



Joint Health and Safety Committee Meeting  
Facilities  
Tuesday, March 31, 2026 – 10:00 AM  
355 King Street West, Kingston, Ontario – Room 136B

<b>Labour</b>	5/5
<b>Management</b>	3/5
<b>Guests</b>	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
Xin	Li	Worker	Non-Unionized	Y

### Management Representatives

First Name	Last Name	Role	Representative	Present
Ali	Basra	Co-Chair	Management	N
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
Jared	Houston	Guest	CUPE 229	Y
Nicholas	Nahorny	Secretary	Facilities	Y
Brooke	Maurier	Guest	Facilities	Y
Lisa	Crosbie-Larmon	Guest	Management	Y

## 1. WELCOME & INTRODUCTIONS

<ul style="list-style-type: none"> <li>a) SS welcomed the committee and the meeting was called to order.</li> <li>b) Introductions of those in attendance were completed and quorum was met.</li> <li>c) Land Acknowledgement was conducted by SS.</li> </ul>	Action for/by:
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## 2. ACCEPTANCE OF AGENDA

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

Motion: KD Seconded: DG Carried	Action for/by:
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## 4. MEMBERSHIP UPDATES

<ul style="list-style-type: none"> <li>• The JHSC Terms of Reference was reviewed at the Co-Chair meeting in March, and all Co-Chairs (Queen’s wide) approved having alternate members.</li> <li>• Alternate members would receive inspection training and be offered JHSC certification training if interested.</li> <li>• The benefit of having alternate members would be to reduce the workload for current Committee members and having the option to backfill vacancies quickly.</li> <li>• Alternate members would not have voting rights on the Committee but may occasionally attend JHSC as guests. Their attendance must be approved by the Co-Chairs, and not all alternate members may attend simultaneously.</li> </ul>	Action for/by:
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## 5. UNFINISHED BUSINESS

<ul style="list-style-type: none"> <li>a. Confined Space Program           <ul style="list-style-type: none"> <li>• Queen’s EHS now has a dedicated confined space webpage that is available as a reference for confined spaces.</li> <li>• This webpage contains confined space definitions and outlines all the current confined spaces across Queen’s properties.</li> </ul> </li> </ul>	Action for/by:  <b>a. JM and NS to provide further update at the next meeting</b>
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- The spaces that are recognized in this database are defined in three different ways. As confined spaces, spaces that are not considered confined spaces but may become confined spaces if specific atmospheric hazards are present, and spaces that are not confined spaces.
- As buildings are built or renovated, EHS will partner with Projects and Facilities to review and assess spaces identified as possible confined spaces and update the listing/signage when required.

b. Inspection Workflow Procedure

- EHS met with Area Managers to address the deficiencies that have been identified from workplace inspections.
- MS, JM, and BM are working on adjusting OrangeQC hazard identification to better prioritize hazards.
- EHS has offered inspection training for any members that are interested, this training is scheduled to take place on June 18<sup>th</sup>. The goal of this training is to educate and help workplace inspectors identify health and safety deficiencies more effectively.

c. Chemical Safety – Custodial

- The ongoing issue concerning the chemical Enviromor, specifically bottles that are equipped with a nozzle attachment has been resolved.
- Samples have been ordered for goggles, face shields, and non-permanent eye wash stations to show staff and request feedback.
- Full time permanent eye wash stations are on hold for now until other solutions are implemented first.
- Eye wash station/bottles instructional training is being discussed to add to EHS online training to demonstrate to staff on how to use these solutions.

d. Preventative Remediation for ACM

- No update given at this meeting.

e. Committee Expansion

- Refer to Section 4. Membership Updates.
- This item has been closed.

**b. MS and JM to provide further update at the next meeting**

**c. MS to provide further update at the next meeting**

**d. AB to provide further update at the next meeting**

**e. No further updates required**

<p>f. Stantec Audit</p> <ul style="list-style-type: none"> <li>No update given at this meeting.</li> </ul> <p>g. Water inflow problems – 355 King St.</p> <ul style="list-style-type: none"> <li>No update given at this meeting.</li> </ul> <p>h. Flood Hazard SOP</p> <ul style="list-style-type: none"> <li>EHS has located a draft document that was previously created.</li> <li>JM is going to review the draft and send it to the Committee for comments.</li> </ul>	<p><b>f. AB to provide further update at the next meeting</b></p> <p><b>g. AB to provide further update at the next meeting</b></p> <p><b>h. JM to provide further update at the next meeting</b></p>
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## 6. INCIDENT REPORTS

<ul style="list-style-type: none"> <li>There were two reported incidents that occurred over the last month.</li> <li>The first incident involved a custodian who was pushing a cart when one of the wheels of the cart broke off.</li> <li>The cart tipped to the left and this individual overexerted and strained the left side of their lower back while attempting to keep the cart upright.</li> <li>This incident type was categorized as overexertion or overextension which caused a sprain or strain.</li> <li>The root cause of this incident was determined to be the faulty wheel of the cart.</li> <li>The second incident involved a custodian who was breaking down cardboard boxes.</li> <li>As this individual bent over to pick up more boxes, they experienced pain in their lower back.</li> <li>This incident type was categorized as overexertion or overextension which caused a sprain or strain.</li> <li>The root cause of this incident was determined to be improper lifting techniques.</li> <li>EHS is finalizing the annual injury report to be released in the coming week. This report is going to have a focus on common incidents, specifically for Custodial staff.</li> </ul>	<p>Action for/by:</p>
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## 7. INSPECTION REPORTS

<p>a. Workplace Inspection Responsibilities</p> <ul style="list-style-type: none"> <li>Refer to Section 5. b. Unfinished Business.</li> </ul> <p>b. Status of Grounds Areas Inspections</p> <ul style="list-style-type: none"> <li>Currently, the Terms of Reference indicate how Grounds Areas are inspected throughout Campus.</li> <li>Only the Grounds buildings that are located at West Campus, behind Richardson Stadium will be added to this JHSC worker inspection responsibilities.</li> <li>A Committee member mentioned that outdoor sidewalks needing repair have specific thresholds of when a hazard is present or not.</li> </ul> <p>c. Isabel Bader Centre Inspection Responsibility</p> <ul style="list-style-type: none"> <li>A Committee member mentioned that the Isabel Bader Centre, which falls under Area 1, is not currently part of the inspection schedule of this JHSC.</li> <li>Mechanical, electrical, and custodial rooms should fall under the responsibility of this Committee.</li> <li>MS checked OrangeQC and it does not appear that this location is set up properly for this JHSC Committee to complete workplace inspections.</li> <li>JM is going to check with the current JHSC at the Isabel Bader Centre and see how these rooms have been inspected in the past.</li> </ul> <p>d. Barrie St. Buildings Correction</p> <ul style="list-style-type: none"> <li>A Committee member noticed that the responsibility of multiple buildings on Barrie St. need to be corrected in OrangeQC.</li> <li>98, 100, 184, and 186 Barrie St. now belong to Community Housing and should be removed from any further inspections to be completed by this JHSC.</li> <li>80, 82, 84, and 102 Barrie St. should remain part of the responsibility of this JHSC and fall under Area 2 and 3.</li> <li>When discussing this issue, it was discovered that building inspection responsibilities need to be clarified among this Committee.</li> <li>Worker members have committed to work together on creating a revised and accurate inspection schedule, which will then we uploaded into OrangeQC by MS and BM.</li> </ul>	<p>Action for/by:</p> <p><b>b. PW to provide further update at the next meeting</b></p> <p><b>c. JM to provide further update at the next meeting</b></p> <p><b>d. Worker members to provide further update at the next meeting</b></p>
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## 8. NEW BUSINESS

<p>a. Student Room Entry SOP</p> <ul style="list-style-type: none"> <li>• A Committee member asked for clarification regarding the entry into student residence rooms to complete work orders.</li> <li>• The goal of this item is to ensure that workers are following all protocols correctly and safely to protect both the worker and the student(s) from any sort of complaints.</li> </ul>	<p>Action for/by:</p> <p><b>a. MS and BM to provide further update at the next meeting</b></p>
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## 9. EHS UPDATE

<ul style="list-style-type: none"> <li>• EHS is offering various upcoming training opportunities, including inspection training June 18<sup>th</sup>, safety officer training including fire extinguisher training May 6<sup>th</sup>, and supervisor training May 14<sup>th</sup>.</li> <li>• Currently, all SOPs are being reviewed. The plan is to start with SOPs that are ten years or older and complete these by September 2026, then will move on to SOPs that are five years or older, and finally any of the more recent SOPs will be reviewed.</li> <li>• All the initial meetings with potential new electronic platforms have been completed. The next step is to meet with Procurement.</li> <li>• Preventative office ergonomic assessments are ongoing; it is up to departments and individuals to contact EHS to have an assessment scheduled. Additionally, these assessments take place when staff return to work if workplace modifications are required.</li> <li>• WHMIS training is in the process of being updated, including the full course and the refresher course. The goal of this update is to make the training more engaging.</li> <li>• All fire pumps have been validated and EHS is working on creating schedules for the monthly testing and inspections of these pumps.</li> <li>• EHS is participating in the fundraiser for Steps for Life – Walking for Families of Workplace Tragedy, which is occurring May 2<sup>nd</sup>, and all are invited to join.</li> </ul>	<p>Action for/by:</p>
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## 10. ROUND TABLE

<ul style="list-style-type: none"> <li>• A Committee member brought fire safety, specifically fire alarm procedures, fire alarm accommodations for people with disabilities, and the potential to have fire drills/muster points.</li> <li>• This is currently being discussed by EHS, it is a complex building by building process. High risk buildings are going to be prioritized first.</li> </ul>	<p>Action for/by:</p> <p><b>JM to provide further update at the next meeting</b></p>
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<ul style="list-style-type: none"> <li>Buildings with fire safety plan (FSP) issues have been identified. EHS is in the process of completing various FSPs and updating current FSPs.</li> </ul>	
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**11. NEXT MEETING DATE**

<ul style="list-style-type: none"> <li>The next meeting is scheduled for May 1, 2026, at 355 King St. West, room 136B at 1:30 PM.</li> </ul>	Action for/by:
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**12. ADJOURNMENT**

<p>Motion: NS          Seconded: CD          Carried – Meeting was adjourned at 11:45 AM.</p>	Action for/by:
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