

UNBC JOINT HEALTH & SAFETY COMMITTEE

August 28, 2025

11:00am to 12:00pm MS Teams

Participants:

Scott McMillan, (Employer Rep)- Chair
Ron Camp II, (Employer Rep)
Aaron Olsen, (Employer Rep) *Alternate*
Jennifer Dawson, (Employer Rep)
Heidi Dodenberg, (Faculty Employee Rep 1)
Shauna LaTosky (Faculty Employee Rep 2)
April Tod, (CUPE Employee Rep 1)
Mike Billups, (CUPE Employee Rep 2)

Committee Resource:

Thya Warren – (OHS Safety Officer)
Harpreet Johnson – (Recording Secretary)

Absent:

Tina Fraser (Faculty Employee Rep 1) Co-Chair
Sailesh Manik (Employer Rep) *Alternate*
Amelia Kaiser, (Employer Rep)
Adam Hawkins, (Faculty Employee Rep) *Alternate*
Vacant, (Employer Rep) *Alternate*
Debbie Roberts, (Employer Rep)
David Claus, (Employer Rep)
Kassi Doherty, (CUPE Employee Rep 2) *Alternate*
Guowei Li, (CUPE 2278 Employee Rep 2)
Vacant, (CUPE 2278 Employee Rep 1) *Alternate*
Vacant, (CUPE 2278 Employee Rep 2) *Alternate*
Christiana Onabola, (CUPE 2278 Employee Rep 1)
Alencia Graham (CUPE Employee Rep 1) *Alternate*
Vacant, (Employer Rep) *Alternate*
vacant, (Employer Rep) *Alternate*

Committee Resource:

Kaila Fadock, (Positional Resource)
Jordan Wilbey, Chemical, Radiation & Bio Safety Officer



Meeting Co-Chair: Scott

A. Traditional Territory Acknowledgement - Scott

B. Chair Comments – School is going to be starting up again soon.

C. AGENDA – Look into changing the time for JOHSC. Harder for the facilities team to attend the meetings that are during the day. First thing in the morning could work or at 3:00pm.

c.1) We can look into Wednesday or Friday's at 3:00pm. We can purpose the 4th Wednesday of the month. If that does not work, then we can do a doodle poll.

Mike: If it doesn't work for everyone, he can work something out for our current meetings.

Scott: Will send out an email to see if the fourth Wednesday at 3:00pm will work for everyone or if the current schedule will work better.

D. APPROVAL OF MINUTES – July 2025

d.1) Approved by Deb and second by April. All in favour.

E. BUSINESS ARISING FROM THE PREVIOUS MINUTES

- e.1) There was an incident investigation to review. The hydraulic line rupture.
- e.2) Scott and Thya have been working on the Fire Plans for the whole campus.
- e.3) Working on the field process as well.

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**

****See report below****

- There was a rude comment that was made to a contractor at the women's centre. Scott spoke to the individual.
- There was a full power outage on campus.
- No near misses
- Two Employee First Aids
- No Medical or time loss
- Next month will be the full fire drill Fortnite
- Quite a few other incidents.

WIRL Investigation: Scott

- Some staff were operating a unit at WIRL that had been damaged after the explosion that happened in 2023. The MTS unit failed when staff tried to turn it on the first time. The two

hoses were switched and not in the right spots. It ruptured and no one was injured. The system was not damaged. Hydraulic oil was sprayed out of the unit at low pressure. We learnt that there are temperature and pressure controls. The unit would not release high pressure and high temperature oil.

- The staff reported that the unit has not been operated since before April 8th and on April 8th, the staff were intending to recommission the unit. Scott and Thya need to confirm this information with Facilities. There are computerized records that can show when units operate so there should be no digital records of the unit being operated before April 8th.
- Staff commented that they checked the hydraulic line and brought in the MTS technician in to recommission the unit, only after the incident. The technician was not called to recommission the unit initially.
- The staff was trained by the MTS technician, and they took photographs of the hoses in their proper arrangement. Scott will follow up with the staff to get a copy of those pictures and a training or toolbox record acknowledging that the staff was trained.
- **Deb:** This is the first time hearing about this, and this is a unit under her direction. Should Deans be a part of the reporting process?
- **Scott:** Often safety does not report the incidents to the Deans, usually it is the reporting line that will bring up the information to the Deans. We do the investigation and reports for the JOHSC committees.
- **Deb:** Is there a reason that Safety thinks that the unit was used before April 8th?
- **Scott:** There was another incident that happened where people were not truthful.
- **Thya:** In any investigation, you should always check the database management system that has any record keeping as a part of the full investigation.
- **Ron:** It should be standard practice.
- **Scott:** We are currently working on the Fire Safety plan for WIRL as there is no current safety plan for WIRL.
- **Scott:** The goal is to have all 19 fire safety plans done this year.

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

- No new investigations or incidents to report.

G. Inspection Updates

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

- **Thya** has been doing all the inspection reports.
- **Thya:** The Powerplant, WIDC, WIRL, EFL and the Bio Energy Plant, those are the ones that have been completed but are in the report writing process.
- **Thya:** The ones that are officially completed are Admin, Agora, Maintenance, Building 9 and NSC.
- **Thya:** On the inspection sheet, for the ones that do not have sign ups on there yet, if everyone could please take a look and sign up for those inspections.
- **Ron:** Thank you to Scott and Thya. You two of you do an excellent job of these. Impressed with how thorough you are and with how you interact with staff at the university. For those that have not done an inspection with Scott and Thya, highly recommend being apart of one. It is educational and highly entertaining!
- **Scott:** Thank you!
- **Scott:** We will not make it out to Terrace this year due to budget. We will do a virtual inspection out there. Hopefully next year we will be able to get out there.
- **Scott:** QRRC – Jordan will go solo and do a combined safety and lab inspection
- **Deb:** It feels wrong that we are not inspecting Terrace due to budget. We should think of how we can budget our regional inspections.
- **Thya:** Last year, we did a video conference where someone there goes around and takes a video, and we take pictures with screenshots.
- **Ron:** Another thing that we can explore that we have some Deans on the committee that are qualified to do inspections, and they do travel to the regions on occasion. We could look into setting up these inspections with their travel dates.
- **Scott:** That is a good idea, and we can look into that as well.

- **April:** Could potentially do one in the Spring. Typically, be there to assist with the new BSW cohort. Amelia Kaiser usually travels there as well so we could have an Employer and Employee rep.

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

- **Scott:** There was a high-pressure incident in lab 4-405 with a peroxide forming agent. The outcome has been communication with our normal contractor that would normally pick up waste and hazardous waste, they will not touch this one. We are contracting Clean Harbours to come pick up this waste. They are finding a date to come to site to gather those remaining peroxides. There are a few more peroxide containing bottles in the same lab that will be removed from campus.
- Jordan is working on inspections and inventory. He has done a clean up of all the lab equipment. Jordan and Mike Bell set up a tent in the parking lot for two days and they were gathering all the pieces of equipment from the labs around the campus that are broken or no longer used. We removed about 3 pallets of things from the campus.

H. New Business

h.1) **Fire drill Fortnight:**

- Scott will send out the schedule after the meeting to the committee. We try to keep it a secret on the times of the fire drills.
- **Deb:** In the past, the times were given, and the professors were allowed to say that the time didn't work for them. This will be a different change, so some backlash may be given.
- **Scott:** We will let the Chairs and Deans know, and if there is something important, we can work around them.
- **Scott:** At the last security meeting, we ran a medical drill for First Aid Coverage. The new regulations require a practice session every year. We will be doing that annually.

I. Round Table Discussion

- i.1) **Scott:** There were some mouse droppings found in an office in the Administration building. Remember to clean your office. Vacuum up the crumbs, store your food in glass containers. An announce will go out for a reminder. Coordinate with Sodexo to have your office vacuumed.
- Thya:** Their vacuums do not have brushes on them, so it might be a good idea to request a brush with bristles when you put in a TMA.

MEETING ADJOURNED AT: 11:54AM

	<u>August 2025</u>	<u>August 2024</u>	<u>Year to date 2025</u>	<u>YTD Last Year 2024</u>
Hazard Reports	2	0	5	5
Near Miss Reports	0	0	3	0
First Aid	2	1	15	11
Medical	0	0	1	3
Time loss	0	0	2	6
Fire Drill	1	1	9	8
Fire Alarm / Evacuation	0	0	3	1
Investigations	0	0	3	5
Other Incidents	10	3	35	28
Inspections	5	4	6	17
Ergonomic assessments	3	8	11	29
New App subscribers / Total	34	40	2717	2409

Hazard Report:

- Incident of harassment / rude comment from public to contractor.
- Full power outage on campus

Near Miss Reports:

- None.

Employee First Aid

- Twisted ankle walking downstairs.
- Picking up tool, felt pop in groin.

Employee Medical or Time Loss incidents:

- None

Investigations:

- Update to hydraulic line incident

Evacuation Events:

- None.
- Evacuation Drill at Day Care.

Other Incidents:

- Student – MVI on field trip
- Student – MVI, backed into loading bay at UNBC
- TA – MVI on field trip to Tumbler Ridge
- Student – Scraped leg during field trip
- Student – Twisted ankle during field trip
- Student – Difficulty breathing in Neyoh
- Public – E-bike injury on campus
- Student – Bike theft outside of Neyoh
- Vandalism – Gasoline siphoned from vehicle in Lot C
- Individual arrested while using Library computers

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