

UNBC JOINT HEALTH & SAFETY COMMITTEE

January 27, 2022

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

Participants:

Sarah Elliott, (Employer Rep)- Co-Chair
Marlene Cannon, (Employer Rep) *Alternate*
Ron Camp II, (Employer Rep)
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)
Aneta Douglass, (CUPE Employee Rep 1) *Alternate*

Committee Resource:

Lydia Troc– Health & Safety Manager, (Resource)
Jennifer Skaar – (Recording Secretary)

Absent:

Aaron Olsen, (Employer Rep) *Alternate*
Sean Kinsley, (Employer Rep) *Alternate*
Trevor Smith, (Employer Rep) *Alternate*
Saphida Migabo, (Faculty Employee Rep) *Alternate*
Joyce Henley, (CUPE Employee Rep 2)
Narayan Koirola, (CUPE 2278 Employee Rep 2)
Vacant, (CUPE Employee Rep 2) *Alternate*
Ashley Rowland, (CUPE 2278 Employee Rep 1)
Vacant, (CUPE 2278 Employee Rep 1) *Alternate*
Vacant, (CUPE 2278 Employee Rep 2) *Alternate*

Committee Resource:

Tammy Klassen-Ross, (Positional Resource)
Natalie de Bruyn, (Positional Resource)
Conan Ma, Chemical Safety Officer (Resource)

Meeting Co-Chair: Mal Kaminska

A. Traditional Territory Acknowledgement – Debbie Roberts

B. Chair Comments:

-Meeting materials and documents are now located on MS Teams for the JH&S Committee.

C. AGENDA

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

D. APPROVAL OF MINUTES – December 16, 2021

d.1) No corrections or changes. Motion to accept Debbie & Ron – approved.

E. BUSINESS ARISING FROM THE PREVIOUS MINUTES

e.1) Sub-Committee projects - Mal

-Mal asked if anyone had an opportunity to meet – none heard. Mal indicated that Sarah has requested that the sub-committee participants make a commitment to resume their project meetings to enable us to move forward.

-Mal went through the sub-committee groups projects and list of participants on each. Mal requested that each sub-committee have a champion who can provide updates for their group. Each champion will reach out to the team participants to arrange a meeting and report back on progress for the JH&S Committee meeting in February.

-Question: Is team 3 missing? Comment: there was a team 3 listed on previous lists that has been removed, it was on form standardization. Jennifer advised that team 3 was for development and updates to Field Safety forms. Sarah had recommended this team be removed from the JH&S Sub-Committee Projects and a separate committee be formed with former faculty members of the Field Safety Committee. These faculty members had originally developed the field safety forms and Sarah felt it best that they take the lead on further development and updates. Once this is completed, Sarah will be provided to the JH&S Committee.

–Kerry to provide the name of the HR rep for the Re-orientation Sub-Committee

-Jennifer will update the spreadsheet and save in MS Teams

e.2) COVID-19 Public Health Order Updates - Sarah

-Sarah advised that she just attended a meeting with the PHO regarding rapid test kits. The PHO will be sending rapid test kits out to post-secondary institutions. There was no indication as to the number of kits, when we can expect to receive them or if the kits will need to be assembled on arrival. The intent is to provide 2 kits (consisting of 2 rapid tests each), to employees in face-to-face positions, and students living in campus housing.

-Arrangements for another Town Hall Meeting with Dr Bonnie Henry is being planned by no info yet available.
-A vaccination clinic is being set up on campus next week - no further information available from Northern Health.
-Question: Faculty delivering in person classes have been asked to monitor class attendance and if class absences reach 30%, the class will switch to online delivery. Currently there is no reporting process for class attendance – how can it be tracked to know when a class reaches the 30% volume? Sarah noted that the Provost did not advise how the reporting was to be rolled out but she know a couple of faculty members who have already met the 30% threshold and moved to online delivery. Not sure there are reports going back to the Deans. Debbie knows of 1 faculty member who asked their Chair to go online but there may be others that she is not aware of.

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**
- No questions concerning the report.
-Question: When incidents occur in Housing, it is procedure that Housing report the incident to Security so that the incident is formally reported and on file? Kerry indicated that generally there are three people who conduct investigations for student to student incidents that occur in Res – (Sarah, Justin and Kerry). If there appears to be a single point of failure, then this may need to be reviewed.
- f.2) **Review of Respect in the Workplace Investigation Statistics – Kerry**
-Kerry indicated there has been minimal activity. Two cases were closed in December. One new complaint between a faculty member and student expected to close soon.
-No questions or concerns brought forward concerning the report.

-Question: When is the Respect in the Workplace policy due for review? Kerry noted that HR has been reviewing the policy and consulting a lawyer for recommendations on improvements. Kerry will provide an update on this progress next meeting.

G. Inspection Updates

- g.1) **Building Inspections –Lydia**
-New building inspection schedule for 2022 is now on MS Teams for people to sign up. Inspections will resume starting February.
- g.2) **Lab Inspection Report –Lydia**
-Lab inspections are starting next month.
-Lydia also noted there have been lab doors left propped open and unoccupied which is very concerning. Lab doors must remain closed for both fire protection and security. Lydia is sending out an email to the Labs email list reminding people that lab doors are not to be left open and Security will be instructed to lock the doors if found open and unoccupied.
-Question: What is the process when labs are inspected – do they have to be signed off by the lab supervisor and higher ups to the Dean level? Recently attended a lab space and was shocked at the condition of the lab. Lydia indicated that the Lab Safety Committee takes the lead on lab inspections and was also in attendance at the same lab space. She and Conan will be meeting with the Office of Research in February to discuss lab space inspections concerns and expectations that come out of the inspections. A new procedure will be developed and put in place next month. Debbie would also like to attend the meeting with the Office of Research.
-Question: When is the inspection done at the QRRC – interested in attending. Lydia noted that this is generally arranged with the Animal Care coordinator for their annual inspection together with the Safety Office.

H. New Business

-None

I. Round Table Discussion:

-None

MEETING ADJOURNED AT 3:56PM

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