

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

September 29, 2021 Minutes

INFORMATION FOR MEETING:

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

Regrets: Heather Drouillard, Ashleigh Van Luven

	Item	Action or Information
1.	<p>Welcome & Approval of the Agenda</p> <p>Agenda approved and accepted as circulated.</p> <p>Brief discussion/update on the current membership list, it was slightly outdated. The committee needs representation from research. It was also suggested a call be put out to the department recruiting new members.</p>	<p>Agenda Approved</p> <p>Matthew to reach out to Colleen Grady to recruit a research representative.</p> <p>Matthew to draft a recruitment email to be communicated to DFM for additional members.</p>
2.	<p>Approval of the Aug 30, 2021, Minutes</p> <p>Motion from the chair to approve the minutes, seconded by Rhonda Gauthier, no further changes.</p>	<p>Approved</p>
3.	<p>Review of Action Items</p>	<p>Discussion</p>
4.	<p>Brief review of JHSC Terms of Reference (attached)</p> <p>Matthew reviewed the Terms of Reference as received from Queen's Environmental Health and Safety. These TOR in addition to the monthly minutes are publicly posted on the Queen's Environmental Health and Safety site. We need a 50% +1 attendance rate to have quorum. Our departmental committee should be doing our own internal evaluation at least once per year. This will likely be planned in the new year. Tammy noted that the committee is only required to meet quarterly, we have been meeting monthly. Can we reconsider our meeting schedule? Tammy also expressed concerns regarding the timeliness of the minutes and agenda's being drafted and circulated. No concerns expressed regarding the expediency of the minutes. Discussion ensued on the</p>	<p>Review</p>

	<p>schedule of meetings; it was decided that we would try bimonthly with the goal to go to quarterly meeting. The next meeting will take place in early December.</p>	
5.	<p>Co-Chair selection</p> <p>The committee will need another co-chair as it's not to be solely chaired by one person. The committee will make a decision on the co-chair. Matthew will send out a communication to the subset of committee members to determine co-chair by vote/polling.</p>	Decision
6.	<p>Review of Recent Policy Documents for Feedback</p> <p>The following documents have been sent around for review and feedback from Queen's central JHS. Please be familiar with the following documents, in particular the Harassment and Discrimination Prevention and Response Policy, it's a very complex document.</p> <ul style="list-style-type: none"> • Queen's Continuity of Education Plan (CEP) has been updated • Masking Guidelines on Campus • Harassment and Discrimination Prevention and Response Policy in effect as of Sept 1, 2021. 	Review
7.	<p>Asbestos Containing Material (ACM) inventory information posted at 220 Bagot</p> <p>We don't have an Asbestos Containing Material inventory binder on site at 220 Bagot Street. But we do have asbestos containing material on site in the basement area at 220 Bagot. It's in some of the pipe elbows and insulated joints, and in drywall compound/drywall throughout the building. Information regarding this is posted in the basement on the JHS Board at 220 Bagot as it only applies here. There is no concern at Haynes Hall with ACM. A Building Condition Assessment is required yearly to ensure there's been no change in the material, this has recently been completed.</p>	Information
8.	<p>Inspection schedule/Report on recent Inspection</p> <p>Kim provided a review of the previous inspection that was completed. There were many things added to the list, a lot of items were repeat items. Kim asked if we could use an online mechanism where staff could report hazards. If there is something that is an immediate hazard it should be communicated directly to</p>	

	<p>Matthew. If a staff member isn't sure, it can be reported to a manager or committee member. One of the main culprits are excess cords around desks.</p> <p>Matthew has drafted a tentative inspection schedule, separating the DFM and HH space into 6 areas to inspect. Matthew will send the schedule out to the committee members to sign up for a time. Anyone on the committee can complete the inspections. Kim and Heather will do the October inspection, Laura McDiarmid will do the November inspection.</p> <p>A folder has been created on the Shared Drive, entitled Joint Health & Safety. It will be the storage for the minutes, agendas, policies, Terms of Reference etc. All committee members will have access to the folder and are able to add items to it.</p>	<p>Matthew to send out monthly inspection schedule for member sign up.</p>
<p>9.</p>	<p>Next Meeting: Wed Dec 8, 2021 12:30pm</p>	<p>Information</p>