

UNBC JOINT HEALTH & SAFETY COMMITTEE

August 24, 2023

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

Participants:

Scott McMillan, (Employer Rep)- Co-Chair
Marlene Cannon, (Employer Rep) *Alternate*
Debbie Roberts, (Employer Rep)
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:

Jennifer Skaar – (Recording Secretary)

Absent:

Ron Camp II, (Employer Rep)
David Claus, (Employer Rep)
Aaron Olsen, (Employer Rep) *Alternate*
Vacant, (Employer Rep) *Alternate*
vacant, (Employer Rep) *Alternate*
Vacant, (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)
Conan Ma, Chemical Safety Officer & Bio Safety Officer (Resource)

Meeting Co-Chair: Mal

A. Traditional Territory Acknowledgement- Mal

B. Chair Comments

-None

C. AGENDA:

-Add to new business: WorkSafe Inspections; WIRL Loss; Safety App & TrackTik Software; and Standard Operating Procedures– Scott
-No further changes or additions to the agenda - accepted.

D. APPROVAL OF MINUTES – July 27, 2023

d.1) Mal tabled for next meeting as no quorum.

E. BUSINESS ARISING FROM THE PREVIOUS MINUTES

-NONE

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.
- No questions brought forward.

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

-Kerry indicated that there have been 4 reports of respect in the workplace since the last report was provided. 2 have completed and 2 are under investigation.

-Mal asked Kerry about the annual investigation report he forwarded to her. In the report there is a line that states 'This year's review will have a broader scope and will include feedback from UNBC OH&S Committee' -this would refer to it coming back to the JOHSC? Kerry verified that is correct. Hoping for additional feedback such as consideration to change the name of the policy to better align with WorkSafe's Bullying and Harassment Policy. This will alleviate confusion for both HR and Safety when people are trying to find UNBC's policy.

-Kerry had an update on the Respect in the Workplace Policy. Feedback was received from the lawyer which Jennifer Dawson and Kerry are currently reviewing. Kerry will be able to

provide an update to the sub-committee and the sub-committee can report back to the JOHSC.

G. Inspection Updates

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

-Scott noted there have been a number of building inspections as well as a few WorkSafe inspections conducted over the past month. Scott shared screen to review with the Committee. Only 1 WorkSafe Inspection resulted in orders which was at the Enhanced Forestry Lab (EFL) – No written lock out procedure for a piece of equipment, and missing protection shields on another piece of equipment. Scott will be following up on both to ensure they have complied with the order.

-Question – there were upcoming safety inspections for WIDC & WIRL scheduled, does the inspection conducted by WorkSafe cover those inspections so it can be removed from the schedule? Scott agreed that as there is construction occurring at WIDC we can schedule when the project wraps up.

-Question – Does WorkSafe schedule inspections or are they random? Scott indicated WorkSafe will conduct inspections that are scheduled with the site; others are random because they are in the area; and some are a result of a WorkSafe complaint being filed.

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

-No incidents to report. Mike Bell has been hired as a Lab Manager and he will be working with Sydney Cruch in Animal Care to monitor equipment in lab space.

-No questions brought forward.

H. New Business

h.1) **WorkSafe Inspections – Scott**

-Refer to (g.1) Inspections

h.2) **Wood Innovation Research Lab (WIRL) Fire Loss – Scott**

-Everyone is likely aware there was an explosion downtown on August 22nd at a vacant building that affected WIRL. All UNBC staff were safe and accounted for however there were injuries sustained by others who were closer to the property involved -no official update at this time. The WIRL suffered damage to one exterior wall as well as water damage in the interior from sprinklers being engaged.

h.3) **UNBC Safe App & Tracktik Software – Scott**

-The upgrades for the UNBC Safe App to report incidents, hazards, near misses etc has been approved and will be uploaded very soon.

-TrackTik is software that is coming soon and will be used by Security, Facilities and possibly other departments. The used for tracking security requests (such as unlocking of doors etc) and providing specific safety information in certain areas. The program requires the end user to swipe their phone which could advise to conduct a refrigerator temperature check. The end user can also swipe to verify area is secured and safe.

-Question – Who would be using on campus? Scott noted that Security and Facilities will be the primary users.

h.2) **Standard Operating Procedures (SOP's)– Scott**

-Scott noted there is no central registry for SOP's on campus. He will be creating a new MS Team that will be the registry for SOP's going forward.

-Question – Does this include experiment SOP's or just equipment? Scott feels that all SOP's can be registered in the teams environment and could look at separating the equipment from the experiment SOP's.

-Comment -this could result a large number of SOP's even for single researchers. Would recommend that Scott reach out to Mark Barnes to discuss as the Office of Research will also have many.

-Question – Who will be reviewing everything that comes in to see what is consistent and what is different etc? Mal commented there are standard operating procedures that are approved by ethics and she is unsure that UNBC could alter. For example, ethics would not accept UNBC's COVID Practices in the midst of COVID as they were not high enough standards.

-Comment – Procedures and SOP's are not always the same. There are SOP's for set up operations, clean up, and take down as well as how to perform safely etc.

I. Round Table Discussion

-Kerry indicated he and Scott have been re-working the organizational structure of Safety and have determined the need for more support. Work on making safety part of UNBC's culture is continuing. One of the positions we have been approved for is the OHS Safety Officer. This position is posted and will be closing tomorrow. This position will be assisting Scott with WorkSafe compliance, safety projects, responding to incidents as well as raising awareness around safety. This is a high priority and hopefully we will have a new candidate to introduce at the next meeting.

-Mal received notice from Christa Florell that she is leaving the Faculty Association and will no longer be an employee representative for the FA on the JOHSC. Christa has accepted a position with HR and hopes she can come back to the JOHSC at some point. Mal acknowledge Christa's contributions to the committee. She will be missed.

-No further comments brought forward.

MEETING ADJOURNED AT: 3:57PM

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 |