

UNBC JOINT HEALTH & SAFETY COMMITTEE

April 28, 2022

****Zoom Meeting** 3:00pm to 4:00pm**

Participants:

Sarah Elliott, (Employer Rep)- Co-Chair
Marlene Cannon, (Employer Rep) *Alternate*
Debbie Roberts, (Employer Rep)
David Claus, (Employer Rep)
Kerry Roberts, (Employer Rep)
Twylla Hamelin, (Employer Rep)
Christa Florell, (Faculty Employee Rep 1)
Lianne Tripp (Faculty Employee Rep) *Alternate 2*
Malgorzata (Mal) Kaminska, (Faculty Employee Rep)–Co-Chair
Shannon MacKay, (CUPE Employee Rep 1)
Peter Popovic, (CUPE Employee Rep 2)

Committee Resource:

Tammy Klassen-Ross, (Positional Resource)
Natalie de Bruyn, (Positional Resource)
Jennifer Skaar – (Recording Secretary)

Absent:

Ron Camp II, (Employer Rep)
Aaron Olsen, (Employer Rep) *Alternate*
Sean Kinsley, (Employer Rep) *Alternate*
Trevor Smith, (Employer Rep) *Alternate*

Saphida Migabo, (Faculty Employee Rep) *Alternate*
Aneta Douglass, (CUPE Employee Rep 1) *Alternate*
Alan Alger, (CUPE Employee Rep 2) *Alternate*
Vacant, (CUPE 2278 Employee Rep 1)
Vacant, (CUPE 2278 Employee Rep 1) *Alternate*
Narayan Koirola, (CUPE 2278 Employee Rep 2)
Vacant, (CUPE 2278 Employee Rep 2) *Alternate*

Committee Resource:

Lydia Troc– Health & Safety Manager, (Resource)
Conan Ma, Chemical Safety Officer (Resource)

Meeting Co-Chair: Mal Kaminska

A. Traditional Territory Acknowledgement – Kerry Roberts

B. Chair Comments:

-Mal had no comments. Sarah wanted to acknowledge that today is the Workers' Memorial Day and National Day of Mourning for workers killed or injured at work. Sarah wanted to take a moment to thank the members of the JH&S Committee. With the important projects the sub-committees are working on including the work on employee training and orientation, and for the work we do as a Committee towards improving the culture of safety at UNBC to prevent injuries from occurring in the future.

C. AGENDA

c.1) No changes or additions to the agenda - accepted.

D. APPROVAL OF MINUTES – March 31, 2022

d.1) No changes or corrections. Motion to accept Kerry & David – All in favour, approved.

E. BUSINESS ARISING FROM THE PREVIOUS MINUTES

e.1) Sub-Committee projects - Mal

-Sub-Committee leads project updates:

- Team 1: David – sub-committee has met and created a summary of objectives and goals which is shared on MS Teams web page. Created a catalogue of resources that are available but found some were no longer active. Now the committee is working on a survey to find out what supports people would find helpful and promote activities that will encourage wellness etc. Great help from Kristi. Mal noted that the sub-committee wanted to present everything today to the JH&S Committee members to be sure they are on track. Sarah commented that it looks great.
- Team 2: Debbie - the sub-committee met prior to the last meeting but have not yet met this month. Shannon added that they are looking at the web site and how it can be made more accessible. They are also working on a quiz that Lydia has been putting together which will involve visiting the JH&S Committee web site to gather information about the JH&S Committee. Debbie suggested Shannon be the sub-committee lead for future updates.
- Team 3: Kerry –Sub-committee has met and talked through the current state of employee orientation and education. They are working on updating the training modules. Looking to set up delivery of current material and push out. Question: Has there been discussion to move off the current database (D2L)

the employee training is offered through? Would suggest moving it to our new learning software coming in -Moodle to allow employees to have quick access etc.

-Comment: part of the process for issuing keys involves confirmation that the employee safety training has been completed. Delays in new employees being entered into banner which delays access to the employee training modules.

-Comment: Banner entry is the issue. Information from Banner is not transferred into D2L in a timely basis. Kerry will look into further.

-Comment: The hold on key issuance is to force staff to complete the safety training. New employees need access to safety training day 1 to complete. Kerry confirmed that the training is mandatory.

-Question: Do we pull reports to know who has completed? Sarah commented that you can email HR to request a report for your portfolio.

-Question: Is there training that is to be completed annually? Sarah confirmed yes there are certain modules that are required to be completed each year.

-Comment: May want to send out a reminder to all supervisors about the annual training requirement.

-Kerry noted that there were some issues with the initial process and with the roll out to Faculty, but the system infrastructure is there to manage ongoing training.

Team 4: Kerry – sub-committee met. Similar approach on this committee. They have a new lawyer who will be reviewing and providing feedback on the current policy. This will be brought back to various groups and to the JH&S Committee for review.

Team 5: Sarah – sub-committee is preparing to participate in the Provincial Red Shirt Day – June 1st during National Accessibility Week. Dr Robinson and Kristi Muchalla are a great resource for the sub-committee. This fits in with the work Rheanna is doing in developing Accessibility Ambassadors. Hoping to bring in a local speaker for the Red Shirt Day and will be talking about the launch of the Accessibility Ambassadors. More information is in the MS Teams folder.

-Mal added that Mental Health Day is being celebrated on May 4th and you will see posters that went out earlier this week. They are also working on bringing in some therapy dogs.

e.2) Committee Terms of Reference (TOR) review - Sarah

-A copy of the current TOR is now on the MS Teams site for Committee Members to look at in preparation for the annual review.

-Sarah noted it is also time for the annual committee review regarding the Committees work, competency, what's working and what's not working. Sarah will post some information and members can provide their feedback either to Mal or Sarah. Mal and Sarah will then right the review and forward it on to the Employer.

e.3) Fire alarm and audibility issues in Building 5: New Counselling Office – David

-At our last meeting, it was brought forward that the fire alarms were not audible in the Library building, new Counselling area and the Medical clinic. Facilities conducted a test and found that the alarms were not working in those areas. The issues were addressed and testing has been taking place this week to ensure all are functioning. As a result of investigating the issues initially brought forward, it was discovered that the new Access Resource Centre's (ARC) alarms were also not functioning and are in the process of being addressed. David asked Peter if there were updates on the fixes. Peter indicated that fire alarm testing has been completed and verification that the alarm bells are now working in the areas initially discovered. There is a hardware issue that is being worked on to address the alarms in the ARC area which Peter is hoping to have resolved by the end of the week.

Question: For the ARC area, are there strobe alarms for those people with disabilities?
Peter confirmed yes those are working it is the bell that has not been functioning.

F. Incident Report Summaries

- f.1) **Review of the Worksafe and other classified incident reports for First Aid Incidents; Safety Investigations; & Other Reports sent to members for review. – Sarah**
-Sarah asked if there were any questions on the report.
-Question: The inspection involving pipes in the floor shows that there needs to be more education regarding the importance of reporting safety concerns. David is there a fix for these pipes such as cutting them off? David indicated the pipes are conduits which provide the ability to pull cable into the classroom. These were from the original build and had not been an issue for many years as there was a permanent cover installed over them. Someone other than Facilities took the cover out which changed the space exposing the conduits and creating a safety hazard. Facilities is in the process of determining how best to address the issue to either retain access to the conduits or permanently close them off.
-Comment: Good reminder to everyone to report safety concerns.
-No further questions or comments.
- f.2) **Review of Respect in the Workplace Investigation Statistics – Kerry**
-Kerry indicated there have not been any formal complaints come in. There have been a few inquiries but nothing formally submitted for investigation. One case is still in process involving accommodation.
-No further questions or comments.

G. Inspection Updates

- g.1) **Building Inspections –Sarah**
-Sarah noted that Lydia has the building inspections schedule up to date. Sarah thanked everyone that volunteered their time to assist with completing the most recent inspections. Inspections will resume when Lydia returns.
-No questions or comments.
- g.2) **Lab Inspection Report – Tammy**
-Lab inspections are nearly up to date and Conan indicated these will be caught up before the start of next semester.
-A concern was brought forward at the last meeting regarding fire drills and scheduling. The issue is with push back from some Faculty who do not want fire drills taking place during classes. It has become apparent that there is a necessity for fire drills to take place during class times for students and those with disabilities to know what to do in the event of an alarm. The Lab Safety Committee is not sure how to move forward on this and may be reaching out to the Dean to discuss further.
-Another issue that has come up involves the Glove Recycling Program. The recyclable gloves that we have been stocking are no longer being manufactured. This means we are looking for an alternate recyclable glove to allow the program to continue. The program has had great success and there are 2 Adirondack chairs that the recycling plant sent to UNBC to represent our contributions in recycling gloves. These chairs will be set up on campus for people to view shortly. David asked that his department be contacted to arrange the location and set-up of the chairs. Sarah confirmed that Lydia will be reaching out to Facilities to make those arrangements.
-Question: is it Teaching Labs or Research Labs that are involved with the fire drill issue? Tammy believes it is from the Teaching Labs. Debbie indicated she will provide her support.
-Debbie commented that she was approached by a Faculty member who is interested in a fire safety training session for TA's.
-Comment: suggested that Debbie attend a scheduled fire drill to work with the team in that area. Sarah commented that Safety has organized fire extinguisher training with the Prince

George Fire Department in the past. This training is part of the training on her agenda to organize again preferably in the summer prior to the start of semester in September.

H. New Business

- h.1) **Accessibility Week – Red Shirt Day June 1, 2022** - Sub-Committee 5 reps (Mal, Sarah, & Aneta)
 - Mal reminded all to keep this date in mind, further information will be coming out shortly.

I. Round Table Discussion:

- Question: Would it be possible to consider changing the time of the meeting or the day as one member has scheduling issues for the next several months.
- Comment: The official teaching schedule has not yet come out but we may want to wait until that schedule comes out to avoid further conflicts.
- Sarah agreed, we can wait until the teaching schedule is out and will send out a poll for everyone to check their schedules.
- Comment: The next meeting is scheduled right before Convocation which may present a problem for some people. Sarah recommended that we move the meeting – May 19th works for majority in attendance. Sarah will send an amendment.
- Comment: In case anyone is interested in taking JH&S Committee training, BCFED Health & Safety Centre has just announced some in-person training taking place in Prince George which is the first to be offered since going to an online option during COVID. Sarah has an email she will be sending out to members with information on the training.

MEETING ADJOURNED AT 3:57PM

ACTION ITEMS

Item #	Description	Who	Action
1) 19-009	Committee Projects	Individual Project Groups	On Going
2) 19-016	Animals on Campus Policy & Procedures Draft for Committee Review	Sarah Elliott	Tabled