

UNBC JOINT HEALTH & SAFETY COMMITTEE

October 27, 2022

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

Participants:

Sarah Elliott, (Employer Rep)- Co-Chair
Marlene Cannon, (Employer Rep) *Alternate*
Debbie Roberts, (Employer Rep)
Aaron Olsen, (Employer Rep) *Alternate*
Sean Kinsley, (Employer Rep) *Alternate*
Christa Florell, (Faculty Employee Rep 1)
Siraj ul Islam, (Faculty Employee Rep) *Alternate 2*
Malgorzata (Mal) Kaminska, (Faculty Employee Rep 2)-Co-Chair
Saphida Migabo, (Faculty Employee Rep) *Alternate*
Shannon MacKay, (CUPE Employee Rep 1)
Peter Popovic, (CUPE Employee Rep 2)

Committee Resource:

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

Absent:

Ron Camp II, (Employer Rep)
David Claus, (Employer Rep)
Kerry Roberts, (Employer Rep)
Twylla Hamelin, (Employer Rep)
Trevor Smith, (Employer 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:

Tammy Klassen-Ross, (Positional Resource)
Natalie de Bruyn, (Positional Resource)
Vacant– Health & Safety Manager, (Resource)

Meeting Co-Chair: Sarah Elliott & Debbie Roberts

A. Traditional Territory Acknowledgement- Sarah

B. Chair Comments

- Sarah extended her thanks to the members of the Committee for their dedication and time to the JH&S Committee. She encourages each of you to keep the Committee going and really make some change at UNBC. The Committee has morphed over the years and she is really happy to see the amount of progress that has been made.

C. AGENDA:

-No changes or additions to the agenda - accepted.

D. APPROVAL OF MINUTES – September 29, 2022

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

E. BUSINESS ARISING FROM THE PREVIOUS MINUTES

e.1) Sub-Committee project updates- Sarah

-Sarah noted that most groups have not had the opportunity to meet -will table subcommittee updates to next meeting. Sarah asked if there were any comments or updates to present.
-Team 2 – JH&S Committee outreach has developed a survey which is located on MS Teams. The survey will need to be posted once it has been decided it can go out to the community but the subcommittee is down to only 2 members. Additional support from other members on the JH&S Committee is needed to continue.
-No other comments or updates.

e.2) Fire Drill Participation - Aaron

-Fire drills are now organized. Aaron indicated no additional people were needed and thanked those who volunteered to participate.

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 announced that the report was not prepared for this meeting and apologized. As the Safety portfolio is being divided with her departure, she will be providing instructions to Marlene and Alex on the information required to produce the report for the Committee. The information for this report will be forwarded on a later day.

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

-Kerry was unable to attend the meeting and no information was forwarded.

G. Inspection Updates

- g.1) **Building Inspection Updates – Marlene**
-Marlene noted that there has not been progress on the building inspections. Sarah added that with the changes, Marlene will be reporting to David Claus who is also on this committee and she will be working with the Facilities team on the building inspections and fire drills going forward.
- g.2) **Lab Inspection Report – Conan**
-Conan noted that lab inspections are up to date. Couple more in November but no issues have come forward.

H. New Business

- h.1) **2023 Calendar for JH&S Committee Events – Shannon**
-Shannon wanted to suggest the JH&S Committee considered creating an event calendar to allow the Committee to start planning well in advance for events the JH&S Committee would like to host or participate in. These would include events such as the ‘Workers Day of Mourning’ and ‘Red Shirt Day’ etc. These events snuck up on us previously and better planning would help promote the JH&S Committee and make the events more visible to staff and students on campus. Sarah thanked Shannon. This is something she and Lydia had discussed prior to her leaving which included a list of events the JH&S Committee should prepare to participate in. This will be included with the handover in the Safety.
- h.2) **Employer Representative Co-Chair nominees – Debbie**
-With Sarah’s departure the employer reps need to select a permanent person to act as the Employer Co-Chair. Sarah added that this may be a good time for the employer reps to do a review of the reps and alternates to potentially make changes and bring in some new people. Debbie agreed it would be a good time to bring in Alex. Debbie would like to table the selection to be presented at the next meeting.
-Debbie thanked Sarah for her dedication and work at UNBC- she will be missed.

I. Round Table Discussion:

- Question: Will Alex be handling all safety investigations? Sarah noted that Alex will be temporarily taking care of the WorkSafe injury reports and safety investigations (which are not all first aid investigations) will sit with Facilities and the JH&S Committee members. A new health and safety manager will be coming on board and those duties will be transitioned back to that position.
- Mal indicated she can chair the meeting in November.

MEETING ADJOURNED AT 3:47PM

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