

UNBC JOINT HEALTH & SAFETY COMMITTEE

July 27, 2023

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

Participants:

Scott McMillan, (Employer Rep)- Co-Chair
Debbie Roberts, (Employer Rep)
Twylla Hamelin, (Employer Rep)
Christa Florell, (Faculty Employee Rep 1)
Malgorzata (Mal) Kaminska, (Faculty Employee Rep 2)–Co-Chair
Peter Popovic, (CUPE Employee Rep 2)
Alan Alger, (CUPE Employee Rep 2) *Alternate*

Committee Resource:

Conan Ma, Chemical Safety Officer & Bio Safety Officer (Resource)
Jennifer Skaar – (Recording Secretary)

Absent:

Marlene Cannon, (Employer Rep) *Alternate*
Ron Camp II, (Employer Rep)
David Claus, (Employer Rep)
Aaron Olsen, (Employer Rep) *Alternate*
Kerry Roberts, (Employer Rep)
Vacant, (Employer Rep) *Alternate*
Vacant, (Employer Rep) *Alternate*
Siraj ul Islam, (Faculty Employee Rep) *Alternate 2*
Saphida Migabo, (Faculty Employee Rep) *Alternate*
Aneta Douglass, (CUPE Employee Rep 1)
Vacant, (CUPE Employee Rep 1) *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)

Meeting Co-Chair: Scott

A. Traditional Territory Acknowledgement- Scott

B. Chair Comments

-Scott touch briefly on the ongoing security issues in the exterior compounds on campus.

C. AGENDA:

-No changes or additions to the agenda - accepted.

D. APPROVAL OF MINUTES – June 22, 2023

d.1) No changes or corrections. Motion to accept Debbie & Mal– All in favour, approved.

E. BUSINESS ARISING FROM THE PREVIOUS MINUTES

e.1) Working Alone - Scott

-Scott noted that the forms and process provided to the Committee for review are likely to change when the working alone process is moved over to the UNBC Safe app. Scott will bring the revised process back to the Committee for review prior to launch.

-Comment: the wait time for security to physically check on someone who has missed their check-in time is only 2 minutes. This seems too short. For example if someone happens to go to the washroom prior to their check-in time they could be late in contacting Security.

Scott shared the document on screen – under missed call, Security is to call the person within 5 minutes, if the person cannot be reached Security starts to walk to their location and will try to call again in 2 minutes.

-Comment: the procedures address if Security arrives at the location and finds the person in need of help to call 911. The procedures do not however address what happens if the person cannot be located - this should be added. There has been discussion with IT about a different app, recommended Scott reach out to the IT office for more information.

-Comment: Some personnel do not work on campus, what happens in those cases?

-Comment: there are also people working in the field, is there a process for fieldwork? Scott verified that the fieldwork piece is being worked on separately.

-Comment: It is important to cover when the policy applies and who the policy applies to. There is an off-campus policy and the working from home policy that should also be considered.

-Comment: Provide clarification on when the policy comes into effect when working from home. Security should not be expected to go to someone's personal residence.

-Scott suggested that the review of the policy be held until things are ready for the procedures to be added to the UNBC Safe App. This will avoid confusion and allow for the appropriate changes to be made. Everyone agreed.

e.2) **Emergency Response Plan - Scott**

-Scott thanked Twylla and Mal for their feedback on the Emergency Response Plan. The draft is still being worked on and Scott will bring the revised draft to the Committee once it is ready.

-Comment: any further information regarding planned training for supervisors – what we have currently is not adequate. Scott verified there will be lots of supervisor training rolled out for the procedures portion. In addition there is consideration being given to reactivating floor fire wardens but there are lots of considerations including whether there is capacity to assist.

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 shared the incident report on screen and reviewed incidents.

-No questions brought forward.

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

-Kerry was unable to attend and an update was not provided.

G. Inspection Updates

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

-Scott advised inspections are going well and are on track. Scott reviewed the upcoming schedule of inspections.

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

-Conan advised that lab inspections are on schedule. Nothing to report from the lab safety committee.

-No questions brought forward.

H. New Business - None

I. Round Table Discussion

-Nothing brought forward.

MEETING ADJOURNED AT: 3:39PM

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