

UNBC JOINT HEALTH & SAFETY COMMITTEE

February 24, 2022

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

Participants:

Sarah Elliott, (Employer Rep)- Co-Chair
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*
Peter Popovic, (CUPE Employee Rep 2)
Alan Alger, (CUPE Employee Rep 2) *Alternate*
Narayan Koirola, (CUPE 2278 Employee Rep 2)

Absent:

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

Committee Resource:

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

Meeting Co-Chair: Sarah Elliott

A. Traditional Territory Acknowledgement – Sarah Elliott completed by Kerry Roberts. Kerry also acknowledged the events occurring in the Ukraine.
Comment- reminder for everyone to be sensitive to students here from the Ukraine as well as those students from Russia. Sarah agreed and added that it is important to be supportive to all of our faculty, staff and students who may be affected by what is occurring in Europe.

B. Chair Comments:

-Sarah indicated that CUPE3799 just appointed their new members for the JH&S Committee and welcomed new CUPE3799 Members Peter Popovic as CUPE 3799 Employee Rep 2 and Alan Alger as CUPE 3799 Employee Rep 2 Alternate.
-Sarah thanked Joyce for her contribution and support to the JH&S Committee.

C. AGENDA

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

D. APPROVAL OF MINUTES – January 27, 2022

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

E. BUSINESS ARISING FROM THE PREVIOUS MINUTES

e.1) Sub-Committee projects - Sarah

-Sarah asked the leads for the groups to provide updates:

Team 1 – David - met and discussed the purpose of the sub-committee; opportunities for promoting wellness and activities on campus. David indicated they are looking to invite Kristi Muchalla from Employee Health & Wellness to participate. Mal added that they have begun to catalogue existing health promotion resources, support, and activities at UNBC. Mal welcomed members to view the excel spreadsheet and add in any other activities they are aware of. Mal indicated the group had two questions for Sarah:

-Do the sub-committees have a budget to implement their ideas? Per Sarah there is none however if there is something the Committee would like to see move forward, Sarah will work on getting funding.

-What is the scope, is it for just the PG Campus or is it for all of the UNBC Campus's? Sarah noted the scope is the PG Campus. The Terrace group is resurrecting their JH&S committee and others fall under other primary institutions such as CNC for Quesnel.

Team 2- Debbie -team has not yet met but she will be sending an invite shortly to members.

Debbie invited Peter or Alan to join Team 2 if interested. Sarah will include information on the sub-committee's in their welcome packages.

Team 3- Kerry – team has not yet met, will be sending an invite shortly to members.

Team 4- Kerry – team has not yet met, will be sending an invite shortly to members.

Team 5 – Lydia – met 2 days ago and reviewed information. A list of resources has been added under Team 5. They are reviewing Annie Booth's accessibility surveys and will be meeting again at the end of the month.

-Sarah added that Kristi Muchalla has been added to the team for her expertise in the accessibility on campus.

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

-Rapid test kits are on route to the Prince George campus and are expected to arrive later today. The kits will go out to department leads for all employees including satellite campuses and students in residential housing. Sarah will also be working with NUGSS on distribution to students on campus.

-Question: have not received instructions on distribution of the test kits, will this be provided? Sarah confirmed that instructions will be coming out shortly.

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**

-Question: Regarding the head injury incident, on a previous inspection of the area where this occurred it was noted that no hard hats were worn. When asked it was explained they were not required because there is no overhead crane in the vicinity. How is this verified? Sarah noted there is a safety manual for the designated area which follows the worksafe requirements for the wearing of hardhats. There are specific areas within the space that do require the wearing of hardhats and other areas that do not.

-Comment: Understand that the safety manual is created for the operation of the equipment but who decides on the safety standards for the area? How would we know if the standards are being met and who governs the requirements? Sarah understands the concern and recommended that Debbie as the Dean could visit the location with Lydia the Safety Manager to conduct an audit of the safety procedures for that space to ensure compliances are being met.

-Comment: There was an incident that occurred last week during a zoom presentation (not sure if Sarah was aware), but noted it was not referenced on the February report. As one of the attendees it was quite traumatic. Members of HR were also attending the presentation and provided information on resources for staff and counselling was put on notice for students having difficulty with the incident. Shouldn't this type of incident be reported through the JH&S Committee? Sarah indicated she was not aware of the incident. Kerry indicated he was not sure that this incident would be reported through to the JH&S Committee.

-Comment: As an employee attending as one of the 80+ participants (faculty, staff, students and community members) were subjected to extreme verbal abuse, horrific imagery, noises and sounds from uninvited participants. The meeting was not set up with security measures in place that required participants to be authenticated prior to access. Feel this should be reported to the JH&S Committee.

-Kerry acknowledged that the incident was a result of 'zoom bombing' where uninvited guests start inserting obscene and distracting content. Arleta from HR was in attendance and has had ongoing conversations on this – how it happened and how to prevent it from happening again. Kerry is not certain if this would be reportable to the JH&S Committee but would be open to a discussion on it.

-Comment: This was an open and widely advertised presentation and attempts were made to kick the offenders out, but they were able to join right back in. Perhaps having processes in place for people to follow that can prevent this would be beneficial. (e.g. only presenters screens are visible etc.) This is a new form of bullying and harassment.

-Kerry & HR have been working on what went wrong, training, and preventative measures. This is the first that we have seen. Debbie note that she is aware of two others and shared some details.

-Comment: Have been in many publicly advertised zoom meetings, procedures from IT were followed to ensure security protocols were in place and there has never been an issue. Brought this incident forward as it was a big deal that affected over 80 people which included employees and students. It should be included in the February report to the Committee as a bullying in the workplace incident.

-Kerry will circle back to the Committee on this and Kerry will reach out to Sarah to provide her with the details. Sarah agreed this incident should be reported through under Kerry's report and was sorry for anyone who was affected by the incident.

-No further questions or comments.

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

-Kerry indicated there were no new reports.

-Kerry acknowledged the commitment to review the Respect in the Workplace policy with the Committee and shared the review procedures document outlining the process and list of stakeholder groups. HR has engaged a subject matter expert to assist in the review. Once the initial draft is created, it will be sent out to the stakeholders and then to the UNBC community for input and feedback. The final draft will then be communicated. Kerry asked if there was anything members would like to see added to the review of the policy?

-Comment: An observation is that it is not a respect in the workplace policy it is a bullying and harassment policy. The way it is loaded it is not supporting the creation of a trusting safe work environment necessarily, but rather identifies the legal requirements set out by WorkSafe BC. Part of the review should include the tone we want to set with the policy and whether we want to raise the standard to be proactive and positive focused and acknowledgement there are negative things that need work.

-Kerry advised that changes and mandates have been rapidly occurring for Bullying and Harassment. The policy is structured according to the WorkSafe model and standards in order to meet the legislated requirements. There is opportunity however for us to add language that will support some of the comments brought forward.

-Comment: There should be stronger expectations outlined in the policy to address situations that arise that do not necessarily meet the definition of bullying and harassment but come close. Address the problem before the line is crossed to avoid the development of a toxic environment.

-Sarah commended that one of the biggest issues we have is that the policy is not named a bullying and harassment policy. Because the policy is titled respect in the workplace, other members of the community who are not UNBC workers, do not know where to locate or understand that the respect in the workplace policy is the UNBC bullying and harassment policy. They are unaware of our expectations and reporting procedures. When the outreach to the community with student engagement was completed previously, the biggest comment that came back was that students felt the respect in the workplace did not apply to them as non-workers. Their initial feedback was that the policy does not apply to their actions. It is a WorkSafe BC requirement that the bullying and harassment be reviewed by the JH&S Committee and there are significant changes that WorkSafe are presently making to the bullying and harassment requirements and mandates that will need to be reviewed.

Comment: Need to add training requirements on the expectations of engagement for supervisors -the how to tools. Issues with Faculty providing feedback to students who indicate it is bullying. Training on both sides would be important. We say everyone should be respectful but there needs to be tools such as appropriate vs inappropriate feedback

practices. Is this something that could be written into the policy? If not in the policy, could the Deans for example set expectations from faculty? Sarah added that this plays into the work being done by the Re-Orientation & Education sub-committee – it is a key part.

-Kerry noted he fully supports that issues should be addressed before it crosses the line and formally activates and potentially breaches the bullying and harassment policy. With the changes coming into effect there is a zero tolerance so essentially there is no line.

-Comment: the way the policy is written it encourages people to look at the line to know if the behaviour meets the requirements. We need to have the conversations. Look at informative and constructive developmental methods to align with the values of this organization. Kerry agreed, this is something our leadership should be aware of and monitoring. Foundational leadership training is essential and a step towards prevention.

-Kerry noted that at the time the policy was created, the name Respect in the Workplace was favoured over Bullying and Harassment because a respectful workplace is the goal. This can all be part of the review process. We will also ensure that communication of the final policy is delivered well to the entire community. Kerry asked if there was any further feedback from members.

-Comment: Feedback would be in the name of the policy. It is a bullying and harassment policy and it is better to refer to it as such. Changing the name causes confusion.

-Kerry noted that the definition of bullying and harassment differs between WorkSafe BC and Human Rights which continually creates issues. The title was to send the message we are seeking a respectful workplace but agrees it needs to be reviewed.

-Sarah noted that as JH&S Committee members it will be important for each of us to take the time to review the policy and have discussions with the individual memberships you each represent. Sarah asked Kerry how would he prefer to receive the feedback on the policy? Should we set up a separate team in MS Teams or email Arleta or himself direct? Kerry would like to see it set up in MS Teams and if anyone is uncomfortable with the MS Teams they can elect to email Arleta and himself.

-Comment: What is the time frame for the policy review to be completed? Kerry indicated they are looking at October for the finalized policy to be delivered to the Community.

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 –Conan

-Lab inspections are on schedule.

-Lydia brought forward some issues encountered in research labs at the last meeting. These included inspection action items that are not addressed and lab supervisors not in attendance for mandated inspections. Conan and Lydia have been working with the Office of Research if the requirements are not met.

-Question: Can a lab be shut down for lack of compliance? Conan indicated that this is part of the discussion with the Office of Research.

-Question: Could the department Chair or Dean get involved to assist in a remedy prior to the lab being shut down?

Comment: If a lab is creating an unsafe environment, it should be shut down regardless of who is occupying the space.

-Conan indicated that he does not want to give the impression that they have found truly unsafe lab environments but issues have been identified that if left unchanged could eventually lead to a higher risk environment.

-Tammy added that they need to look at timelines and then take steps to shut down the space if needed.

-Lydia noted that the inspections do reflect timelines and in their discussions with the Office of Research part of the process being developed will include copies of the inspections being sent direct to the program Chairs & Deans.

-Comment: Inactive or unoccupied lab spaces are a concern.

-Comment: Seems to be a cultural issue – (when to intervene; behavioural and decision making issues) if we don't get on top of could eventually lead to a large incident happening.
-Sarah added that there is continual work being done by the Lab Safety Committee and with the support of the Deans, the NMP Director and the Office of Research the concerns can be addressed.

H. New Business

-None

I. Round Table Discussion:

-None heard.

MEETING ADJOURNED AT 4:08PM

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