

UNBC JOINT HEALTH & SAFETY COMMITTEE

January 26, 2023

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

Participants:

Marlene Cannon, (Employer Rep) *Alternate*
Ron Camp II, (Employer Rep)
David Claus, (Employer Rep)
Kerry Roberts, (Employer Rep)
Twylla Hamelin, (Employer Rep)
Christa Florell, (Faculty Employee Rep 1)
Malgorzata (Mal) Kaminska, (Faculty Employee Rep 2)–Co-Chair
Shannon MacKay, (CUPE Employee Rep 1)
Peter Popovic, (CUPE Employee Rep 2)

Committee Resource:

Scott McMillan, Health & Safety Manager (Resource)
Jennifer Skaar – (Recording Secretary)

Absent:

Alex Castley, (Employer Rep)
Debbie Roberts, (Employer Rep)
Aaron Olsen, (Employer Rep) *Alternate*
Sean Kinsley, (Employer Rep) *Alternate*
Trevor Smith, (Employer Rep) *Alternate*
Siraj ul Islam, (Faculty Employee Rep) *Alternate 2*
Saphida Migabo, (Faculty Employee Rep) *Alternate*
Aneta Douglass, (CUPE Employee Rep 1) *Alternate*
Alan Alger, (CUPE Employee Rep 2) *Alternate*
Vacant, (CUPE 2278 Employee Rep 1)
Vacant, (CUPE 2278 Employee Rep 1) *Alternate*
Narayan Koirola, (CUPE 2278 Employee Rep 2)
Vacant, (CUPE 2278 Employee Rep 2) *Alternate*

Committee Resource:

Tammy Klassen-Ross, (Positional Resource)
Conan Ma, Chemical Safety Officer (Resource)
Vacant, Bio Safety Officer (Positional Resource)

Meeting Co-Chair: Mal Kaminska

A. Traditional Territory Acknowledgement- David

B. Chair Comments

- Mal wished everyone Happy New Year, no other chair comments.

C. AGENDA:

-No changes or additions to the agenda - accepted.

D. APPROVAL OF MINUTES – December 15, 2022

- d.1) No changes or corrections. Motion to accept Kerry & David– All in favour, approved.

E. BUSINESS ARISING FROM THE PREVIOUS MINUTES

e.1) Sub-Committee project updates- Mal

- Team 1: Community outreach – Twylla noted that Alex recently joined the team. The team presented their recommendations and discussion around an employee survey with HR. Looks as though the survey will move forward but do not have a date set.
- Team 2: JH&S Committee outreach- Scott indicated the team met and are also looking at a survey. The team would like to consider team 1 and team 2 merging as they seem similar. At minimum it was suggested that perhaps Team 1 & Team 2 could work on combining the surveys?
-Scott commented that he was not clear on the difference was between the teams.
-Comment: Team 1 was originally intended as a community outreach on health safety and wellness initiatives. Team 2 was to promote the JOHS Committee through communication to campus.
-Shannon suggested that it may make sense to merge Team 1 and Team 2 and work together. Combining efforts may produce better results.
- Mal mentioned it may be a good time to review the initiatives of the JOHS 5 sub-committees which will prompt discussion on how best to move forward.
- Team 3: Re-Orientation & education for employees – Kerry noted that the team has not yet met but shared that there has been some internal work done with the on-boarding process.

- Team 4: Bullying & harassment safety survey – Team has not yet met. Kerry indicated that the legal review has been received and the policy draft will be rolled out for review shortly. This review will include the JOHS Committee.
- Team 5: Review of accessibility on campus – The team had the opportunity to meet and on Tuesday, team members will be doing a walk-about around campus next week to get a good perspective of accessibility first-hand. Scott invited someone from Facilities to join and David indicated that Aaron will participate.
 - Mal added that they will be looking at both interior and exterior accessibility and if anyone wanted to join or had anything they wanted to bring forward to reach out.
 - Comment: There are people who use assisted devices really struggling to navigate between the reserved parking and entry into building 10 due to the accumulation of snow on walkways. People are making their way slowly but have express concerns that they don't feel safe. David encouraged everyone experiencing issues getting into campus due to walkway conditions, to please put in a TMA so the issues can be reviewed and addressed.

-Mal feels that rather than doing a number of surveys the JOHS should consider creating a combined survey that may address information relative to all the sub-committees.

e.2) **Employer Committee Co-Chair update- Kerry**

-Kerry indicated that the employer reps voted on the employer co-chair position and Alex Castley was appointed as an interim.

e.3) **Accessibility Committee update – Alex**

-As Alex was unable to attend the meeting, the agenda item be postponed to next month's meeting.

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**

-Scott reviewed the report on screen with the Committee.

-Question: noted there is an investigation scheduled – Christa volunteered to participate if someone is needed.

-Mal asked if the reports will be posted on MS Teams? Scott will get assistance with the upload.

-No other questions.

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

-Kerry noted there are 2 investigations that are just about to start.

-Question: There was a comment made about changing the title from Respect in the Workplace to a Bullying in the Workplace policy. Has there been any thought given to talking about what respect in the workplace might look like? Even if we do not have a policy around respect, we may have a way of addressing it as an organizational cultural issue where we do want to be respectful and we do want to encourage people to engage in conversations that build relationships which would facilitate what might be challenging conversations before it gets to the point of a formal accusation of bullying and harassment. It is not necessarily a safety issue, but if we think more broadly about this, are we looking at ways we could make this couched in a more positive way? Kerry noted that there is a definition for respect in the Respect in the Workplace policy and there is material in the employee onboarding training modules through D2L that addresses respect.

-Comment: It would be important to get a dialogue going which will allow people to resolve some issues before it reaches a formal level. Kerry agreed. There are challenges which are sometimes due to generational differences that create an issue. The definition and expectations around respect in the workplace are changing. Education is one way we can

make people aware of those changes. In some cases, there was no ill intent on the part of an individual, but a bullying and harassment investigation is brought forward. This can create a lot of hardship and internal struggles for that individual which is devastating and a real challenge.

-Comment: These situations may involve people who have been here for 15 -20 years, perhaps there needs to be some in-services made available such as town hall meetings to assist people in a less contentious way. It would be appreciated if this can be considered. Kerry would like to have some ongoing discussion on this.

-Question: before complaints get to HR do people seek help from other sources, or do they go immediately to HR? Kerry indicated it is 50:50. Some cases are historically supported or involve personality conflicts with communication breakdown.

-Comment: There is confusion on who and when to report. New positions don't know what to do when a situation involves staff and students. Kerry indicated that any issue involving an employee goes to HR. Any student-to-student issues go to Jason & Fiona through Student Affairs.

G. Inspection Updates

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

-Scott is looking to set the building inspection schedule and will send the schedule out to members to sign up.

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

-Tammy & Conan could not make the meeting but Scott confirmed he is not aware of any lab related issues.

H. New Business – None

I. Round Table Discussion:

-Comment: Kerry wanted to give a shout out to Scott for all the help he has been doing for JOHS as well as working with Alex, Marlene and Kerry on improvements to the Safety App. New updates will be made available shortly.

-Mal asked if we know how many people are using the app? Scott indicated the app has limited functionality for daily resources.

-Mal recommended that Committee Members download the app if they have not yet done and report back any issues to Scott.

MEETING ADJOURNED AT 3:59PM

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