

**Queen's University Library**  
**Joint Health and Safety Committee**

**DATE: October 4, 2024**

**TIME: 10:30am**

1. Approval of agenda
2. Approval of minutes: May 28th
3. Business Arising:
  - **New Membership:**

Nancy asked all members to introduce themselves as there were new members to the Committee. She then spoke a little about the role of members and the internal responsibility system and how concerns were to be raised. She spoke about inspections, and fire evacuations, the Business Services SharePoint site and JH&S Team site where documents for use were housed.
  - **Stauffer move:**

Nancy updated the team on the construction project on the ground floor of Stauffer and the move back of the ATC staff and reopening of the facility in Stauffer.

    - Week of October 7<sup>th</sup> - Furniture in storage and some new will be put in place in the new ATC, and office set up.
    - Week of October 15<sup>th</sup> – furniture, equipment and boxes will be moved from DL to SL. The remaining new furniture will be delivered and setup. Few final items from construction will be addressed. Security and access will be completed.
4. Other/New Business
  - **Inspections**

All teams have worked very hard to catch up on inspections. Deficiencies have been noted and advanced for action. The spreadsheet containing these deficiencies is up to date for posting.
  - **Fire Alarm – Education**

During the last reported fire evacuation at Education it was noted by staff that the alarms were not easily heard by staff when office/workroom doors were closed. James Dick, Fire Safety Coordinator for Queen's was notified and he came to assess the situation. We are still waiting to hear back regarding recommendations.

5. Safety Officer's Report

- Injury report  
Nothing to report
- Security reports  
Nothing report, it has been a very quiet fall so far

6. Reports from Members

- Nothing further to report except for inspections that were completed.

7. Next meeting

- November 13<sup>th</sup> at 11am  
Dianne – Chair  
Minutes - Rachael