



**Administrative Services
Joint Health & Safety Committee**

**Agenda – March 5, 2024 Meeting-
Via Microsoft Teams**

CHAIR: Dan Langham, EHS

Agenda

1. Call to Order
2. Approval of Agenda
3. Welcome to New Members: Harry Scannell (PSAC 901-1) and 3 new Management members: Lisa Latour Colby, Nicole MacKinnon and Mary-Rose Lalonde.
4. Membership: Vacant Co-Chair Worker and Management member positions.
 - Members were reminded that the committee still requires Co-Chairs for both the worker and management members. Members were asked to consider filling these roles and update EHS.
5. EHS Co-Chair Updates
 - New Member Orientation March 5, 2024 from 2-3pm
 - i. It was noted that EHS ran a JHSC Orientation session on March 5th at 930-1030am for new JHSC members. 12 new members were in attendance and were provided with an overview of their role as a committee member, the various committees at Queen's as well as the structure and terms of reference. It was further noted that the session was recorded and will be made available to all new JHSC members in the future.
6. WSIB Injury Reports – Uploaded to Teams folder:
 - Smith School of Business: An employee reported that the elevator cabin dropped approximately 1.5 floors and became stuck. The drop resulted in pain in their back and neck. He pressed the alarm button and pounded on walls to alert someone that he was inside. The employee went to KGH and returned to their regular job with no lost time. At this point EHS was contacted and the WSIB process was initiated.
 - Animal Care Services: An employee was moving an animal enclosure through the hall with a co-worker, guiding the cage from the back end while a third person held the door open. One of the employees

caught two bingers between the cage and the hallway guard rail causing a severe laceration. The employee received treatment at KGH and the injury did result in some lost time.

7. Workplace Inspections – Send your availability to Sandra to schedule inspections.
 - The committee discussed workplace inspections for 2024 and new members were provided with an overview of their role and the process. It was noted that new members will be matched with more experienced members for training purposes. Members were asked to send their availability to S. Jeffers.
8. New Business: No new business.
9. Motion to Adjourn
10. Next Meeting Date: May 2024 exact date and time to be confirmed.