

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

**Minutes**

**INFORMATION FOR MEETING:**

Wed July 21, 2021  
12:15pm

**Members:** Matthew MacArthur, Heather Drouillard, Jennifer MacDaid, Tammy Parr, Laura McDiarmid, Kim Wallace, Lynne McQuarrie, Rhonda Gauthier, Ashleigh Van Luven, Liz Hughson

**Regrets:** Liz Hughson

	<b>Item</b>	<b>Action or Information</b>
<b>1.</b>	Welcome & Approval of the Agenda  Agenda accepted by the committee with adjustments re: Resident Presentation <ul style="list-style-type: none"><li>• Welcome to Matthew MacArthur and Heather Drouillard</li><li>• Farewell to Vanessa Patterson-Matthew recognized Vanessa for her contributions to the department and to the Joint Health and Safety Committee over the years. Thank you, Vanessa, you'll be missed.</li></ul>	Accepted
<b>2.</b>	Approval of the April 15, 2021, Minutes  Motion by Matthew to approve the minutes from the April 2021 meeting, seconded by Rhonda Gauthier, and Laura McDiarmid.	Approved
<b>3.</b>	Review of Action Items  No previous action items for review	N/A
<b>4.</b>	Resident Presentation on Health and Safety Initiative  In the absence of the resident proposal, Jen MacDaid provided an explanation on their Practice Improvement presentation. In their presentation they have provided	Moved to August 2021 meeting, Tammy will advise residents of our next meeting.

	<p>some ideas to the committee for the clinic. There are no formal costing estimates as the Practice Improvement projects only provide recommendations. It was a very interesting presentation and one in which we may be able to action their ideas in the clinic.</p>	
5.	<p><b>University Re-opening</b></p> <p>The re-opening framework for the return to campus was sent to all employees. There will be a gradual return starting in September, with the goal of having most staff back by January 2022. Matthew recommended the committee members review the framework sent out by the university. Start a discussion with your manager for your return-to-work plans. There is a COVID 19 Safety Plan Template that all departments are required to complete. Heather is in the process of completing for us. Our department is unique as we have been open throughout most of the pandemic. Vanessa recommended that if you have any questions or need guidance, reach out to Dan Langham for assistance in the completion of the template.</p> <p>On Monday there was a FHS Townhall meeting, it was excellent and relayed good information on re opening. There is going to be a recording released if you missed it. Jen noted that she has started the conversations with her staff about how things are proceeding in the fall and whether they want to work remotely or in person.</p>	Information
6.	<p><b>Health &amp; Safety Inspections</b></p> <p>Inspections will be starting up monthly. Vanessa and Matthew will be doing an inspection at 220 Bagot St this afternoon. Our schedule is on a rotating basis, and it will be drafted and distributed. The inspections that will be done in pairs. Kim and Vanessa are the only staff certified in Health and Safety.</p>	Matthew and Vanessa will draft the Inspection Schedule and send out to members.
7.	<p>Next Scheduled Meeting: Monday August 30, 2021 12:30pm Via Zoom</p>	