

# **Queen's University Library**

## **Joint Health and Safety Committee**

**DATE: November 21, 2024**

**TIME: 11am**

1. Approval of agenda  
Approved.
2. Approval of minutes: October 4, 2024  
Approved.
3. Business Arising
  - Nothing.
4. Other/New Business
  - Quill making: are knives allowed in the workplace for the quill making workshop? Kim Bell is facilitating the workshop, and the knives are needed to sharpen the quills. The knives used are basically an Xacto knife which doesn't trigger the weapons policy. The knives are small, it is a utility tool. People in the workshop will need to be told to be careful and risk can be mitigated that way. The workshop was not budgeted to cover the cost of the knives, so people would be asked to bring their own, which is also a concern. The library has a few knives already, so we could purchase a few more and provide the knives ourselves to ensure no one is carrying a knife around or bringing in the wrong type of knife. The knives can be purchased by special collections under the conservation budget.
  - Shawn will follow up with campus security regarding pocketknives being carried around.
  - Gladys will ask Jeremy if the SC conservation budget could cover the purchases.
5. Safety Officer's Report
  - Injury reports: 2 in the past week.
    - i. In Stauffer, staff member tripped over plywood in the loggia. The area was not roped off. The project manager, site supervisor, and EH&S were notified. The staff member jarred their leg but there was no lost time.
    - ii. One shelving student fainted in a workroom at Education, possibly overheated. The supervisor spoke with her and she recovered quickly. She feels fine now.
  - Security reports:
    - i. NOPs on campus, looking for shelter.
    - ii. Near miss in café, the fridge tipped over onto an employee and the guard on duty lifted the fridge.

- iii. Drug related incident; someone appearing to be under the influence of drugs on campus, that person was dealt with by campus security.
- iv. Student came to security reporting a homeless person in the washroom, but it ended up being a student with food poisoning who was vomiting in the washroom.
- v. Alcohol containers found in Bracken.
- vi. Trespassers in Stauffer, they gained entrance through a door that was unlocked due to a broken mag.

6. Reports from Members

- Injury reported, someone was hit with a ceiling tile during the lower level flood at Stauffer. Report was submitted to EH&S. This report never came to the library.
- Wide fluctuations with the temperatures in Stauffer, particularly in the SASS area. The SASS heating has been an issue for the past two years, it gets up to 30 degrees in that area.  
Dan will look into this, and Shawn will send Dan info on this issue.

7. Next meeting

- Nancy will put out inspection schedules and meeting schedules for the new year.
- Next meeting will be December 11<sup>th</sup>, Nancy will chair and Kate will take notes.