

## UNBC JOINT HEALTH & SAFETY COMMITTEE

August 25, 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)  
**Twylla Hamelin**, (Employer Rep)  
**Christa Florell**, (Faculty Employee Rep 1)  
**Malgorzata (Mal) Kaminska**, (Faculty Employee Rep)-Co-Chair  
Aneta Douglass, (CUPE Employee Rep 1) *Alternate*  
**Peter Popovic**, (CUPE Employee Rep 2)

### Committee Resource:

Jennifer Skaar – (Recording Secretary)

### Absent:

**Debbie Roberts**, (Employer Rep)  
Aaron Olsen, (Employer Rep) *Alternate*  
**Kerry Roberts**, (Employer Rep)  
Sean Kinsley, (Employer Rep) *Alternate*  
Trevor Smith, (Employer Rep) *Alternate*  
Lianne Tripp (Faculty Employee Rep) *Alternate 2*  
**Shannon MacKay**, (CUPE Employee Rep 1)  
Saphida Migabo, (Faculty Employee Rep) *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)  
Conan Ma, Chemical Safety Officer (Resource)  
Natalie de Bruyn, (Positional Resource)  
*Vacant*- Health & Safety Manager, (Resource)

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Meeting Co-Chair: Sarah Elliott

### A. Traditional Territory Acknowledgement- Sarah Elliott

### B. Chair Comments

- Sarah noted there was an announce message that came out advising that Lianne Tripp was leaving UNBC. Sarah asked Christa if the FA had a replacement for Lianne on the Committee. Christa indicated that this will be reviewed in September.

### C. AGENDA:

- Update on BCFed Training Courses for JH&S Committees – Sarah
- Update on ramp project at CJM Hall/ Admin Building – David
- No changes or further additions to the agenda - accepted.

### D. APPROVAL OF MINUTES – July 28, 2022

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

### E. BUSINESS ARISING FROM THE PREVIOUS MINUTES

#### e.1) Sub-Committee project updates- Sarah

-Sarah has recommended to postpone the update for the sub-committees as several members were unable to attend the meeting. All in in favour.

-Sarah provided one update – Kerry could not attend today but he has received the draft on the Respect in the Workplace policy so he will be reaching out to the sub-committee to move forward with the new timeline.

#### e.2) Adoption of the Terms of Reference (TOR) – Sarah

-The TOR was reviewed and Sarah thanked everyone for their time and feedback. There were only some minor changes required to meet changes in legislation which has completed. Motion to approve the final Terms of Reference draft. Mal motioned to approve, none opposed. Terms of Reference adopted effective today. Copies will be forward to all the unions.

#### e.3) Annual JH&S Committee review paperwork filed - Sarah

-Sarah indicated that neither she nor Mal received any further comments from members on the annual JH&S Committee review. She and Mal will sign and forward to the Employer.

## **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**  
-There was no incidents or investigations to report.
- f.2) **Review of Respect in the Workplace Investigation Statistics – Sarah for Kerry**  
-Kerry was not able to attend but advised that one Respect in the Workplace investigation came in but has since been closed.

## **G. Inspection Updates**

- g.1) **Building Inspection Updates – Marlene**  
-Marlene indicated there were 2 building inspections to do that she would be looking to complete over the next two weeks. David and Peter will be assisting.
- g.2) **Lab Inspection Report – Sarah**  
-Sarah noted that neither Tammy or Conan were able to attend today however she is aware that the lab inspections are booked and will be resuming in September.

## **H. New Business**

- h.1) **Fire Department Inspection Report at WIRL -Sarah**  
-WIRL was written up by the Fire Department for insufficient housekeeping and a fire safety plan. Sarah has been working with Aaron in Facilities and have a date sent next week to get the fire safety plans updated. The Fire Department cited the WIRL for sawdust accumulation and lack of clean up. Both WorkSafe and the Fire Department have huge issues with sawdust mitigation when working with wood products. A full review is being planned and there will be a review of the Programs current processes for cleaning etc. Sarah will be asking Debbie Roberts as the Dean to participate in the review as the WIRL falls under her portfolio. Sarah will also be looking for other members of the JH&S Committee to participate in the review and will reach out.  
-No questions or comments.
- h.2) **BC Fed Courses for JH&S Committee Members – Sarah**  
- OH&S Training courses are coming available through BC Fed and will offer both in-person or virtual options. Sarah will send out more information on the dates.
- h.3) **CJM Hall/ Admin Building Ramp Project update – David**  
-David noted that the stairs on the outside of the CJM Hall/ Admin building are being removed- both directions and will not be accessible from the Parking lots or the Bus loop.  
-The stairs are being replaced by a sloped walkway that meet requirements as outlined in the 2020 accessibility code. The walkway will offer access from the parking lots as well as the bus loop. There will also be a sloped stairway for those who prefer. Work will complete in September.  
-Long term, this will make for easier snow clearing and there are plans to add a pathway through the woods to the NSC in the future.  
-Communications will be running a short story shortly about the project and accessibility improvements.  
-Sarah commented that a few years ago, the JH&S Committee had put forward some accessibility issues in getting into campus. Some of the work David and the Facilities group have been doing are to make areas on Campus more accessible and this was one of those projects.

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

- Sarah had an update from the presentation provided by Dr. Shea last month. There are no PHO orders for post-secondary institutions being issued. There will be a notice coming out from the President's office in preparation for the start of semester. UNBC will continue to strongly recommend use of masks in public spaces, use of hand sanitizer, reminders about hand

hygiene but the most important thing we will be focusing on is to remind everyone if you are sick with any symptoms, you should not be coming to work or Campus. Sarah anticipates the notice will be coming out next week. Through the recommendations from David and Dr. Shea, we presented to PEC and Kathy Lewis, VP of Research will be working with Dr. Jackson to hopefully put together a student project in the fall where we will be installing some CO2 for the students to monitor.

- David noted that work at the Doug Little Lounge will see the handrails and scaffolding coming down next week.
- Sarah indicated that some of the sub-committee groups have lost some participants. Watch for a call out for members to join.
- Question – will sick notes be required for people who need to stay away from Campus when sick? The emergency room and the hospital are overwhelmed and concern this requirement add further stress to medical facilities. Sarah confirmed that the normal reporting requirements have been resumed -more than 7 days sick will require a Doctor’s note.

**MEETING ADJOURNED AT 3:31PM**

**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