

Queen's University Department of Family Medicine
Joint Health and Safety Meeting

MINUTES

INFORMATION FOR MEETING:

Thurs Feb 10, 2022
 12:15 pm

Members: Matthew MacArthur, Heather Drouillard, Jennifer MacDaid, Tammy Parr, Laura McDiarmid, Kim Wallace, Lynne McQuarrie, Rhonda Gauthier, Ashleigh Van Luven

Regrets: Rhonda Gauthier

	Item	Action or Information
1.	Welcome & Approval of the Agenda No additional items for the agenda, motion from the chair to approve the agenda, approved by Laura McDiarmid, seconded by Lynn McQuarrie.	Approved
2.	Approval of the Sept 29, 2021, Minutes Motion from the chair to approve the minutes, approved by Heather Drouillard, seconded by Kim Wallace.	Approved
3.	Review of Action Items Matthew to reach out to Colleen Grady to recruit a research representative. Matthew to draft a recruitment email to be communicated to DFM for additional members. Matthew to send out monthly inspection schedule for member sign up.	Matthew to reach out to Colleen Grady re: research representative Matthew will send recruitment communication to department Members to sign up on the Inspection schedule located on the shared drive

4.	<p>220 Bagot Street Main Entrance Update</p> <p>There have been incidents of falls at the front entrance of 220 Bagot Street. Incident reports were generated, and it is currently blocked off from use. It is only to be used in an emergency. KHSC Operations and maintenance are currently working with us to ensure the stairs are safe. It would appear from the initial investigations that the rise from the sidewalk to the first step is excessive and may not meet building code regulations. HDH may have to coordinate with the city if it is deemed the sidewalk is owned by the city. There have been issues with the steps in the past and HDH is aware. A snow removal company is contracted to remove snow and clear the sidewalks around Haynes Hall, it is not the responsibility of the city. Alternatively, KHSC looks after the grounds of 220 Bagot Street.</p>	Information
5.	HH HVAC Update	

	similar document for staff returning to work. Heather noted that there should be some information coming within the next week or so.	
8.	Next Meeting Date Thursday April 14 th at 12:30pm	Information