

## UNBC JOINT HEALTH & SAFETY COMMITTEE

February 27, 2025  
11:00am to 12:00pm

### Participants:

**Scott McMillan**, (Employer Rep)- Chair  
**Tina Fraser** (Faculty Employee Rep 1) Co-Chair  
**Debbie Roberts**, (Employer Rep)  
**Ron Camp II**, (Employer Rep)  
**Heidi Dodenberg**, (Faculty Employee Rep 1)  
**Adam Hawkins**, (Faculty Employee Rep) *Alternate*  
**Twylla Hamelin**, (Employer Rep)  
**Aaron Olsen**, (Employer Rep) *Alternate*  
**Mike Billups**, (CUPE Employee Rep 2)

### Committee Resource:

Thya Warren – (OHS Safety Officer)  
Jordan Wilbey, Chemical, Radiation & Bio Safety Officer  
Harpreet Johnson – (Recording Secretary)

### Absent:

**Marlene Cannon**, (Employer Rep) *Alternate*  
**David Claus**, (Employer Rep)  
**Guowei Li**, (CUPE 2278 Employee Rep 2)  
*Vacant*, (CUPE 2278 Employee Rep 1) *Alternate*  
*Vacant*, (CUPE 2278 Employee Rep 2) *Alternate*  
**Shauna LaTosky** (Faculty Employee Rep 2)  
*Alternate 2*)  
**Christiana Onabola**, (CUPE 2278 Employee Rep 1)  
**Kassi Doherty**, (CUPE Employee Rep 2) *Alternate*  
**Jennifer Dawson**, (Employer Rep)  
**April Tod**, (CUPE Employee Rep 1)  
Alencia Graham (CUPE Employee Rep 1) *Alternate*  
*Vacant*, (Employer Rep) *Alternate*  
*vacant*, (Employer Rep) *Alternate*

### Committee Resource:

Kaila Fadock, (Positional Resource)



Meeting Co-Chair: Tina

### **A. Traditional Territory Acknowledgement - Tina**

### **B. Chair Comments -no comments.**

### **C. AGENDA – Debbie to approve and Scott to second. All in favour.**

### **D. APPROVAL OF MINUTES – January 2025**

d.1) Debbie to approve and Scott to second. All in favour.

### **E. BUSINESS ARISING FROM THE PREVIOUS MINUTES**

#### **e.1) Sub Committees – Mental Health – Scott**

- Met with HR and the decision was to improve our website to offer our resources in one place. It has been acknowledged that finding Mental Health resources could be challenging.
- There was work the Justin Foster's team on the Thrive piece of the website. We want to build a link to access that.
- **Tina:** If you are unable to access those links, there is helpguide.org or the Prince George Directory that has good resources in it.
- **Mike:** In that meeting, it was decided that the JOHSC committee does not support investigating into the CSA for Psychological Safety in the workplace. Is that correct that the JOHSC committee does not see value in seeing that?
- **Scott:** To clarify, we wanted to take pieces of the CSA that work, but there is no value in adopting a 71-page document entirely.
- **Mike:** That falls on the JOHSC Committee to implement that CSA?
- **Scott:** No, CSA standards are optional, they are not regulatory like WorkSafe regulations. CSA standards are an optional tool that can be used if they see the merit. To properly implement the CSA, we would need to hire two people to work on it fulltime. The amount of work and volume of the actions would require more time. One of those people we would be advised to be a full-time psychologist.
- We can take the good pieces of it and use some the standards without adopting the whole standard.
- **Scott:** We can consider it later once we have the Safety Manual running and all the policies up to date. We need to get the foundation of the safety process set first.
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#### **e.2) Emergency Policy – Scott**

- This was reviewed last month.
- New purpose and scope statement.
- EOC definitions have been added.

- The Emergency definition has been simplified
- Scott will send this to the committee to review and provide feedback and questions.

## 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**

- Two near misses. There was a potentially hazardous material discovered in a lab in a freezer in the back of the lab. The compound had the potential to polymerize and if it had, then it would have been quite volatile. The lab forgot that this chemical was back in the freezer. It was tested and it did not polymerize, and it was arranged for its disposal.
- Intoxicated person at the pub. Security had her leave the pub with her friend.
- **\*See chart below\***
- **Question:** Is there something out there that informs people to report incidents immediately?
- **Scott:** Intended to work on a Safety poster to help everyone know the process in person. An updated Emergency poster and an OHS poster with who you to report to and how.
- **Scott:** Would love to get to 2700 app users soon!
- **Question:** Is there a way to track how these incidents came through?
- **Scott:** All these incidents come through from our Security officers or HR.
- **Heidi:** The app would be a good spot for Mental Health resources.
- **Scott:** There was a report of a gas leak at the NSC. The gas line on the roof of the NSC had sprung a leak. The supply line on the roof of the NSC that was feeding the heaters on the roof, sprung a leak and was spreading gas into the air. The airhandler nearby was drawing the gas to the building. The whole building smelt slightly like gas. They contacted Fortis on Friday morning, and they came and resolved the issues. Unfortunately, they did not report this to Security or Safety so a physical poster may help with when and how to report these incidents.
- **Mike:** There was a fair bit of confusion with staff on when or who they call. They didn't have a clear indication on when they should call someone.
- **Scott:** Spoke with David Thomas, the leader at NSC, has now written it in the procedure. It has been written in there that you have to call Fortis, Safety, Security and Facilities. A hard copy poster would be best to have on the wall.
- **Mike:** The smell was quite strong for a long time. The staff weren't sure if they should call or not.
- The best thing to do is train the staff on the correct procedures especially while in panic mode.
- **Debbie:** It is better to call than not, even if they think that it is not important, call and advise someone.
- **Thya:** If something does arise, Scott and Thya also do have a radio so when Security is called, they can hear on the radio as well.
- **Mike:** What is the fallout for calling fortis. Is there a fine?
- **Scott:** The only time that we do get fined, is if we hit a gas line and are responsible.

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

- Not in attendance.

## G. Inspection Updates

### g.1) **Building Inspection Updates – Thya/Scott**

- Nothing new to report.

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

- No chemical incidents to report

## H. New Business

### h.1) **Working Alone Draft – Scott**

- Working on a document to merge HR's process with delayed arrival with the working alone isolation procedure
- The purpose is to help the employer (UNBC) to check on workers when they are working alone.
- The procedure also applies to workers that did not arrive on campus when we are expecting them to.

- There is a check in system for workers
- Scott shared his screen and went through the draft.
- **Debbie:** In the definition as the user of worker and employee, there is one vulnerable group that will not see themselves in this group. We want to make sure that we capture those students who could be working alone with hazardous things in the lab. How do we ensure that the student researchers, field included, are monitored?
- **Scott:** That will come down to the supervisor in training and the awareness that will need to spread through the researching community. We will be encouraging them to use the app.
- **Twylla:** Is this a final procedure? When it does become final, what is the implementation plan and what kind of training will be offered?
- **Scott:** This is not the final procedure, and it will need to reach up to Rahim's level for review. This will be shared with the executive team, but open to suggestions on how to have this reach this to the researchers and the academic community.
- **Twylla:** Relying just on ELF to reach the supervisors is not adequate. There needs to be some follow up communication for those that can not reach the ELF meeting. We need to use more than one way to inform and communicate it.
- **Mike:** Does this need to go before CUPE?
- **Scott:** Yes, we will.
- **Tina:** When this document is completed, our faculty and Chairs, they can send this out to the faculty?
- **Scott:** Yes, they can.

#### I. Round Table Discussion

i.1) **Tina:** It might be a good idea to set up a fun day to learn more about Safety.

**Scott:** Planning on doing a supervisor training and launching into reorientation. The trick is to plan the timing, but the launch of the school year might be good timing to get it out to the students and staff.

**Scott:** Shared the new campus map with the Naloxone injectable stations, the muster points and the Naloxone Nasal stations.

AED's are located at the Security station and at NSC. The plan is to have one in Housing and Building 10 this year.

#### MEETING ADJOURNED AT: 12:07PM

	<u>Feb</u> <u>2025</u>	<u>Feb</u> <u>2024</u>	<u>Year to date</u> <u>2025</u>	<u>YTD Last Year</u> <u>2024</u>
Hazard Reports	0	0	0	0
Near Miss Reports	2	0	3	0
First Aid	2	1	5	2
Medical	0	1	0	1
Time loss	0	0	0	0
Fire Drill	1	1	2	2
Fire Alarm / Evacuation	1	0	2	1
Investigations	0	1	0	1
Other Incidents	13	8	21	11
Inspections	0	0	0	0
Ergonomic assessments	2	2	3	2
New App subscribers / Total	21	46	2626	2285

#### Near Miss Incidents:

- Potential hazardous material discovered in lab. Tested and disposed of safely.
- Intoxicated and agitated customer at pub, left without physical incident in friend's vehicle.

#### Employee First Aid Incidents:

- Slipped on ice in Lot A.

- Moving barrel, re-injured shoulder. Potential medical.

**Employee Medical or Time Loss incidents:**

- None

**Evacuation Events:**

- One Keyoh evacuation, a student burnt food and triggered the fire alarm.

**Other Incidents:**

- Public medical – Broken nose after a collision, playing rugby.
- Student MVA – Highway accident, minor injuries sustained.
- Vehicle vandalism – Visitor parked offsite, in Greenway lot.
- Student MVA – Hit and run, minor damage.
- Student First Aid – Struck in shoulder by child during practicum.
- Vehicle vandalism and theft – Contractor sand truck, fuel stolen.
- Public injury – Fall in bleacher area at NSC.
- Student FA – Dizzy, nauseous, vomiting, fainted. History of fainting.
- Public injury – Left knee injured playing soccer.
- Student FA – Wound treatment for cut leg.
- Vehicle damage – One vehicle rolled out of spot, bumping into another. Minor damage.
- Vehicle vandalism – Truck in lot C vandalized.
- Contractor injury – Slammed door on right index finger. Pressure under fingernail.

**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