

UNBC JOINT HEALTH & SAFETY COMMITTEE

January 23, 2025
1:00pm to 2:00pm

Participants:

Scott McMillan, (Employer Rep)- Chair
Marlene Cannon, (Employer Rep) *Alternate*
Adam Hawkins, (Faculty Employee Rep) *Alternate*
Shauna LaTosky (Faculty Employee Rep 2)
Alternate 2)
Heidi Dodenberg, (Faculty Employee Rep)
Twylla Hamelin, (Employer Rep)
Jennifer Dawson, (Employer Rep)
April Tod, (CUPE Employee Rep 1)
Mike Billups, (CUPE Employee Rep 2)
David Claus, (Employer Rep)

Committee Resource:

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

Absent:

Tina Fraser (Faculty Employee Rep 1) Co-Chair
Debbie Roberts, (Employer Rep)
Ron Camp II, (Employer Rep)
Aaron Olsen, (Employer Rep) *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)
Kassi Doherty, (CUPE Employee Rep 2) *Alternate*
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 – Updated and have implemented the First Aid regulations from WorkSafe BC. WorkSafe came by last week to do an inspection, and we passed. Thank you to the Security team, Marlene, Scott and Thya!! There will always be 5 or 6 people on site that can perform First Aid.

C. AGENDA – Added policies

D. APPROVAL OF MINUTES – December 2024

d.1) April to approve, Shauna to second. All in favour.

E. BUSINESS ARISING FROM THE PREVIOUS MINUTES

e.1) **Sub Committees – Scott**

- We've had the chance to collaborate in December 2024 and what we can bring it up in 2025.

e.2) **Mental Health & Wellness - Scott**

- Proposal to have a develop a Mental Health and a Wellness subcommittee. It's a good idea but we may not need a subcommittee for it but a working group.
- Scott and Mike discussed the CSA standards. It is quite a list but there is a lot of good material that could be taken from it and pulled into our standards and policies. We could look through that and decide what we can involve into our system.
- What does the committee think that we should do about Mental Health? Should there be a subcommittee or a working group that would meet a couple of times?
- Mike: About 40 of those pages are recognitions, so it is actually a good read. Highly recommend taking a read for anyone that wants to. There are a lot of universities that have adopted this policy in part or in full.
- Scott: It is difficult to adopt a full policy but the more effective way to find pieces that work and build them into our current policies.
- Scott: Should we develop a working group to meet a set number of times to review the CSA policy to come up with content for the Mental Health focused web page?
- Question: Is this an employee mental health specific? There are a lot of mental health supports on the website. How is this intended on being used and integrated into policies?
- Scott: This is employee focused but have a full glimpse of all the Mental Health services available. Everything drawn together into one website, so it is available for students and staff. Mental Health isn't really featured on the Safety side of the website. Safety should offer information as well.
- Question: Doesn't this already exist in our employee HR information?
- Adam: This should be in conversation with HR that do manage that and see if there are gaps

- Mike: Asked employee wellness what they need to do their job the way they wanted to do it. One of the things that came up is to be able to adopt this policy, but if there is something that we were not doing that we could do, its worth a discussion. If after that discussion that we find that we are doing everything that we can and there is nothing we can do better, then we can put it to rest.
- April: It is worth having a conversation as a starting point. It might just end up being that it needs to be on the Health & Safety website. There are tons of resources available, but it is not always intuitive of where to find them and how those things work together. Some of this could also be on the Safety App as well.
- Scott: Start with a conversation and meet with Margaret and any other HR to discuss what we are currently doing and how we are currently offering that information. Reconvene next month and share what we have learned.
- April, Mike, Heidi and Scott to meet with HR next week if it works.
- UNBC site searching does not bring up a lot of information. That might be something to discuss in that meeting.

e.3) **Emergency Policy – Scott**

- Two policies to review this month.
- Scott shared his screen to review the current UNBC Emergency Response Policy
- It was last reviewed in 2004
- Initial review and provide comments now or in the near future and then take those comments to upper management to see if we can update this policy.
- Scott read through the policy to the committee members.
- There is room for clarity in this policy
- Mike: Is there anything about debriefing after an event after that?
- Scott: No there isn't but it is a good idea.
- Twylla: Falling with the previous comment, it fits more into procedures than in policy. This policy as written, I don't have much feedback on as it at a high level. The new template for policy revisions at UNBC is that they include both the policy and procedure together. Assume that this would be the case for this.
- Adam: Some wording updates could be done as well.
- Scott: Daycare policy is one that we can look into getting rid of.
- Twylla: Don't we do the health and safety inspections of the daycare?
- Scott: We help with the inspections and the emergency response.
- David: If there is an emergency with any of those third-party groups, it reflects on UNBC on how well they handle that emergency. There needs to be some type of mechanism for us to be able to check that they have a plan and know what our role is in that plan. Whether us holding a policy is the best way to do that, don't think that is the best way to do that.
- Question: Would that be as simple as adding the list of what the other policy covers such as third party, daycare, gardens, etc. and then that this can be turned over to the society?
- Scott: That will make sense if we just update this other policy with the scope to provide emergency services.
- David: Look at generalizing it so it covers any third party/staff that operates on our site.
- Scott: That would include kitchen staff, Sodexo staff.
- Twylla: Perhaps that belongs in the scope. Does this apply to the staff at the Hospital or would they follow the emergency procedures and policies of the health authority.
- Scott: It would make sense for them to follow the health authority policy while they are at a health care facility.
- April: The way it is worded as facility, staff and students caring out university business, so does that include practicum students or students on co-op?
- Scott: It could be the punctuation in the wrong spot. Is it intended to mean only those students caring on university business or all students?
- Shauna: Will we also be looking at the procedures?
- Scott: Yes, we are developing procedures. There are some procedures in place and the facilities group has the most detailed and they manage the emergency procedures for area evacuation. We are developing other procedures to support that.

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

- A near miss. A student riding his bike down the stairs into the Agora from building 6. He was not injured.
- 3 FA, 2 minor
- 1 cut on plexiglass.
- See chart below

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

- Nothing to report.

G. Inspection Updates

g.1) Building Inspection Updates – Thya/Scott

g.2) Lab Inspection Report –Jordan

- No chemical incidents to report
- All lab inspections have been completed.
- Jordan and Mike completed them all!
- Talking about an evaluation process at the Lab Safety Committee where we decide what labs need to be inspected every year and what labs need to be inspected every 2 or 3 years.
- Labs are looked at during the building inspections but not in the same level of detail that the lab inspections happen. There would still be an annual lab inspection but the detailed inspection we might decide to make a 2 or 3 process.
- Terms of reference were brought forward and would be discussed next meeting

H. New Business

h.1)

I. Round Table Discussion

i.1) JOHSC Dec 18, 2024, Questions:

- The questions were compiled into a document (see below)
- **First Aid access like supplies and training for staff and students.**
 - We have a First Aid room in the Agora with the First Aid and Security Officers trained and there is also a First Aid room in the NSC. There are two hubs of First Aid.
 - There are 17 locations for Naloxone kits
 - 4 AEDs around campus
- Snow Removal – Earlier shifts
 - David: Two different parts to this. Theres the internal staff typically start at 7 and if there is a major snowfall, the Shift Engineers clear some of the priority routes throughout the night.
 - The parking lot is under contractors. Typically, in the past, that contractor worked in the night.
- Integration with field Safety Program.
 - We do have a new insurance specialist!
 - With Maryam, we will be able to get this going and look into simplifying it.
- SDS program fully implemented.
 - That is a Jordan ask.
 - We do have a SDS chemical program, but it is not super functional. Looking into Canada SDS and abandon the old programs.

i.2) CCTV

- David: The project manager is getting ready to an RP out for the service provider. We have a project team that we are looking to pull together in the next week or so for an update.
- Mike: Does anyone want to go back to in person meetings?
- April: Preference with schedule conflicts, it would be best to keep them to teams' meetings, but a yearly meeting would be nice to meet everyone.
- Scott: It would be great if we could meet once or twice a year!

MEETING ADJOURNED AT: 12:03PM

	<u>Jan 2025</u>	<u>Jan 2024</u>	<u>Year to date 2024</u>	<u>YTD Last Year 2024</u>
Hazard Reports	0	0	0	0
Near Miss Reports	1	0	1	0
First Aid	3	2	3	2
Medical	0	1	0	1
Time loss	0	0	0	0
Fire Drill	0	0	0	0
Fire Alarm / Evacuation	1	0	1	0
Investigations	0	0	0	0
Other Incidents	8	3	8	3
Inspections	0	0	0	0
Ergonomic assessments	1	0	1	0
New App subscribers / Total	19	46	2605	2267

Employee First Aid Incidents:

- Cracked skin on finger due to dry weather
- Slipped on ice on the sidewalk, small cut to thumb
- Cut palm and finger removing plexiglass from a windowpane

Employee Medical incidents:

- None

Employee Time Loss:

- None

Evacuation Events:

- One Neyoh evacuation, a student was smoking indoors

Other Incidents:

- Student – Reported gas theft, vehicle left over Christmas break
- Public – During exercise at the NSC, felt nauseous and dizzy
- Daycare employee – Slipped and fell on ice in parking lot
- Employee – Cut finger off campus, treated by Security Officer
- Public – Rolled and sprained ankle playing soccer
- Public – Felt faint while exercising at NSC
- Unattended member of public spent night in Admin building, no damage caused

DEC 18, 2024 JOHSC Questions

Is there anything we need to complete from 2024?
<ul style="list-style-type: none"> No
What are you worried about?
<ul style="list-style-type: none"> Active Shooter training & Lock down Training practices like tabletops. Supervisors' Roles and Responsibilities training. First Aid access like supplies and training for staff and students. Residence Parking Overflow Snow Removal – Earlier shifts?
What would you like to work on / Achieve in 2025
<ul style="list-style-type: none"> Mental Health Wellness Awareness and a SAFE APP interface. Choose your own adventure to get the help you need. Integration with field Safety Program. SDS program fully implemented. MCVI pre-planning, Heli Lz's Awareness re: 911 / Emergency Protocols
What would you like to learn in 2025?
<ul style="list-style-type: none"> Working Alone check-in requirements Learn & understand the clear expectations for Supervisors. Requirement for rescue from “Awkward Places” i.e Roof. First Aid

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