

UNBC JOINT HEALTH & SAFETY COMMITTEE

February 23, 2024

****Zoom Meeting** 11:00am to 12:00pm**

Participants:

Scott McMillan, (Employer Rep)- Co-Chair
Marlene Cannon, (Employer Rep) *Alternate*
Tina Fraser (Faculty Employee Rep 1)
Saphida Migabo, (Faculty Employee Rep) *Alternate*
April Tod, (CUPE Employee Rep 1)
Alencia Graham (CUPE Employee Rep 1) *Alternate*
Christiana Onabola, (CUPE 2278 Employee Rep 1)
David Claus, (Employer Rep)
Peter Popovic, (CUPE Employee Rep 2)

Committee Resource:

Tammy Klassen-Ross, (Positional Resource)
Jordan Wilbey, Chemical Safety Officer & Bio Safety Officer (Resource)
Harpreet Johnson – (Recording Secretary)

Absent:

Aaron Olsen, (Employer Rep) *Alternate*
Twylla Hamelin, (Employer Rep)
Debbie Roberts, (Employer Rep)
Jennifer Dawson, (Employer Rep)
Ron Camp II, (Employer Rep)
Vacant, (Employer Rep) *Alternate*
vacant, (Employer Rep) *Alternate*
Shauna LaTosky (Faculty Employee Rep 2)
Siraj ul Islam, (Faculty Employee Rep) *Alternate* 2)
Alan Alger, (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*

Committee Resource:

Meeting Co-Chair: Scott

A. Traditional Territory Acknowledgement - Tina

B. Chair Comments – Scott – Introduction Thya Warren, new health and safety officer. Planning out the inspection schedule, the fire drill schedule. Thya introduced herself and the committee introduced themselves.

C. AGENDA:

-No changes or additions to the agenda – accepted.

D. APPROVAL OF MINUTES January 2024.

d.1) No changes or corrections. Motion to accept Tina and Peter. All in favour, approved.

E. BUSINESS ARISING FROM THE PREVIOUS MINUTES

e.1) **New Co-Chair election** – the team to take 5 minutes after the meeting to vote.

e.2) **Inspection volunteer sign up – Scott** – on the Teams site, is the sign-up sheet for inspections. Tina will volunteer for June T&L Inspection- Thya will send invite.

Tammy will be in Terrace and Fort St. John during the first week of May. She can add this onto her schedule.

Scott: The schedule is flexible.

e.3) **Security cameras-David:**

Update: pulling together a rescoping. There is a \$200,000 budget for the cameras. The main priority is safety and security of persons. Looking at areas where incidents have happened in the past, the entrances, bus stops, where cash and alcohol is being handled. Secondary priority is the protection of property like in parking lots and offices. Also looking at where we used to have cameras in the past such as, bookstore, cafeteria, cashiers. Parking lots have never had cameras or in the research vehicle compound. Looking at that scope of work, it is about a \$2 million dollar job. If we scale it back to reinstate cameras that we have had in the past and add a couple more, approx. 40 cameras, that's about a \$500,000 job. Looking at a project value that ranges, depending on how much scope we do tackle, between half a million to two million. Preparing a report on that and will be circulating that to administration to see what can be done with the mis match between that scope and the budget.

Question: Can there be a camera added to the games room on campus?

David: there will be more discussion on which locations the cameras will be put in before the installations.

Comment: There are signs in Lab 8, there are a bunch of 24hr unlocked lab rooms where students can access at any time on the 3rd and 4th floor, these signs are saying that these areas are being monitored by security surveillance and that is not true.

David: Put this on a list to review and to have these signs removed. Scott to move these signs to the hallway.

Scott: There are signs in the hallway, but they might not be in the right spot. There was one on the bulletin board.

Question: Is security going to be trained professionally to monitor the camera systems?

David: there will be a training role out when we find a vendor.

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

- 1 First Aid & 1 medical incidents. Investigation for the medical incident. Medical incident was she sat on a table that is intended to fold, but it is not strong enough to support the weight of a person. She landed on her tailbone. Stickers have been placed on the tables to advise people not to sit on the tables.
- Two people on a transit bus were taking photographs of a female student. She did not press charges; security is aware of this as well.
- A visitor came to the library to watch inappropriate videos on the UNBC computers.
- Two incidents with the same person, where he was intoxicated in his dorm. Another incident was in the dining hall where he was very upset. We are concerned about his mental health and steps have been taken. Car60 will be involved at the next incident to help with mental health.
Marlene: Security has instructions on what to do in the future and the student support team has tried to reach out with the student to come up with a plan.

(see chart below)

f.2) Review of Respect in the Workplace Investigation Statistics- Jennifer Jennifer was not at the meeting. Scott will email her to get an update.

G. Inspection Updates

g.1) Building Inspection Updates – Scott

Sign up sheet in Teams for everyone to volunteer for inspections.

g.2) Lab Inspection Report – Jordan

Mercury thermometer bulb broke outside while it was being swung. They were unable to find the bulb itself. No students or faculty were injured.

Scott: Concerned about the lawn trimming in the future as it could get smashed. It could get drawn up and broken inside the lawn mower deck, the mercury can blend into the blades of the grass and vitalize in the shed. There is a mercury spill kit, but we don't know where the spill happened.

No action currently.

H. New Business

h.1) Safety Newsletter – Scott & Thya

Thya has been working on a monthly Safety Newsletter that will be going out on the 1st of each month. Drafts of the newsletter will be sent to the JOHSC committee first for feedback, and then be published for the public.

Saphida: regarding the safety app – promote a draw to encourage new people to sign up. Partner up with the bookstore.

Scott: Not too sure you can see who signs up with the app, but it can be looked into with the people that manage the app.

h.2) Emergency Response Process:

Scott shared his screen: Justice Institute, training level 100 would be best for the EOC leaders. 5 people designated leaders should choose one or two back up people. Training is cheap and online (\$60). It is a 7-hour commitment, and we are hoping to have the leaders trained by end of April and host a wildfire drill in May. We are having leadership and the board to approve the policy and the EOC documents by the end of March. Scott to send the policy to the committee.

Tina: a list of what the committee would like to see in terms of training. If anyone on the committee is interested in training for suicide training, therapeutic counselling etc. to reach out and Tina can set these training days up.

April: is there a tentative date for the online training for the JOHSC Fundamental Training?
Scott: April 18th

I. Round Table Discussion

- Meeting on the 28th at 10:15am in the Senate Chambers with Jeff and the PEC. Everyone is welcome to attend that meeting.
- George Church from WorkSafe BC will be stopping by next week and if anyone is interested to meet with him, send Scott an email and he can send out an invite.

MEETING ADJOURNED AT: 12:10 PM

JOINT HEALTH & SAFETY REPORTS

	<u>Feb 2024</u>	<u>Feb 2023</u>	<u>Year to date 2024</u>	<u>YTD Last Year 2023</u>
Hazard Reports				
Near Miss Reports	0	0	0	0
First Aid	1	3	2	5
Medical	1	0	2	1
Time loss	0	1	0	1
Fire Drill	1			
Fire Alarm / Evacuation	0	1	0	2
Safety Investigation	1	0	1	0
Other Incidents	8	3	11	4
Inspections				
Ergonomic assessments	2			
New App subscribers / Total	18 / 2285			

First Aid Incidents:

- Employee – Twisted ankle walking on stairs

Safety Investigations:

- Employee – fell to ground, folding table sat upon.

Other OHS reports:

- Student – Twisted ankle, unknown cause.
- Student – Felt like she was going to have a seizure, supported, no further incident.
- Student – Fainted at NSC, potential dehydration.
- Student – Two incidents, one involving alcohol in housing, the other at the dining hall.

- Student – Soccer injury to right calf, weight bearing.
- Student – Bad migraine headache.
- Student – While riding transit bus, two people took photos without permission.
- Visitor – In library watching inappropriate videos.

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