

Residence Joint Health and Safety Committee Minutes
January 15, 2024

Attendance: A Laranjeira (Co-chair), S Smith (Co-chair), M Cosby, S Desveaux, S Hutchinson, J McGregor, K Newstead, J Stewart

Regrets: P Mundi, A Shahzad, D Wilson

Review of Minutes from November 13, 23

- The minutes of November 13, 23 were approved.

General Updates

- 2023 evaluation
- A Laranjeira stated that per the H&S Terms of Reference, the committee should conduct an evaluation of their effectiveness annually.
- This will be brought forward to the March meeting and include a summary of inspections and accident/incident reports.
 - Asbestos Awareness Training – renew & new (last offered in 2015)
- S Smith stated that this training was offered was in 2015. He added:
- In facilities, one-third of our staff should be trained, and this has been added to the training matrix. The plan is to offer the training during reading week.
- S Hutchinson noted that ResTech summer staff would require training in May.
- Community Housing will bring forward any staff requiring training.

Inspections

- Review inspection findings
- A Laranjeira stated that per the Terms of Reference, some inspection findings should be discussed at meetings. She reminded management that once the inspections are inputted into the computer, they need to be forwarded to the co-chairs.
 - Outstanding inspections
- S Smith stated that there are three inspections from 2023 that need to be completed soon.
- Of the three, S Hutchinson has two inspections scheduled for this week and P Mundi has one inspection to be completed, S Smith stated he will reach out to P Mundi to see if he has time and if not, the inspection will be reassigned.
 - Inspections to still be typed up
- S Smith stated that he has three inspections that need to be typed up and will do that shortly.

A Laranjeira stated that after reviewing the inspections, the following concerns were ongoing hazards:

- breaker boxes left unlocked
- Equipment, e.g. vacuums with frayed wires
- Light covers missing and not having LED bulbs provided to replace lights
- tight closet space
- Queried the electrical panel & changing light bulbs training

Incident/Accident Reports

New Items

- Inspection schedule for 2024 - discuss
- S Smith thanked members for getting the inspections completed and added that he has started the 2024 inspection schedule.
- The committee agreed that buildings will be assigned, and members can decide when they want to inspect that building over the next 12 months.
- S Smith responded to a statement regarding missing signs. He stated:
- It is important that when floor numbers are missing a work order is put in for them, it is an ongoing responsibility to note this so when it comes to inspection time, we don't have several missing. If floor number signs are continuously missing even when replaced, a number stencil can be used to paint the number on the wall.
- A Laranjeira responded that this does not meet fire code as the brail on the signage would be missing.
 - Using OrangeQC for H&S inspections - demonstration
- S Smith stated that OrangeQC is used by Central to complete joint health and safety committee inspections. He added:
- It is a good way to audit and a good way to see how things are going. For example, if a parent calls to query something you can check and see that we have already looked at the issue.
- This can be done on a tablet or your phone, it replaces writing things out.
- S Smith demonstrated using OrangeQC: you can select a building, floor, and room. The default is Housekeeping, pass. If you choose to select fail, you can explain why and attach a picture. The categories are listed, for example, excessive noise, air quality and temperature.
- S Smith proposed that OrangeQC be built for all the rooms, hallways, and stairwells we inspect. Once built, you would then just go through the (category) list and once submitted, a report is automatically generated eliminating the need to type them out.
- S Smith stated that if the committee agreed that this is something we want to investigate, he would start to build the templates and give members access.
- The committee agreed to investigate OrangeQC.
 - First Aid kits
- A Laranjeira stated that we should be following the WSIB first aid kit policy. From the policy:
- First aid kits need inspection cards with space for recording date of inspections.
- A first aid station shall be in the charge of a worker who works in the immediate vicinity of the first aid station and who is qualified in first aid and checked quarterly.
- The first aid kit should be large enough so that each item is in plain view and easily accessible, and it should be filled according to regulations and requirements as per the number of workers in the building.
- She queried if this is something we could look at, and is someone going to start inspecting them?
- S Smith responded that this is something he will look at.
 - Keeping H&S safety boards updated
- S Smith stated that S Hawryszko is going to have the safety boards updated the end of January, March and May. Following a pattern of every two months after our meetings.

- James McGregor stepping down from JHSC
- S Smith stated that this is the last H&S meeting for James as he has accepted a position outside of Queen's. He congratulated him on his new endeavour and added:
- This evens out our membership in terms of management/worker members. Currently the TOR states five work members and five management members, my preference is to have six of each, which gives our USW members better representation, and this is something D Langham is considering.

Meeting adjourned, Next Meeting – March 18, 2024