

Queen's University Department of Family Medicine
Joint Health and Safety Meeting

Minutes

INFORMATION FOR MEETING:

Thursday April 15th
 12:15pm

In Attendance: Vanessa Patterson, Tammy Parr, Laura McDiarmid, Rhonda Gauthier, Lynne McQuarrie, Ashleigh VanLuven

	Item	Action or Information
1.	Welcome & Approval of the Agenda <ul style="list-style-type: none"> • Motion from the Chair to approve the agenda, approved by Lynne McQuarrie, seconded Laura McDiarmid. 	Approved
2.	Approval of the March 8, 2021 Minutes <ul style="list-style-type: none"> • Motion from the Chair to approve the March 2021 minutes, approved by Lynne McQuarrie, seconded by Laura McDiarmid. 	Approved
3.	Review of Action Items <ul style="list-style-type: none"> • A memo has been sent to the reception team addressing the increased number of patients in clinic. Vanessa will follow up with Jen MacDaid this week. • Vanessa forwarded reception training information from Human Resources to Jen MacDaid • COVID Protocols have been updated based on the new guidelines. Faculty of Health Sciences has sent out an email regarding mask protocol. 	Discussion

4.	<p>JHSCs Review of the Draft Hazard Reporting SOP</p> <p>The committee reviewed the final draft of the Hazard Reporting SOP sent by Queen’s Health and Safety. It’s a straightforward, standardized document and there were no changes suggested by the committee.</p> <p>Lynn asked what to do if the 220 Bagot St building was part of the hazard, i.e., someone tripping on a loose tile. Where does the reporting fall. The reporting falls under both Queen’s and HDH, but it depends on the specifics of the hazard. The reports are filled out because we as Queen’s are occupying the building, the repair of the building falls to Hotel Dieu as they are the landlord.</p>	Review & Discussion
5.	<p>Health & Safety Inspections</p> <p>Health & Safety Inspections are on hold due to COVID restrictions; they will resume once it’s safe to do so. The most recent inspection was completed by Liz and Vanessa. Vanessa has signed off on the report and will send a copy to Queen’s Health and Safety and the DFM committee members.</p>	Information
6.	<p>COVID Update</p> <p>No new voiced concerns from the committee. There are ample supplies and disinfectant wipes in all areas of the building.</p>	Information
7.	<p>Next Meeting</p> <p>Book in approximately 4-6 weeks, May 10th-14th</p>	