

Queen's University Library

Joint Health and Safety Committee Minutes

DATE: February 6, 2024

TIME: 2:30 PM

1. Approval of agenda
Approved as circulated.
2. Approval of minutes
Approved – November 22, 2023
3. Business Arising
 - Welcome to new members:
D. Conner welcomed the new members to the JH&S and D. Langham introduced himself to the new team members.
4. Other/New Business
 - Review of meeting and inspection schedules:
N. Petri reviewed all documentation related to the JH&S with the committee, including meeting and inspection schedules, and all related documents located on the teams site and in the Business Office SharePoint site.
 - Odor in Stauffer:
D. Conner raised a concern about the odor coming into the library (primarily in the ATC) from what appears to be the portable washrooms outside of the JDUC. She wondered if it could be related to the issues with odor last summer, but the new odors didn't seem to elicit the same physical responses such as headaches or nausea that staff experienced during the construction last summer at the JDUC.
Action item: S. Baddeley will follow up with project manager for the JDUC project to learn about the timing of the washroom cleanup to see if it coincides with the odor that is coming into the library.
5. Safety Officer's Report
 - Injury reports:
There were no reported injuries, lost time or other since the last meeting.
 - Security reports:
N. Petri reviewed the recent security incidents with the team and reminded them that security updates are always posted to the Alerts on the Business Services Site.

6. Reports from Members

- N. Petri reported that the lump in the entry carpet of Stauffer has since fallen and there is no longer a trip hazard. The caution posts have been removed and the entry/exit door has reopened.
- D. Conner advised that she and H. McMullen will be inspecting the Stauffer Library Lower Level within the next weeks.
- No other reports from members.

7. Next meeting

March 22nd, 10am

Chair: Nancy Petri

Minutes: Gladys Ndungu