

UNBC JOINT HEALTH & SAFETY COMMITTEE

May 25, 2023

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

Participants:

Scott McMillan, (Employer Rep)- Co-Chair
Marlene Cannon, (Employer Rep) *Alternate*
Aaron Olsen, (Employer Rep) *Alternate*
Kerry Roberts, (Employer Rep)
Twylla Hamelin, (Employer Rep)
Malgorzata (Mal) Kaminska, (Faculty Employee Rep 2)-Co-Chair
Peter Popovic, (CUPE Employee Rep 2)

Committee Resource:

Conan Ma,
Chemical Safety Officer & Bio Safety Officer (Resource)
Jennifer Skaar – (Recording Secretary)

Absent:

Debbie Roberts, (Employer Rep)
Ron Camp II, (Employer Rep)
David Claus, (Employer Rep)
Vacant, (Employer Rep) *Alternate*
Sean Kinsley, (Employer Rep) *Alternate*
Trevor Smith, (Employer Rep) *Alternate*
Christa Florell, (Faculty Employee Rep 1)
Siraj ul Islam, (Faculty Employee Rep) *Alternate 2*
Saphida Migabo, (Faculty Employee Rep) *Alternate*
Aneta Douglass, (CUPE Employee Rep 1)
Vacant, (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:

Tammy Klassen-Ross, (Positional Resource)

Meeting Co-Chair: Mal

A. Traditional Territory Acknowledgement- Mal

B. Chair Comments

-None

C. AGENDA:

-No changes or additions to the agenda - accepted.

D. APPROVAL OF MINUTES – April 27, 2023

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

E. BUSINESS ARISING FROM THE PREVIOUS MINUTES

e.1) Terms of Reference - Mal

-Mal reviewed the final draft of the Terms of Reference and discussed the amendments. As several members are absent, Mal recommended a copy of the final draft be forwarded to members by email for the vote to accept. Twylla motioned to accept the Terms of Reference and final vote to be collected by email. Kerry seconded. All in favour.

e.2) Annual JOHSC Committee Report - Mal

-Mal confirmed there were no changes or recommendations brought forward for the Annual JOHSC Committee Report. Scott motioned to accept the Annual JOHSC Committee report. Kerry seconded with the recommendation for the final draft be forwarded to members by email to vote. All in favour.

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. – Scott

-Scott shared the incident report on screen and reviewed incidents.

Question: Where did the contractor & public injury events take place? Scott confirmed it was at the NSCL.

Scott discussed the May 16th Secure & Hold Event. A debrief meeting was held with key personnel after the event and Scott wanted to ask the JOHSC members if they had any comments or questions.

-Comment: Felt overall everything was handled well. Although there was not threat in the end it was a good exercise that tested our response and resulted in feedback for improvements.

-No further questions or comments.

f.2) **Review of Respect in the Workplace Investigation Statistics- Kerry**

-Kerry advised since the last update he provided there has been 1 new case, 1 case remediated, and 6-7 active cases currently being managed. There was a spike at the end of last month and suspect stress as perhaps the cause. Lots of cases were resolved and closed very quickly, most were primarily from due to interpersonal conflicts.

G. Inspection Updates

g.1) **Building Inspection Updates – Scott**

-Scott advised there have not been any issues with the inspections to date other than regular maintenance.

-2 inspections have been completed this month and 3 are coming up in June.

-Need one more person for the Library inspection on June 23rd.

-Scott has added a meeting location on the inspection spreadsheet so people know where to show up so please check the spreadsheet before your scheduled inspection.

g.2) **Lab Inspection Report – Conan**

-Conan advised that lab inspections are underway and on schedule. Nothing concerning to bring forward.

-No questions brought forward.

H. New Business - None

I. Round Table Discussion

Question: How are students informed when an event like the hold & secure happen? Scott advised there are several forms of communication to students – emails are sent out via NUGSS & GSS as per our process. There were messages sent via several media platforms -the UNBC Safe App, Twitter, etc. Scott recommended that everyone download the UNBC Safe App so that these notifications are received.

Comment: Graduates did not get information about the App at orientation. Scott is looking into for the fall semester.

Comment: Faculty provide an orientation for fire drills and emergency exits, could the Safe App download be part of this process. Scott thinks that would be a great opportunity.

-No further comments brought forward.

MEETING ADJOURNED AT: 3:32PM

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	Safety Office	Tabled