreadsheet to the JHSC Teams group on July 10th to allow members to see live updates when items are completed. • EHS is working on reviewing the current ladder safety program that is available on OnQ for staff. • EHS has contractor Troy Life & Fire Safety on site for annual fire alarm testing at multiple locations across Campus. • The goal is to have all FSPs completed by September 1st. • 1 FSP is awaiting Facilities to install a box for it to be housed, 8 are with KFR for approval, 2 are for sites currently under renovation, 22 are with Guardian for review, 29 are actively being worked on by EHS, and 3 are under investigation for the usage and needs of the building (lower priority). f. Water inflow problems – 355 King St. West • Funds have been received for this project, and the goal is to begin work in the Fall. • No further update from Project Management. g. Flood Hazard SOP • This SOP has been completed, posted to the JHSC Teams group, and sent out to all Area Managers. h. Student Room Entry SOP • This SOP has been completed and posted to the JHSC Teams group. • After receiving feedback from the Trades group, the Committee has agreed that name badges only will be issued to staff when attending calls and performing work orders in residences. EHS staff have already received these badges. i. Pigeon Deterrent (Cooling Towers) • NS and BM have reviewed models and information, going to purchase these and have them installed at rooftop locations only. • The priority locations are West Campus, Gordon Hall, and Stauffer Library. Goodes Hall is another potential location. • A Committee member confirmed that these devices are not compatible at inside locations such as the Queen's Centre Underground garage. • Area Managers to work with EHS ongoing to address ongoing problems with pigeons and seagulls.	f. AB to provide further update at the next meeting g. Item to be closed h. Item to be closed i. NS to provide further update at the next meeting
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j. KCVI Update • JM has received a quote for specific areas to be cleaned and for other areas to be blocked off. • EHS has sent a list of safety and security issues to Facilities, the aim is to complete all outstandings items on this priority list before Athletics can resume activities in the building. • Environmental is scheduled to return the last week of August to do more air quality testing. • The intent of the priority list and more air testing is to keep the building functional for Athletics to utilize until April 2027. • EHS has notified both Facilities and Athletics that further use of the building is on a tentative basis depending on the status of specific ongoing issues.	j. JM to provide further update at the next meeting
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6. INCIDENT REPORTS

a. Etherington Hall Asbestos Exposure • There was one reported incident that occurred since this Committee's last meeting. • The incident happened at Etherington Hall, where during a drilling process between the auditorium and a mechanical room an employee was exposed to ACM. • The fireproofing between the auditorium and mechanical room was not captured on the DSR, even though the HMIS did have it listed. • Unfortunately, the QR code on the door frame (which links to the HMIS) had been removed due to the construction. This QR code has now been replaced. • An Area 3 Trades member discovered this incident, who immediately notified TS, EHS then contacted BCE, who then notified the contractor and staff member of the ACM exposure. Afterwards, the MOL was notified of the ACM exposure. • The MOL issued a report (without orders) to the contractor only. • Additionally, the MOL strongly recommended Queen's do an internal investigation and submit their findings back, which was completed by EHS.	Action for/by:
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7. INSPECTION REPORTS

a. Grounds Areas Inspection Follow-up • PW is actively working with JM on a map to define the different outdoor areas across Campus where each JHSC will be responsible for inspecting.	Action for/by: a. PW to provide further update at the next meeting
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- The leftover sections that are not covered by one of the JHSC will be left to the Grounds team, these areas will likely be defined by roadways.
- JM has added a Grounds inspection checklist document and a Grounds inspection resource sheet to this JHSC Teams group for feedback.

8. NEW BUSINESS

- A Committee member brought up a mould issue that was discovered in an air duct downstairs at 355 King St. West.
- JM is going to follow up with EHS staff and report the findings.

Action for/by:
JM to provide further update at the next meeting

9. EHS UPDATE

- EHS now has access to the upcoming electronic platform (Campus Optics) and is actively working on importing data. Interns have been hired for one year to create FAQ documents and to assist with training staff on the new platform.
- EHS is looking for participants to help pilot the system (workflows, inspections, etc.) before it is released more broadly. The pilot is aiming to take place by Sep/Oct.
- Supervisor training is ongoing, with another training is set to take place in August.
- Act and Regulations training is going to be offered again for those who are interested.
- SOP updates are continuing, the EHS newsletter will include any new SOP updates.
- There was a newsletter sent in July, which received a lot of encouraging feedback from staff. The next one will be sent in September.
- Sharps training video is almost complete, Safety Officer training to be offered again, Asbestos training to take place in August, working with Projects on a training program regarding Designated Substance Assessments (DSA's).
- Lift devices and fume hood inspections are in the works, as well as chiller location audible testing.
- The goal is to have all fire extinguisher QR codes to be installed and functioning by September.
- Pinchin recently completed an asbestos reassessment at Jean Royce Hall. As a result of this reassessment, one stairwell has been blocked off until it can be remediated.
- Air sampling was done to test for the presence of mould/asbestos, and EHS is still awaiting these results.

Action for/by:

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| <ul style="list-style-type: none">The contractor currently working at Jean Royce will be notified when the air testing results are received. | |
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10. ROUND TABLE

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| <ul style="list-style-type: none">A Committee member raised a point regarding worker fatigue amongst the Trades staff, and the process relating to emergency call-ins.More specifically, the lack of existing protocol for staff who are called in overnight and have to work their regular hours the next day was discussed.AB has committed to addressing this issue and will schedule a meeting with the worker members in August.Going forward, this item will be added to the JHSC meeting's agenda. | <p>Action for/by:
AB to provide further update at the next meeting</p> |
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11. NEXT MEETING DATE

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| <ul style="list-style-type: none">The next meeting is scheduled for August 27, 2026, at 355 King St. West, room 136B at 10:30 AM. | <p>Action for/by:</p> |
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12. ADJOURNMENT

Motion: KS Seconded: DG Carried – Meeting was adjourned at 2:35 PM.	Action for/by:
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