

**Residence Joint Health and Safety Committee Minutes**  
**November 13, 2023**

**Attendance:** A Laranjeira (Co-chair), S Smith (Co-chair), M Cosby, S Desveaux, J McGregor, K Newstead, A Shahzad, J Stewart, D Wilson

**Regrets:** P Mundi

**Review of Minutes from September 25, 23**

- The minutes of September 25, 23 were approved.

**General Updates**

- a) JHSC Terms of Reference are up for renewal. (Queen's JHSC Terms of Reference). Membership make-up and areas are discussion points for H&A.
- S Smith referenced a link to the Queen's JHSC TOR found in the agenda. He added:
- The TOR is for all of Queen's, with sub-sections broken out with the different H&S committees within Queen's that includes what areas we cover and the membership. It states that this committee should have one non-unionized member, which we do not have, and this will need to change.
- The JHSC Terms of Reference will be an agenda item at the next meeting, members are encouraged to review and bring forward anything they would like to discuss or change.

**Inspections**

- a) Assignments for the inspection schedule are in the Teams folder. 16 areas to be done in 4 weeks. Assignees coordinate timing. (2023 H&A Inspection Schedule)
- Four inspections have been completed this year, leaving several buildings to be inspected by the end of the year. S Smith stated he has arbitrarily assigned people to buildings. He added:
- In terms of scheduling/timing, this can be worked out by the two people assigned to the building.
- Assignments are based on experience, with a more experienced person working with a newer member.
- S Smith will provide a framework for the inspections that includes guidelines and send to members.

**Incident/Accident Reports**

- A Laranjeira reviewed accident and incident reports: She stated:
- There was only one incident reported, a worker bent over to pick up a piece of paper and her back seized. Medical attention was sought and one week was lost from work. She has returned to work on modified duties.

**New Items**

**S Smith added two new items:**

- 1) Reducing the frequency of the H&S meetings. He stated:
  - The JHSC TOR states that the committee needs to meet four time per year, we couldn't schedule four meetings and then cancel one, it must be four, therefore I am proposing changing the

meeting schedule to bi-monthly or six meetings per year which gives us two spares in case something unforeseen happens.

- The committee agreed to change the meeting schedule to bi-monthly.
- 2) Canceling the December 18<sup>th</sup> meeting.
- S Smith recommended cancelling the December 18<sup>th</sup> meeting due to the time of year, vacations and staff preparing for shutdown.
- The committee agreed to cancel the meeting.

**Other:**

- S Smith made note of when to inform/train staff on changing florescent tube lights.

Next Meeting – January 15, 2024