

Minutes



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| Meeting: | Arts and Science Joint Health and Safety Committee | Date & Time: | April 25th, 2024 2:30pm – 3:30pm |
| Location: | Microsoft Teams | | |
| Chair(s): | Paul Bass | | |
| Attendees: | Paul Bass, Emma Battersby, Beatriz Sugarman, Matthew MacArthur, Cormac Evans, Julia Stroud, Florence Kayode, Alexandra Fox, Darlene Davis, Dan Langham | | |
| Regrets | Monika Holzschuh, Tina McKenna, Temitope Oluwadare | | |

| Discussion Item | Attachment |
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| <p>1. Call to Order</p> <p>Moved: Cormac Evans Seconded: Alexandra Fox, and carried, “that the call to order, be adopted.”</p> | |
| <p>2. Approval of Agenda</p> <p>Moved: Darlene Davis Seconded: Cormac Evans, and carried, “that the agenda for the meeting, be adopted.”</p> | |
| <p>3. Discussion of Minutes from January 10th, 2024</p> <p>Moved: Cormac Evans Seconded: Alexandra Fox, and carried, “that the minutes of the January 10th, 2024, meeting, be adopted.”</p> | X |
| <p>4. Co-Chair’s Reports</p> <ul style="list-style-type: none"> - JHSC Introduction with new committee members - Discussed recirculating the JHSC Welcome package - Encouraged all committee members to review the Terms of Reference for the committee - Discussion around a “co-chair”. Noted that the search is continuing. | |
| <p>5. Report of Injury</p> <ul style="list-style-type: none"> - No Report of Injury to discuss | |

| Discussion Item | Attachment |
|---|------------|
| <p>6. Inspection Schedule</p> <ul style="list-style-type: none"> • Updates on the following inspections: <ol style="list-style-type: none"> 1. School of Religion: <ul style="list-style-type: none"> • Report was very well documented. • Noted that report can be used as an example for upcoming inspections. <p>Discussion of Upcoming Inspections: Note for all inspections: Schedule date before end of May</p> <ul style="list-style-type: none"> • Dan School of Music and Drama: Paul Bass & Tina McKenna • Gender Studies: Monika Holzschuh & Beatriz Sugarman • Philosophy & Classics: Alexandra Fox & Tina McKenna • French Studies: Darlene Davis & Temitope Oluwadare • Physics – Matthew MacArthur & Florence Kayode <p>TBD – requests in May or early Summer – contact is Patrick Given p.given@queensu.ca</p> <ul style="list-style-type: none"> - Emma: Touch base with inspection teams at end of May 2024 - Dan Langham noted that the inspections should be completed on buildings yearly. Regarding inspection reports, Dan also noted that reports should be written in an advisory tone, and not prescriptive. | X |
| <p>7. Other Business/Discussion Item</p> <ul style="list-style-type: none"> - Discussion was had around protocols regarding receiving delicate delivery items and the proper process, procedure, and placement in handling these items in departments. Discussion was had around the reporting of these instances to the Department of Environmental Health and Safety. - Remain active over the summer with inspections as it is a good time to complete inspections. | |
| <p>8. Next meeting:</p> <p>Proposed – June 20th or June 27th, 2024 (Poll sent out to committee members via email – 04/25)</p> | |
| <p>9. Motion to Adjourn Meeting:</p> <p style="text-align: center;">Moved: Beatriz Sugarman Seconded: Alexandra Fox, and carried, “that the motion to adjourn the meeting, be adopted.”</p> | |