

Queen's University Library
Joint Health and Safety Committee

DATE: May 8, 2023

TIME: 4:00pm

Present: Nancy Petri (chair), Jessica Beardsley, Dianne Conner, Heather McMullen, Gladys Ndungu, Gillian Akenson, Ken Hernden, Emily Xu (minutes)

Resources: Dan Langham and Shaun Baddeley

Opening

Welcome Jessica Beardsley. She is taking over for Kiko who is off next year.

1. Approval of agenda

The agenda was approved.

2. Approval of minutes

The minutes from the last meeting were approved.

Heather: a procedure question: as minute takers, they are not sending the minutes to EH&S until it's approved, right?

Nancy: until we approve minutes in chat. We don't physically email minutes to EH&S. I added Sandra (who is in EH&S). She can login to our minutes file and get them after they've been approved. I'll also send the minutes to all departments, and the department will post on their boards.

Dan: approved them by chat, then in next meeting approved minutes by recording. Not approving twice.

3. Business Arising

No anything.

4. Other/New Business

No new business.

5. Safety Officer's Report

Nancy indicated that during the reporting period there were three incidents reported. One was a trip/fall. The other two were related to the ATC. ATC staff have nausea/unwell feelings suspected due to air flow in ATC area. EH&S was consulted, dataloggers have been setup and they have

been taking readings, and the fan has been repaired. There are no unusual results. EH&S will continue to monitor.

There was discussion regarding data loggers that were installed and will remain there for a few weeks while EH&S continues with readings. The question arose regarding potential of outdoor odors coming into Stauffer from construction but it was confirmed that there have been no other reported incidents on campus in other building, and none other in Stauffer.

Stauffer main floor is problematic during the shoulder seasons. The BAS (Building Automation Systems) are monitored by Facilities but also by Shaun. With the systems not running except for air handling/exchange it can be challenging to control outdoor air given fluctuations in temperatures. There was a question about the partition wall but the ceilings are extra tall in that space so they shouldn't be a factor.

We ask staff to continue to post the issues through QUL solutions so they can be tracked.

It was noted that we no longer have the peak demand day shut off's in Stauffer. This is helpful as they impacted staff and collections.

6. Reports from Members

Heather: Nothing to report.

Gillian: Nothing to report.

Jessica: First meeting. Nothing to report.

Dianne: She and Gladys did the inspection in Law, will have another one in June.

Gladys: An employee had an accident that wasn't reported as the supervisor was absent. This was reported in the end.

Ken: Reminder that everyone needs to know about the Internal Responsibility System. He updated the group on the Jordan Vault construction project and notifications will be sent out regarding the noise and dust.

Nancy: We have several construction projects this summer. Communications have been sent out starting last week. Hopefully all notifications will be sent out by the end of the week. All construction projects notifications will be posted on the Business Services SharePoint site, on social media, and our webpage.

This summer we will be conducting a Safety Blitz. The primary goal is to remind staff of their obligations under the act, like we already did regarding the Internal Responsibility

System. We will be highlighting each of the documents on the H&S board, so staff will be aware of procedures and policies, and policy statements. We will highlight one document every two weeks by posting it on the Library Services SharePoint site but also, Natasha will put it out through our news site.

I will also be conducting meetings with heads regarding evacuation plans and their role as supervisors. This will be done annually going forward.

Dan: The policy statements are going to the board for the annual review and will be approved. When we distribute them to departments, they need to be highlighted.

Emily: Nothing to report.

7. Next meeting

June 21st, 2023, on Teams

Chair: Dianne Conner

Minutes: Jessica Beardsley