

Residence Joint Health and Safety Committee Minutes
May 15, 2023

Attendance: S Smith (Co-chair), R Byrom, M Cosby, B Hole, S Hutchinson, J McGregor, P Mundi, K Newstead, A Shahzad, J Stewart, D Wilson, M Hamilton (note taker)

Regrets: S Hawryszko, A Laranjeira (Co-chair),

Review Minutes of April 17, 2023

- The minutes of April 17, 2023 were approved.

General Updates – All:

- a. Welcome new members to the JHSC
 - b. Plans to shift the JHSC make-up to reflect the broader H&A composition.
 - c. JHSC member and Safety Officer training opportunities – May 31
 - d. Recruiting Safety Officers – more comprehensive coverage of our footprint and role redundancy
 - e. Aramark’s link-in to the H&A JHSC? How does Aramark communicate H&S items related to infrastructure and/or the Queen’s operating environment?
- a) S Smith welcomed new members to the committee and introductions took place. He stated that there is going to be some membership transition on the committee to represent all of Housing and Ancillary Services and not just Facilities and Community Housing. He added:
 - b) B Hole and N Mackay are leaving for new positions in Central Facilities. P Mundi is representing Residence Life, management, A Shahzad is joining as a worker member, representing HR, S Hutchinson is representing IT, management, K Newstead is representing Events, management and J McGregor has moved from CH to Facilities, management. He continued that he is looking to add more worker members that are not in Facilities.
 - c) S Smith stated that for the size of H&A, two people are required to have JHSC training, currently he and A Laranjeira are trained. He added:
 - d) Traditionally H&A has operated with one safety officer, this is not a practical option because the safety officer is our boots on the ground, it makes more sense to have multiple safety officers, they do not need to be part of the JHSC and can serve as back up to each other. We could also have zones where safety officers are assigned to a particular building or multiple buildings. Safety Officer training is being offered May 31st.
 - e) S Smith queried Aramark’s link with our JHSC?
K Newstead responded that they are not linked to the H&A JHSC but have their own H&S under Aramark. H&A does receive information if there is a safety incident report.
K Newstead will bring forward any relevant H&S matters from Aramark monthly.

Building Inspections:

- S Smith stated that in Facilities the Orange QC program is used for evaluating conditions during room assessments and audits. He continued that it does have some benefit when completing building inspections, but he will need to decide if that is the best way, right now building inspections are done manually, which is the standard on campus. He added:
- We have not stuck to an inspection schedule; every building should be inspected once a year. We are inspecting primarily for worker safety, student safety is inherent, but the whole purpose of the Joint Health and Safety Committee is for worker safety. We are looking for things like trip hazards, ergonomics that we deal with in our facilities and mental health aspects, depending on what the circumstances are. What I would like to do with Amelia’s partnership is set up a building inspection schedule and get people assigned well in advance,

for example, six months from now. There will be a worker member and a management member for every inspection. Because there are 17 buildings, we are looking at more than one inspection per month.

Accident and Incident Reports:

- There were no accident/incident reports.

Follow-up Items:

- First Aid kits: This item will be brought forward to the June meeting.
- Update on garbage bin lids: R Bryom stated that he spoke to L Osborne and the only alternative is a side loading garbage bin which does not hold as much waste and would result in more trips to the dump. S Smith will follow-up with R Byrom.
- S Smith will forward the link for H&S training for supervisors.
- A “sales pitch” to recruit Safety Officers, with the idea of spreading the duties out over several people.
- Reporting injuries – the committee discussed staff not reporting injuries for various reasons including fear of repercussions or feeling that their injury was not severe enough to report. B Hole has discussed this issue with J Spencer from EH&S and is waiting to hear back. S Smith will follow-up.

Meeting Adjourned

Date of next meeting: June 12, 2023