

UNBC JOINT HEALTH & SAFETY COMMITTEE

June 22, 2023

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

Participants:

Scott McMillan, (Employer Rep)- Co-Chair
Marlene Cannon, (Employer Rep) *Alternate*
Debbie Roberts, (Employer Rep)
Aaron Olsen, (Employer Rep) *Alternate*
Christa Florell, (Faculty Employee Rep 1)
Malgorzata (Mal) Kaminska, (Faculty Employee Rep 2)-Co-Chair
Peter Popovic, (CUPE Employee Rep 2)

Committee Resource:

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

Absent:

Ron Camp II, (Employer Rep)
David Claus, (Employer Rep)
Kerry Roberts, (Employer Rep)
Vacant, (Employer Rep) *Alternate*
Twylla Hamelin, (Employer Rep)
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)
Vacant, (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)

Meeting Co-Chair: Scott

A. Traditional Territory Acknowledgement- Scott

B. Chair Comments

-None

C. AGENDA:

-Add work alone procedures under new business – Scott
-No further changes or additions to the agenda - accepted.

D. APPROVAL OF MINUTES – May 25, 2023

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

E. BUSINESS ARISING FROM THE PREVIOUS MINUTES

e.1) Terms of Reference (TOR) - Scott

-A motion was on the floor at the last meeting to accept the TOR with a request that the final vote to accept be sent via email. The email vote failed as not enough members responded to meet quorum and successfully pass. Scott acknowledged the motion to accept that was on the floor from the last meeting and asked for the members present to vote to accept the final terms of reference. Debbie motioned to accept the terms of reference, seconded by Aaron; all members in favour to accept - none opposed. Motion carried and the Terms of Reference are adopted by consensus.

e.2) Annual JOHSC Committee Report - Scott

-Similar to the TOR, last month had a motion on the floor to accept the JOHSC Committee Report with the final vote to accept being conducted via email. The email vote failed as not enough members responded to meet quorum and successfully pass. Scott acknowledged the motion to accept that was on the floor from the last meeting, and asked for the members present to vote to accept the final Annual JOHSC Committee Report. Debbie motioned to accept the Annual JOHSC Committee Report, seconded by Mal; all members in favour – none opposed. Motion carried and the Annual JOHSC Committee Report is accepted by consensus.

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.

-Question: For the slip in fall, was the area where the incident occurred recorded for tracking purposes? Scott confirmed.

-No further questions brought forward.

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

-Kerry was not in attendance for the meeting but forwarded an email on the report. 1 new complaint received this month.

-Mal had asked Kerry to send her a copy of the complaint investigation report. There is mention of the JOHSC committee. There were 3 complaints regarding faculty members, 4 complaints regarding staff and there are 3 complaints regarding faculty still in progress. In the going forward section it notes: this year the review of the respect in the workplace investigation process will have a broader engagement with the UNBC community and will include the JOHSC Committee. This process is scheduled to start in June 2023. Kerry had advised Mal that he was intending to bring this forward at the meeting to provide details on the JOHSC Committees involvement.

-Scott asked if this was to be more of a global engagement not on a case-by-case basis? Mal confirmed that it would not be on a case-by-case basis but on the investigation process itself per Kerry's indication.

G. Inspection Updates

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

-Scott advised inspections are going well and are on track.

-Question: Is there an inspection form for those conducting the inspection? Scott confirmed it is located on MS Teams and will email a copy.

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

h.1) **In-house JOHSC Education – Scott**

-Scott is looking to set up an 8hr training course for JOHSC members. Indicated he will send an invite to members with a few dates to arrange in late July.

h.2) **Special JOHSC Meetings – Scott**

-Scott asked if the committee was interested in moving to in person meetings or continue meeting through Teams? Members present indicated that the virtual meetings work best.

-Scott is interested in holding a couple of special in-person JOHSC meetings during the year. Looking at one in December – as more of a social meeting for members before the December break, and one in February that would be extended to other members of the UNBC community as a meet and greet. Scott asked if these would be of interest to the Committee?

-Comment: This sounds great providing there is a budget.

h.3) **Therapy Dog Project – Mal**

-Mal indicated that discussion around a therapy dog project began with the accessibility committee. Since there was opportunity to meet with the lead of the UBCO BARK Program which has been running for approximately 10 years. The BARK program has there canines come to campus once per week at a set time and place to build relationships with students. This is something that is being considered at UNBC and Mal will be looking to put a proposal together to present to the President's Executive Council (PEC). Some of the processes will need to be reviewed and there is work yet to be done before engaging PEC. Mal is hoping to have something in place as early as September/ October.

-Scott indicated that there is a process in place for special events and dogs on campus but the intention is to develop further.

-Mal added that the BARK program has a 5-6 week training program that involves ½ day per week training with the dogs and handlers. BARK noted that it is generally the handler that fails the screening not the dog. The program is run very well.

-Comment: Familiar with the program and would be very supportive in seeing something similar here at UNBC.

h.4) Working Alone Procedures – Scott

-Scott reviewed the proposed working alone on campus procedures draft and document. The UNBC Safe App has a working alone option that will eventually replace the paper document.

-Question: How will the document be shared with the UNBC community? Should have a good plan to engage the community. Scott indicated that the plan was to share the document with department supervisors will be posted on the Safety webpage.

-Comment: Would recommend that Scott ask to present the document to the Faculty Association (FA). Scott would welcome the opportunity to present to the FA.

-Scott will forward the document by email to members to review and forward any comments or recommended changes. Scott reminded the document is based on WorkSafe mandates so there may be some room for slight adjustments but some content will need to remain unchanged.

I. Round Table Discussion

-Question: Was not in attendance for the discussion around the Secure and Hold event that occurred last month. Was looking for some definition about a Secure and Hold event for people who do not know what that is. Received an email saying that this was happening in the moment. SD57 has a reference sheet that is provided to staff that lists the incident levels, provides definitions for each level and procedures for during and after the event but UNBC does not appear to have any guidelines for people to follow. Concern that many people may not have known what a Secure and Hold event means. Scott noted there was a debrief on the Secure and Hold event. An initial draft has been created for UNBC modelled after SD57's. This will form part of the Emergency Response Plan and used as a training tool.

-Question: is there an existing document that is used? Scott noted there was a physical guide posted in areas that uses the standard emergency codes but it is really old.

-No further comments brought forward.

MEETING ADJOURNED AT: 3:58PM

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