

## UNBC JOINT HEALTH & SAFETY COMMITTEE

July 7, 2022 (for June 30, 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)  
**David Claus**, (Employer Rep)  
Trevor Smith, (Employer Rep) *Alternate*  
**Christa Florell**, (Faculty Employee Rep 1)  
Lianne Tripp (Faculty Employee Rep) *Alternate 2*  
Saphida Migabo, (Faculty Employee Rep) *Alternate*  
**Shannon MacKay**, (CUPE Employee Rep 1)  
Aneta Douglass, (CUPE Employee Rep 1) *Alternate*  
**Peter Popovic**, (CUPE Employee Rep 2)

### Committee Resource:

Tammy Klassen-Ross, (Positional Resource)  
Conan Ma, Chemical Safety Officer (Resource)  
Natalie de Bruyn, (Positional Resource)  
Jennifer Skaar – (Recording Secretary)

### Absent:

**Debbie Roberts**, (Employer Rep)  
Aaron Olsen, (Employer Rep) *Alternate*  
**Kerry Roberts**, (Employer Rep)  
Sean Kinsley, (Employer Rep) *Alternate*  
**Twylla Hamelin**, (Employer Rep)  
**Malgorzata (Mal) Kaminska**, (Faculty Employee Rep)-Co-Chair  
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:

*Vacant*– Health & Safety Manager, (Resource)

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Meeting Co-Chair: Sarah Elliott

### A. Traditional Territory Acknowledgement – Sarah Elliott

### B. Chair Comments:

-Lydia Troc UNBC's Safety Manager has left UNBC. Thank you to Marlene and Jen for taking on additional work to cover the vacant position. Marlene has taken on coordination of the Fire Drills and Building Inspections.

Question: Has the position been posted? Sarah commented that the posting is still under review.

### C. AGENDA

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

### D. APPROVAL OF MINUTES – May 19, 2022

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

### E. BUSINESS ARISING FROM THE PREVIOUS MINUTES

e.1) Sub-Committee project updates-

Team 1: David – Team has not yet met and looking to discuss survey delivery options at the next meeting.

Team 2: Shannon – Have not yet met and Lydia is now gone. Working on putting together a quiz on the JH&S Committee.

Team 3: Christa –Team has not met.

Team 4: Aneta –Team met. Kerry advised that the lawyers working on the policy have not yet met. Some confusion seems to exist on the Bullying and Harassment Policy – still trying to map out using the WorkSafe guidelines. Lianne noted that Kerry was to send the sub-committee members a copy of the policy for review. Sarah commented that the latest meeting was a healthy discussion amongst their group. A meeting is being set up to review the policy and work on collaboration with the UNBC Community.

Team 5: Sarah –Team has not yet met since the Accessibility Day in June. Dr. Robinson will be introducing the new Accessibility Ambassador's to the sub-committee shortly. Aneta added that the Accessibility Day went very well and was a good turnout for the first time.

Shannon congratulated Aneta in her new position in the Office of Accessibility.

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

-Sarah received some feedback on the TOR and will confirm with Mal if she had any additional feedback received from members. Christa advised that the FA executive had reviewed the TOR and they had no changes or amendments.  
-Sarah will reach out to Mal and asked if any members had further comments to please forward them asap.

- e.3) Incident from May 2022 update involving an employee in the Registrar's Office  
-Sarah noted that this type of incident does not usually require a WorkSafe B.C. safety investigation as it was not an injury however, there were other concerns brought forward by CUPE as well as Sarah & Marlene that prompted a safety review.  
-Committee members will be attending the initial review of the department tomorrow  
-Sarah advised that the initial urgent matters brought forward had been immediately addressed. These included the issue with the phones and access within the space due to door security methods were being changed.  
-One of the most concerning issues raised was the overall safety and security on campus with only two security officers on shift at a time. Sarah advised that information from other institutions had been gathered regarding number of security officers on shift and the square footage of the buildings they cover.  
-Once the review is completed the observations and facts will be brought back to the JH&S Committee for review and for recommendations to be developed and presented to the VP.  
-Meeting place for tomorrow's investigation is at the entrance of the Registrar's Office.

## **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 or comments.

- f.2) **Review of Respect in the Workplace Investigation Statistics – Kerry**  
-Kerry was not in attendance and no report was forwarded for the meeting.

## **G. Inspection Updates**

- g.1) **Building Inspection Updates - Sarah**  
-As indicated, Marlene will be taking over the building investigations in place of Lydia which will be resuming shortly.
- g.2) **Lab Inspection Report – Conan**  
-Conan noted the lab inspections are now up to date and have a few coming up shortly.

## **H. New Business**

- h.1) **None**

## **I. Round Table Discussion:**

-Sarah thanked everyone for their flexibility for postponing the meeting until today -we would not have made quorum otherwise.  
-Question: Understand that the panic buttons were deactivated a while ago, are there any plans to reinstate as there are safety concerns for some people?  
-Sarah indicated that the software for the devices adapted by facilities to become panic pendants was not capable of being upgraded and became obsolete. There is an emergency button on all Avaya desk phones which does not involve picking up the receiver or dialling security directly. When the button is engaged the microphone comes on and opens directly to Security to allow Security to overhear what is happening. There are some issues with the emergency button programming which IT are trying to resolve, this has delayed communication to employees of the process. Sarah asked Marlene if there were any updates.

-Marlene confirmed that the issues with the number have not yet been sorted. Another issue is the staff directory which is not up to date. This is creating problems not only with the emergency button but for security in general because there is no way to know where to locate people.

-Comment- This is a huge safety issue Security needs to know where people are located for several reasons.

-Question: For the emergency button – Security can hear the person who pushed the button but can that person also hear Security? Marlene confirmed yes and this has been brought forward as a safety concern. At present the emergency button creates an open mic which will allow both the caller and the receiver to be audible.

-Question: Are other institutions using this emergency button option on phones? Sarah noted that most Institutions have moved away from pendants and are switching to phone notification.

-Comment: Shannon confirmed that CNC had moved away from pendants. Could pendants be checked to see if they are working with Security for those who are working alone? Sarah noted that there are working alone procedures already in place and outlined on the UNBC Safe app.

-Comment: Some department members will give a heads up to members in their area when they may be having a difficult conversation with someone to make them aware in the event it is not well received.

-Question: Has UNBC made any changes regarding Masks on Campus? Sarah commented that at present masks are not required but strongly recommended, it is an individual choice based on your own personal comfort levels but given the number of active cases it is unlikely that any changes will be made surrounding masks for the fall semester

No other comments or questions brought forward.

## MEETING ADJOURNED AT 3:38PM

### 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