

Joint Health and Safety Meeting

**Date:** Friday, January 19, 2024

**Time:** 12:00pm

**Join Zoom Meeting**

<https://queensu.zoom.us/j/93270602345?pwd=aklxa2ZSSVZCWk5LZm9qU1l3bUxEUT09>

Passcode: **835161**

**Members:** Jennifer MacDaid, Tammy Parr, Laura McDiarmid, Kim Wallace, Lynne McQuarrie, Rhonda Gauthier, Ashleigh Van Luven, Mandy-Lynn Ashley, Mary Martin, Brooke Lloyd, Renee Lupien, Kshitiz Singh

Regrets:

	Item	Presenter
1.	Welcome & Approval of the January 19 <sup>th</sup> Agenda. <ul style="list-style-type: none"> <li>Agenda approved by all</li> </ul>	Chair
2.	Approval of the September 29 <sup>th</sup> Meeting Minutes <ul style="list-style-type: none"> <li>Minutes approved by all</li> </ul>	Chair
3.	Review of Action Items <ul style="list-style-type: none"> <li>Confirmation the dates on the fire extinguishers have been checked and are up-to-date.</li> </ul>	Chair
4.	Review of Terms of Reference <ul style="list-style-type: none"> <li>Follow up to be made with other DFM sites regarding if they have their own JHS committee.</li> <li>Discussion on the organization and frequency of workplace inspections, including the need to clarify inspection procedures and ensure regular inspections are conducted.</li> <li>Concerns raised about evacuations, lockdown procedures, and fire plan details .</li> </ul>	Chair
5.	Review of Members and Recruitment (if needed)	Chair



	<ul style="list-style-type: none"><li>• Discussion on consideration of committee members terms and the need to recruit new members, including a new co-chair and faculty members.</li></ul>	
<b>6.</b>	<p>Set Schedule of Meeting</p> <ul style="list-style-type: none"><li>• Purposed having meetings every two months on the third Friday. Calendar invites will be sent out for the year with an adjust for the March meeting date.</li></ul>	Chair
<b>7.</b>	<p>Draft Work Plan for 2024</p> <ul style="list-style-type: none"><li>• The Chair of the committee will create a work plan for the committee, which will include reviewing the OHS policies and procedures, understanding the panic button system, checking the availability of naloxone kits, and establishing evacuation and lockdown procedures.</li></ul>	Chair
<b>8.</b>	Next Meeting?	Chair