

Queen's University Library
Joint Health and Safety Committee

DATE: May 28, 2024

TIME: 3:00 pm

1. Approval of agenda

Approved as circulated.

2. Approval of March 21, 2024 minutes

Approved as circulated.

3. Business Arising

Extinguisher at education has been fixed

4. Other/New Business

- Stauffer move – ATC (Nathalie). Nathalie received a message from Nicolas Hudon (QUFA Health and Safety Executive) about an issue with the move to Douglas (QUFA and CUPE staff involved). CUPE Member reached out to QUFA Health and Safety regarding employees moving their boxes across the street. Nathalie has met with the QUFA member. Next step is to meet with the ATC to discuss what happened and what could be improved with the move-back. Once information is gathered, Nathalie will bring it back to Nancy to inform the move-back process. There is a need to ensure there is a clear process for the move back to Stauffer. There are also some technical details that need to be addressed with DIOS.
- Dianne was contacted by Nick Hudon as well regarding the move. She had been approached by an ATC staff member prior to the move, inquiring about what staff was required to move on their own. After making inquiries, Dianne discovered that DIOS would move furniture and equipment and staff would be required to move their personal items. This could also mean that staff

could pack their items in boxes which could then be moved by van. Dianne relayed this information to staff and advised if there were issues, to reach out again. Having heard nothing further, she assumed things had gone as expected.

- -Dianne asked questions about the van. Did the ATC book the van? Assumed that they could book the van.
- Nathalie- Yes, ATC asked for the van, and they felt some reluctance as it was not encouraged. ATC did not book the van.
- Heather- Had a chat with the ATC and wants to support ATC with the move back. Communication issue- How can we improve communication? What can we learn from this? How do we cultivate a culture of getting to yes.
- Ken- Drivers for the van need to be approved by risk management.
- Nathalie- There was a misconception of how much ATC had to move over (it's not just a simple move of a laptop and personal items. There was more than that.
- Gladys-Van offered by University Librarian. ATC requested to receive the office keys for Douglas in advance. There was a discussion of the pros and cons of using the van.
- Heather- Is this something that snowballed? Question –is it appropriate for us to ask staff to do something that needs certification? Safety issues for someone that doesn't normally drive a van to be asked to drive.
- Dan- The standard for the move to a different office location depends on whether someone is qualified to do it, what is being moved, and where the move is. Is the staff member capable of doing the move and is the individual provided with what they need for the move . If they were asked to move boxes what was provided to help with the moving boxes (Is there a cart to move materials, are they qualified to drive the van?)
- Dan-There is no fast rule about moving boxes. The question is whether it can be done safely.
- Dan- Worth asking if it was reported to a supervisor and did the supervisor weigh in or not weigh in? Did they report it because of the frustration of using the system or was there no system in place
- Dianne- There were two types of files (Student and personal files) staff unprepared to move those many boxes of files.
- Nathalie- Confident that can be resolved and will meet with ATC with Dianne (CUPE) and Nicolas from QUFA

5. Safety Officer's Report

- Injury Reports

Gladys- Report that Meghan O'Brien was injured at work resulting in lost time (5 days).

- Security Reports

- i. Heather – Security staff reported a few incidents of unusual and unwelcome phone calls. Same approach as the ones from last year, from the inmate in Quebec. One call involved a student worker that was quite shaken up. All IS staff including student assistants were advised to disengage and advise Shaun. ERC was contacted immediately. Further instructions were given on Friday to transfer the call to the ERC or if easier, to put the patron on hold and call the ERC. Campus Security advised that they are in communication with the police again to track down the caller and stop the calls. These incidents were reported to us through chat and email and to Campus Security directly.

6. Reports from Members |

- Ken- asked Dan who had cleaned up the rat carcass at (DL Lunch room). D. Langham advised it was Facilities and that he was following up with EHS to determine who does what regarding cleaning and disposing of the Carcass. Follow-up with D. Langham about the decision
- Nathalie- Reported that red bugs are back at education

Commented [BC1]: Under Reports, there was discussion . I believe initiated by Ken Hernden, about the cleanup of the rat remains in Douglas. Dan Langham noted he followed up with Abell and Facilities and that Facilities performed the cleanup.

Commented [NS2R1]: and I reported that the red bugs are back at Education

7. Next meeting

August 28

Chair: Nancy

Minutes: Natasha