

UNBC JOINT HEALTH & SAFETY COMMITTEE

July 24, 2025

11:00am to 12:00pm

Participants:

Scott McMillan, (Employer Rep)- Chair
Tina Fraser (Faculty Employee Rep 1) Co-Chair
Jennifer Dawson, (Employer Rep)
Debbie Roberts, (Employer Rep)
David Claus, (Employer Rep)
April Tod, (CUPE Employee Rep 1)
Kassi Doherty, (CUPE Employee Rep 2) *Alternate*

Committee Resource:

Thya Warren – (OHS Safety Officer)
Kaila Fadock, (Positional Resource)
Jordan Wilbey, Chemical, Radiation & Bio Safety Officer

Absent:

Ron Camp II, (Employer Rep)
Sailesh Manik (Employer Rep) *Alternate*
Amelia Kaiser, (Employer Rep)
Aaron Olsen, (Employer Rep) *Alternate*
Heidi Dodenberg, (Faculty Employee Rep 1)
Adam Hawkins, (Faculty Employee Rep) *Alternate*
Shauna LaTosky (Faculty Employee Rep 2)
Vacant, (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)
Mike Billups, (CUPE Employee Rep 2)
Alencia Graham (CUPE Employee Rep 1) *Alternate*
Vacant, (Employer Rep) *Alternate*
vacant, (Employer Rep) *Alternate*



Committee Resource:

Harpreet Johnson – (Recording Secretary)

Meeting Co-Chair: Scott

A. Traditional Territory Acknowledgement - Scott

B. Chair Comments – Had a few unusual incidents. Looking forward to improving the Field Safety process and completing the Fire Safety plans. Hoping to share these by September.

Deb: It would be nice to have some guidance on who is signing and why they are signing.

Scott: The intention was that we would have the Dean's sign off on it when it was a medium or high-risk project. When it is a low-risk project, we do not need the Dean's to sign off on them.

Deb: Within the flow, could Safety look at it before to judge the risk before it went out to the Deans?

Scott: We will need to develop the flow of the process and ensure that everyone knows when they need to have the process completed.

C. AGENDA – Approved.

D. APPROVAL OF MINUTES – June 2025

d.1) Approved by Deb and second by April. All in favour.

E. BUSINESS ARISING FROM THE PREVIOUS MINUTES

e.1) The investigations were wrapped up last month.

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

****See report below****

- 2 hazard reports – both with suspicious vehicles. Drove off when they saw Security, but we did get the plate number
- Contractor trailer had the lock tampered with. The contractor will have to move their trailer off site every day now and that will cost money.
- 3 new employee first aid reports ****See report****
 - **Tina:** are these workers required to wear gloves when working?
 - **Scott:** They do wear their gloves but there are some cases where they do not wear them.
 - **David:** If you are operating a saw, you should not be wearing gloves.
 - **Deb:** Do repetitive stress injuries get reported?
 - **Scott:** They should be reported as well. The employee in this case, is still off and we are working with WorkSafe BC to have the employee come back with light duties.

- **Scott:** There is a challenge in amalgamating reports. Housing has a reporting system for reporting incidents, but we do not hear about those. We have a variety of incident processes, and we need to unify them to at least one or two processes.
- **David:** Regarding the WIRL fire safety plan, the fire department is really escalating that, and we need to have that plan in place before the next visit from them, which we do not know when that is. September should be good if we have it done by then, but the Fire Department is going to start escalating things.
- **Thya:** With our timeline, WIRL is the first one on the list to get done.
- **Scott:** I was under the impression that we had a fire plan, and we were to just update it and there is no plan at all. This makes it a high priority.
- **David:** Medical incident rate - there is a form that gives you a snapshot of how you are doing in terms of how many incidents you have. It is something that we hold our contractors accountable to. We were working on it years ago and it would be helpful if we could get that back on the radar.
- **Thya:** That is something that we can get access to at any time. We can pull up a chart, which can go back as far as needed and it will give you a breakdown with points of each year.
- 3 Employee medical or time loss **See report**
- There was a field trip incident back in June that we just learnt about. There was a student in real medical trouble, and the process wasn't thought out properly. They were in Barkerville and realized quickly that they did not a proper medical process. They needed to drive the student towards Quesnel as the ambulance approached from the other side and they met on the highway.
- We need to improve the communication of the process, and if the team had followed the regular process, it would have gone a lot better, but they didn't follow much of a process.
- As we revise the field trip process and the travel process, we will need to make sure everyone knows about this.
- We are doing a faculty orientation in September and that will be a big piece that everyone will know about the process.
- **Thya:** In that training session, will that only be for professors or will that include deans as well?
- **Scott:** The deans will probably be there to deliver the message.
- **Tina:** It is more for faculty. When students are doing field trips, it would be the Chair to make note to inform the dean. The biggest question is who should be holding the First Aid. It is important to have at least two or three members to have basic first aid.
- **Scott:** We should be having drills to ensure that everyone knows how to use the proper first aid kits, for example around water that they know how to use the rescue devices.
- **Deb:** It wouldn't hurt to invite the deans to the orientation session in September.

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

- No new investigations.

G. Inspection Updates

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

- Did one at NSC, everything went well. There were a couple of minor things.
- The naloxone kit, an electrician needs to look at it because the alarm does not go off when we open the cabinet. TMA needs to be submitted.
- **Scott:** The Aleza Lake inspection went amazing as well. George from WorkSafe went out as well and was happy with it.
- **Thya:** The inspection form is still on teams if you want to sign up.

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

- The Lab Safety committee hasn't met yet.
- There was a bottle of peroxide former that was in the fridge, and the bottle was older than 10 years. Peroxide formers need to be tested regularly, and they do have the potential to form crystals that are potentially explosive. The seal went on the bottle and when we had the planned power outage, the fridge defrosted and moisture from the fridge went into the bottle and pressure built up and the bottle exploded. Nobody was hurt and the biggest hazard was that the chemical went all over the fridge. It has been cleaned up and cleared out the

previous researchers' chemicals since he is no longer here. They are currently in the waste room waiting to be disposed of.

- A full chemical inventory of the lab was done and addressed any other concerns. There were several other bottles of peroxide former that have not been tested. Those have been moved to a cabinet underneath one of the fume hoods and have been locked. Made contact with our waste contractor to have those tested because they appear to have potential crystal formation in them.
- **Deb:** Peroxide formers that need to be tested regularly, or other chemicals, when we do our lab inspections, is this not something that should be noted in all lab inspections as to whether chemicals need to be disposed of?
- **Jordan:** When we were doing lab inspections, we weren't looking at the chemicals because the lab inspections took up so much time itself. A full campus chemical inventory will be done this summer. All peroxide formers should have the new tags and if they have the old tags, those will be changed out. The next time the lab committee meets, we will bring up a mandatory disposable date.
- **Thya:** Do faculty members do pre and post inventories of products? For the teaching courses and the researcher labs.
- **Kaila:** In terms of the teaching labs, it is not done formally, but it is the lab technician. When we are running out of things, we put an order in. In terms of research, there is no start or stop. Research is continually happening. There might be a point when a project is completed and there might not be any overlap with the next project, but it is hard to convince the researcher to throw any product away.
- **Deb:** When a person leaves an office/lab, we don't have a great mechanism of making them clean it out.
- **Jordan:** There is a vacating lab space form, it wasn't completed in this incident.

H. New Business

- h.1) **April:** The email that went out about measles. The email went to April and Scott, was there anything that needed to be done on her end and what do we normally do?
Scott: It is case by case; we addressed the immediate concern. We do need to work on an update to the communicable disease plan. If Safety did not address it, then you would have stepped in.

I. Round Table Discussion

i.1)

MEETING ADJOURNED AT: 12:06PM

	<u>July 2025</u>	<u>July 2024</u>	<u>Year to date 2025</u>	<u>YTD Last Year 2024</u>
Hazard Reports	2	0	3	5
Near Miss Reports	0	0	3	0
First Aid	3	0	13	9
Medical	1	1	1	3
Time loss	2	0	2	6
Fire Drill	1	1	7	7
Fire Alarm / Evacuation	0	0	3	1
Investigations	1	0	3	5
Other Incidents	1	1	25	25
Inspections	1	2	1	13
Ergonomic assessments	2	2	8	14
New App subscribers / Total	7	32	2683	2409

Hazard Report:

- Suspicious vehicle/person, near EFL. They drove away when discovered by Security.
- Contractor trailer, lock tampered with, near EFL.

Near Miss Reports:

- None.

Employee First Aid

- Tweaked back while carrying steel conduit to power plant. Stiff, sore back.
- Infected sliver removed from carrying plywood several months ago.
- Scraped hand against lamp standard while using wheelbarrow.

Employee Medical or Time Loss incidents:

- Moth flew into ear, removed at ER.
- TL – repetitive strain from operating lawn tractor, swelling to right foot.
- TL – Moving box in lab, back strain.

Investigations:

- Field trip incident.

Evacuation Events:

- None.
- Evacuation Drill at Day Care.

Other Incidents:

- Public injury – youth scratched by loose wire while playing on grass near building 10.

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