

Queen's University Library

Joint Health and Safety Committee

DATE: November 22, 2023

TIME: 2:30 pm

CHAIR: N. Petri/ MINUTES: D. Conner

Committee Present: Gillian Akenson (QUFA), Jessica Beardsley (CUPE 1302), Dianne Conner (Co-Chair, CUPE 1302), Ken Hernden (Management), Nancy Petri (Chair, Management), Gladys Ndungu (Management)

Regrets: Emily Xu (USW)

Guests: Dan Langham (Director, EH&S)

NOTE: As there was an imbalance of members due to E. Xu's absence, it was decided that H. McMullen (Management) would drop out.

1. Approval of agenda
 - Approved.
2. Approval of minutes
 - Approved.
3. Business Arising
 - N. Petri advised that she and D. Conner attended the first Joint Health and Safety meeting for co-chairs to review the JHS Terms of Reference, a document that existed, but has not been reviewed for some time. It was noted that while CUPE designates from within their membership, other groups have a 2-year assignment. There are not a lot of management members to select from. N. Petri noted the new AUL begins in January that can be asked to attend and D. Ottney is available as a management member. There was discussion about H. McMullen, K. Hernden and the new AUL alternating.
 - There was discussion about the membership of JHSC (see pg. 24 of the Terms of Reference document, Appendix 2). As N. Petri pointed out, QUL has a committee of 10 members for a department of 120 and we now have more worker groups (non-union and USW) than we did in the past. It was agreed that effective 2024, we will move to a 4 worker/4 management representative-committee, with J. Beardsley (CUPE 1302) remaining as an alternate to D. Conner (co-chair). N. Petri inquired how to put out a call to nonunion workers for a volunteer and D. Langham advised could send an email to those members. G. Ndungu suggested

backups for nonunion and QUFA groups. D. Langham noted that while it is not common to have backups, it was something to consider. He further noted that a member identified as taking a long-term leave would trigger a search for a replacement. K. Hernden advised he would continue in place until he goes on leave mid-2024.

Other/New Business

- Respiratory Illness Page: N. Petri noted that she had found this while looking at the Health and Safety page and that it had been updated in October. D. Langham stated the COVID page has been repositioned to reference a more general respiratory illness perspective. It will overlap with previous COVID information regarding prevention and management. N. Petri will send out a notification to staff to draw their attention to this page.
 - There was a discussion regarding certification. N. Petri and D. Conner do not have to refresh their certification, but K. Hernden and G. Akenson will. D. Langham confirmed that one member from management and one worker member is necessary, but as long as there is a certified member on both sides, that member is not required to be present at all meetings. N. Petri suggested two members from management and worker groups would be better. D. Langham advised that certification part 1 training will be offered in late spring and part 2 would take place in the fall.
 - D. Conner asked about the 2nd floor of Stauffer where the current journals were previously shelved, and the issue of users' cords being strung across the floor. This forces staff to move book trucks on the carpet, which is difficult. N. Petri acknowledged it is a difficult situation and that staff should feel free to tell users to remove them and if they aren't comfortable doing this, they can tell someone in the OPVUL and they will instruct users.
 - J. Beardsley pointed out the dryness in the air in Stauffer Library. A staff member has had to seek medical attention (Nov.15) because of the effect on their eyes. Although J. Beardsley is aware that the member and D. Ottney had filled out a report, N. Petri has not yet seen it. Jessica will follow up with D. Ottney and mentioned she had purchased a small desk humidifier, which she feels has helped. She also noted that the worker did not lose time as they sought medical attention after hours.
4. Safety Officer's Report
- As of this meeting, there is nothing to report.
5. Reports from Members
- J. Beardsley
 - Nothing to report
 - G. Akenson
 - Nothing to report.
 - G. Ndungu
 - Nothing to report.

- K. Hernden
 - Inquired what was involved in inspecting fire extinguishers and noted that T. Vyse and D. Cruz will split up extinguisher inspection duties in Douglas Library.
- D. Conner
 - G. Ndungu and she have inspected Bracken Library and N. Petri has advised she has addressed all issues noted.
- N. Petri
 - H. McMullen/J. Beardsley to inspect Kathleen Ryan Hall. Nancy and Emily will be inspecting several floors in Douglas Library.