

Residence Joint Health and Safety Committee Minutes
August 17, 2021

Attendance: A Laranjeira (Co-chair), B Wowk (Co-chair), C. Clark, B. Hole, N. Mackay, M. Sheldrick, R Byrom, M Hamilton (note taker)

Review Minutes of June 1, 2021

- The minutes of June 1, 21 were approved.

Updates - B Wowk:

- B Wowk stated that there is return to work protocol information on the Queen's Facilities, Campus Observation Group and EH&S websites and queried the committee for questions or concerns. She added that Residences will be surveying custodial staff and asking what reservations they may have about being around other people and addressing any questions they have from a health and safety perspective. B Wowk asked if CH could do the same for their staff.
- B Wowk stated that she will be working with M Savoie and L Wales regarding poster with current information.
- Cleaning protocols are now up to date on the residences website and can be found at: <https://residences.housing.queensu.ca/residence-cleaning-protocols/>
- A Purell disinfecting wipes dispenser will be placed next to all common rooms, entrances and laundry rooms in all residence buildings.
- Staff will be trained in Green Office Certification for the cleaning of common rooms and office spaces.
- B Wowk sent out the new SOP's for reporting hazards and the new incident report. (Attachments A,B,C)

Building Inspections:

- N MacKay will email members a sign-up sheet with dates to complete inspections for ESU, John Orr, An Clachan, McNeill and Smith.

Old Business/Follow-up Items:

- PPE and work boots as prevention will be brought forward to the next meeting.
- Aluminum ladders have been removed in CH and residences with the exception of JRH 1 due to construction, ladders should be removed from this area in September.

Health and Safety Boards:

- A Laranjeira has updated all boards except for the first aiders list.
- A work order has been submitted for placement of eye wash stations and first aid kits by the boards.
- A Laranjeira will email members a first aid kit requirements list that includes mandatory items, how often the kits need to be checked and who should be checking them.

New Business - Accident and Incident Reports:

- A worker reported that while standing on the second rung of a ladder to remove a broken ceiling tile – the tile fell causing her to lose balance and jump resulting in jarring of the knee and ankle. Medical attention was received and a form 8 submitted.
- A worker reported that while packing a student room for shipping, she moved an armoire to retrieve cords and strained her lower back, time was lost from work.

Meeting Adjourned

Date of Next Meeting: September 28, 2021