

UNBC JOINT HEALTH & SAFETY COMMITTEE

November 24, 2022

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

Participants:

Alex Castley, (Employer Rep)
Debbie Roberts, (Employer Rep)
Ron Camp II, (Employer Rep)
David Claus, (Employer Rep)
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)
Aneta Douglass, (CUPE Employee Rep 1) *Alternate*
Peter Popovic, (CUPE Employee Rep 2)

Absent:

Marlene Cannon, (Employer Rep) *Alternate*
Aaron Olsen, (Employer Rep) *Alternate*
Kerry Roberts, (Employer Rep)
Sean Kinsley, (Employer Rep) *Alternate*
Twylla Hamelin, (Employer Rep)
Trevor Smith, (Employer 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:

Scott McMillan, Health & Safety Manager (Resource)
Conan Ma, Chemical Safety Officer (Resource)
Jennifer Skaar – (Recording Secretary)

Committee Resource:

Tammy Klassen-Ross, (Positional Resource)
Natalie de Bruyn, (Positional Resource)

Meeting Co-Chair: Mal Kaminska

A. Traditional Territory Acknowledgement- Ron

B. Chair Comments

- Mal introduced new members joining the Committee, Alex Castley as a new employer rep and Scott McMillan, the new Health & Safety Manager joining the Committee as a resource. Round table introductions.

C. AGENDA:

-No changes or additions to the agenda - accepted.

D. APPROVAL OF MINUTES – October 27, 2022

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

E. BUSINESS ARISING FROM THE PREVIOUS MINUTES

e.1) **Sub-Committee project updates- Mal**

- Team 1: Community outreach - have not yet met.
- Team 2: JH&S Committee outreach- No updates
- Team 3: Re-Orientation & education for employees – Christa noted that the sub-committee members are down to Kerry, Twylla and herself. They have not yet met.
- Team 4: Bullying & harassment safety survey – have not met.
- Team 5: Review of accessibility on campus – Have not met.

-Question: there is a legislated requirement for UNBC to establish an Accessibility Committee on or before September 1, 2023. This committee must be comprised of individuals from diverse backgrounds no less of whom must be either persons with disabilities or persons representing a disability-serving organization. Has UNBC formed this committee? Alex advised there has been some work on this, he will look into and report back to the JH&S Committee next month.

-Question: Why were the JH&S Committee sub-committees formed? Jennifer confirmed the sub-committees were formed from a JH&S Committee exercise designed to identify areas that the JH&S Committee could assist with elevating safety or knowledge to the UNBC community. Jennifer will send an email to the Committee membership with an updated list of sub-committee members so new members can join.

Comment: There is a national standard for mental health and well-being for post-Secondary students in Canada. Would like to put forward a suggestion for sub-committee 1 to consider inviting a guest to speak about mental health and well-being.

- e.2) **Employer Committee Co-Chair - Mal**
-Kerry was unable to attend the meeting today. Alex verified that a co-chair has not yet been selected by the employer representatives. Will table for next month.

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 reviewed the report on screen with the Committee. Scott noted he needs an employee rep for an investigation, Shannon volunteered.

-Question: How are JH&S Committee reps selected to participate on an investigation? Mal indicated that an email would generally be sent out to all Committee reps. Jennifer also added that there is a general preference to select those Committee reps who have completed the JOHS Committee investigation course through BCFed. Any members interested in taking the course can email Jennifer for information. Scott noted that he may also be able to offer a course on site in the future.

-Alex commented that as new contacts for the Safety Office, he and Scott recently met with the WorkSafe representative for UNBC and will be receiving a copy of an annual claims report sometime in January.

Question: How was the inquiry regarding handicap parking addressed? Scott indicated that it was an issue of 4 people attempting to park in an area designated for 3 stalls. Due to size requirements for these stalls, adding a 4th vehicle contradicts the mandated specifications. David advised there is a map that outlines designated stalls on campus that he can forward to Scott.

Question: This raises a question about the availability for temporary or designated parking for staff members who need to park closer for safety reasons. Such as expectant mothers, people on crutches etc. Other members present supported this need and have concerns for employees trying to navigate a safe walk into campus during the winter months. Scott will reach out to discuss with Parking and the Accessibility Committee.

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

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

G. Inspection Updates

- g.1) **Building Inspection Updates – David**

-David indicated that building inspections are not being taking place but he will work with Scott to hand back over to Safety and will set a schedule for the remaining inspections.

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

-Lab inspections will be up to date by mid-December.

H. New Business

- h.1) **December's meeting date and time -Mal**

-December 15th has been tentatively selected for the December meeting as the regular scheduled meeting will occur when campus is closed. Mal asked Members in attendance if Dec 15th 3:00pm to 4:00pm will work? Most present confirmed, Mal will ask Jennifer to send out an invite.

- h.2) **Meeting days and times for next year - Mal**

-Mal asked if everyone had an opportunity to check their schedules for next year. 4th Thursday of each month from 3pm- 4pm looks to still work best for the Members present. Mal asked Jennifer to send out an invite.

I. Round Table Discussion:

- Comment: Accessible washrooms in building 10 are not actually accessible for those who require special access. The JH&S Committee should be looking into these types of issues to apply pressure on how and what can be done to fix.
- Comment: The lack of accessibility to washrooms is something the new Accessibility Committee can address once it is verified the Committee has been formed.
- Comment: Employees have brought forward concerns regarding disinfecting and cleaning in high traffic areas not occurring. David commented that there are on going efforts on the janitorial on the standards and expectations concerning campus cleaning. David can bring an update back to the Committee to discuss further.
- Comment: There is a cleaning log posted in the washrooms and some of the times recorded as cleaning would not be sufficient to sanitize a washroom. David acknowledged that Facilities who oversee the janitor contract are aware of the issues.
- Question: Noted that the stairs on the new walkway beside the Charles J McCaffray Hall/ Admin building are not yet opened. Will the stairs remain blocked until spring? David indicated that the stairs are closed until the railings arrive and are installed. This can occur at any time.

MEETING ADJOURNED AT 4:05PM

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