

## Meeting Notes



<b>Meeting:</b>	<b>IBCPA Joint Health and Safety Committee</b>	<b>Date &amp; Time:</b>	<b>December 12, 2023 10am - 11am</b>
<b>Where:</b>	<b>Zoom (via email)</b>		
<b>Chair:</b>	<b>Janelle MacPherson-Kenney</b>		
<b>Attendees:</b>	Brittainy Bonnis      Brian Frommer Dan Langham          Cam Miller Dan Tremblay          Jeffery Thomas Aaron Holmberg		
<b>Regrets:</b>	Julia Stroud Denise Arsenault Gordon Smith		

Discussion Item	Attachment
1. Call to order	BF/AH
2. Approval of the agenda	DT/BF
3. Approval of meeting September minutes	NA - Distributed in September
4. Joint Facility Inspection Report - Cam, Aaron <ul style="list-style-type: none"> <li>a) Walk-thru done 12/11/23</li> <li>b) Trip Hazard near recording studio on 2<sup>nd</sup> floor</li> <li>c) Wood Veneer panels from Grid in concert hall need securing</li> <li>d) RH Fob reader not locking properly</li> <li>e) Back Stage Door not unlocking</li> <li>f) Right side door of RH not unlocking - power relay needed</li> <li>g) Corner rust appearing on outside stage door</li> <li>h) Potential Replacement Stage Door - change opening and swap where the Access Button is located</li> </ul>	

Discussion Item	Attachment
<p>5. Parking/lighting/walkway at the Isabel - Janelle</p> <ul style="list-style-type: none"> <li>a) Additional lighting installed in Corrections property</li> <li>b) Lights on order for west end of parking lot</li> <li>c) Potholes filled in on upper lot - to be re-evaluated in the spring</li> <li>d) Follow up on pay parking instead of the HOINK app - unable to replace physical machine - what is the long term solution?</li> <li>e) Parking is limited due to installation of walkway to the Juniper - scheduled to be done by end of month</li> <li>f) Tread being replaced on main staircase in January</li> </ul>	
<p>6. Update on Queen's Winter Operation Planning - Dan L</p> <ul style="list-style-type: none"> <li>a) No indications we will need to change plans for the winter</li> <li>b) Changes made to the COVID webpages - respiratory information in the EHS website</li> <li>c) Collapsed the COVID information on the VPF&amp;A page to the above - links to screening tool, info from KFLA Page - <a href="https://www.queensu.ca/risk/respiratory-illness-information">https://www.queensu.ca/risk/respiratory-illness-information</a></li> <li>d) Have been approved new Workplace Violence policy; clarity added to the responsibility matrix; modernization of the language &amp; template; NEW is a procedure added to indicate "what should I do?" - <a href="https://www.queensu.ca/risk/workplace-violence-program">https://www.queensu.ca/risk/workplace-violence-program</a></li> <li>e) Please ensure the new policy is posted on Safety Boards</li> <li>f) New webpage created for Workplace Violence</li> </ul>	
<p>7. Overall Updates - General Department Updates:</p> <ul style="list-style-type: none"> <li>• <i>Isabel building as a whole - JANELLE / GORDON</i></li> <li>• Departmental updates from each rep <ul style="list-style-type: none"> <li>○ Scott - professor returning that requires accessibility door on the film screening room</li> <li>○ Should have accessibility buttons on all doors (RH, A&amp;M)</li> <li>○ DT - Classes going smoothly @ Isabel</li> <li>○ CM - DFM purchased some "personal alarms" for sign out for students</li> <li>○ BF - 12 DAN Students - Working @ Heights trained <ul style="list-style-type: none"> <li>▪ Had COVID outbreak amongst cast at Fall Major</li> <li>▪ Instituted a best practice for respiratory illness for large groups</li> <li>▪ Landline installed in ST Green Room</li> </ul> </li> </ul> </li> </ul>	

Discussion Item	Attachment
<ul style="list-style-type: none"> <li>○ BB - nothing new - inquired about austerity plan and how it impacts the H&amp;S operations               <ul style="list-style-type: none"> <li>▪ BF - has to now absorb H&amp;S issues into his production budget</li> </ul> </li> </ul>	
<p>8. Other Business</p> <ul style="list-style-type: none"> <li>a) Still at quarterly meetings; can add more if needed</li> </ul>	
<p>9. Adjournment</p>	<p>CM &amp; DT</p>