

UNBC JOINT HEALTH & SAFETY COMMITTEE

December 14, 2023

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

Participants:

Scott McMillan, (Employer Rep)- Co-Chair
Marlene Cannon, (Employer Rep) *Alternate*
Kerry Roberts, (Employer Rep)
Twylla Hamelin, (Employer Rep)
Tina Fraser (Faculty Employee Rep 1)
Shauna LaTosky (Faculty Employee Rep 2)
Aaron Olsen, (Employer Rep) *Alternate*
Peter Popovic, (CUPE Employee Rep 2)

Committee Resource:

Jordan Wilbey, Chemical Safety Officer & Bio Safety Officer (Resource)

Absent:

David Claus, (Employer Rep)
Debbie Roberts, (Employer Rep)
Ron Camp II, (Employer Rep)
Vacant, (Employer Rep) *Alternate*
Vacant, (Employer Rep) *Alternate*
Siraj ul Islam, (Faculty Employee Rep) *Alternate 2*
Saphida Migabo, (Faculty Employee Rep) *Alternate*
April Tod, (CUPE Employee Rep 1)
Alencia Graham (CUPE Employee Rep 1) *Alternate*
Alan Alger, (CUPE Employee Rep 2) *Alternate*
Christiana Onabola, (CUPE 2278 Employee Rep 1)
Guowei Li, (CUPE 2278 Employee Rep 2)
Vacant, (CUPE 2278 Employee Rep 1) *Alternate*
Vacant, (CUPE 2278 Employee Rep 2) *Alternate*

Committee Resource:

Tammy Klassen-Ross, (Positional Resource)
Harpreet Johnson – (Recording Secretary)

Meeting Co-Chair: Scott

- A. **Traditional Territory Acknowledgement** - Scott
- B. **Chair Comments – Welcome Anne, Jordan, and Harpreet**
- C. **AGENDA:** Approved
- D. **APPROVAL OF MINUTES November 2023**
 - d.1) November 2023 – Tina and Marlene approved, and Kerry seconded
- E. **BUSINESS ARISING FROM THE PREVIOUS MINUTES**
 - e.1) New Co-Chair election
 - Tabled for next month again. Tina would be interested in being a Co-Co-Chair
 - Scott to circulate the Terms of Reference for Co-Chair
 - Scott asked if we would like to meet in person moving forward?
 - comment: it would take more time to get to meetings depending on where they are located.
 - Question: Would it be impossible for anyone to meet in person?
 - Comment: Online meetings are more convenient to be able to meet. You can use your phone, or your computer.
 - Comment: we can do a hybrid of a zoom/in person meeting
 - Comment: that could be a bit tricky with hearing others well, but it could be an option
 - There are conflicts with some members for the meetings next year with the schedule. Possibly moving the meeting to Friday mornings to accommodate everyone's schedule. Scott to send out an email suggesting date/time change for next meeting. Tentatively next meeting 3rd or 4th Friday at 10:30am/11:00am.
- 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**
 - no first aids
 - one investigation pending from last month, Peter and Scott will investigate.
 - had an erratic driver near the sports centre – the person drove through the bush to get through to university way.
 - smell of propane in the distribution services area. A fuel connection was loose, and it has been tightened and will follow up with it next year to ensure it remains tight.
 - 4 student incidents reported this month.

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

G. Inspection Updates

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

-no updates. This year has been concluded. We do need to build a schedule for next year.

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

-nothing new to report

Scott – Will need to arrange for some action items early next year. Lab fire drills to coordinate and lab inspections. Also need to figure out the waste disposal.

Jordan would like to do a complete inventory of all the chemicals on campus. It is long overdue.

-No questions brought forward.

H. New Business

h.1) TCI Training – Tina

Crisis Centre offers TCI training as well as the Prince George Native Friendship Centre. Tina will find some dates that work.

Is there any other training that anyone would also be interested in? There is also onboarding training. If anyone would like to make any suggestions, to email either Scott or Tina.

h.2) JOHSC training – January 22, 2024

comment regarding the previous JOHSC course in December – it was a positive experience. Very informative for newcomers.

I. Round Table Discussion

Comment: Training is in place for researchers that are going out into the field. Shawna would like to be involved in this process.

Scott: working with some of the researchers, particularly Kathy, how to improve the process for people going into the field, locally into communities or locally into the wilderness setting. What type of training they need, first aid training, safety training. Trying to figure out what will work for UNBC. Also, what information we need to capture, who keeps it and who oversees all the processes.

MEETING ADJOURNED AT:

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 |