

UNBC JOINT HEALTH & SAFETY COMMITTEE

June 26, 2025

11:00am to 12:00pm

Participants:

Scott McMillan, (Employer Rep)- Chair
Debbie Roberts, (Employer Rep)
Sailesh Manik (Employer Rep) *Alternate*
Aaron Olsen, (Employer Rep) *Alternate*
Heidi Dodenberg, (Faculty Employee Rep 1)
Amelia Kaiser, (Employer Rep)
April Tod, (CUPE Employee Rep 1)
Kassi Doherty, (CUPE Employee Rep 2) *Alternate*
Alencia Graham (CUPE Employee Rep 1) *Alternate*

Committee Resource:

Harpreet Johnson – (Recording Secretary)
Kaila Fadock, (Positional Resource)

Absent:

Tina Fraser (Faculty Employee Rep 1) Co-Chair
Ron Camp II, (Employer Rep)
Jennifer Dawson, (Employer Rep)
David Claus, (Employer Rep)
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)
Vacant, (Employer Rep) *Alternate*
vacant, (Employer Rep) *Alternate*



Committee Resource:

Thya Warren – (OHS Safety Officer)
Jordan Wilbey, Chemical, Radiation & Bio Safety Officer

Meeting Co-Chair: Scott

A. Traditional Territory Acknowledgement - Scott

B. Chair Comments – Welcome to Amelia and Sailesh!

C. AGENDA – Approved.

D. APPROVAL OF MINUTES – May 2025

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

E. BUSINESS ARISING FROM THE PREVIOUS MINUTES

e.1) It has been a quiet summer.
Building inspections are happening and we usually target the inspections for summer.

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****

- Another quiet month. No Work Safe BC time loss this month.
- One hazard report.
- One suspicious vehicle in the Daycare area and RCMP will be called.
- 3 employee first aid reports
 - An employee's hand was trapped during maintenance.
 - Cut finger while separating pipes
 - Cut finger with drywall knife.
- Employee had a table dropped on her foot. It was being held by a student and was let go and fell on her foot. No fracture to the foot but medical attention was needed.
- A lock out investigation was done this month. Lock outs are important and critical when working on machinery. The power needs to be turned off, and a physical lock is added to the control point. Everyone has their own locks and keys.
- The lockout investigation has been completed, and leadership will be making decisions for the next steps.
- Evacuation events: Lab 4 and Lab 8 were practiced. Lab 4: finding some difficulties with the radio so the listeners will be relocated to the courtyard side of Lab 4. At the loading dock, the radios were not working very well.

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

- Jennifer was not in attendance.

G. Inspection Updates

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

- Finished 7, 8 and 9. Some of the June inspections have been missed.
- Those will be rescheduled for August.
- The signup sheet is in the team's folder under inspections.
- August will be some regional inspections.
- Amelia: In Terrace and in Fort St. John a couple of times out of the year and can help out with those inspections.

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

- Lab Safety Committee is on a break for the summer.
- Jordan is updating some broken links within training modules and within the website.
- BioSafety module is also being updated.
- Next meeting will be in August.
- Salish will be taking the TDG training as a back up for Jordan when he is away from the office.

H. New Business

h.1) **Drafting a new Safety Policy**

- The safety policy is quite old. With talking with leadership, they are looking to have one safety policy to replace all the other safety policies.
- On the website there are 10 or 11 policies right now and it would be down to one policy.
- Deb: One safety policy – you will need chapters in that policy.
- Scott: Yes, the detail will be in the safety procedures. There won't be a lot of information in the actual policy. The policy will describe the broad strokes of what the University is responsible for and then refer to those informative documents.
- Scott did a quick walk through of the policy.
- Scott will send the documents to the committee to review and it still a work in progress.
- The original policy did not have a policy statement, so this is a new territory for us.
- Amelia: are the work from home guidelines connected with this policy?
- Scott: Not currently but they could be.
- Scott: Deb, would the Chairs be up with Deans and Directors or would they be at a similar level of responsibility at Managers and Supervisors?
- Deb: It is in a layer: If the supervisor is not, then the Chair is next and then the Dean. In terms of how a student would proceed if the supervisor were not practicing safe practices, they would go to the Chair and then to the Dean and then to the JOHSC.

I. Round Table Discussion

i.1) **Distribution Team: Salish**

- The distribution team is currently going through a space optimization project, looking at the entire warehouse space. Bringing in some of the key stakeholders in and going through a lot of the assets and items that have been hoarded in there.
- Also requiring all employees that are coming into the warehouse will require a level of PPE. Right now, there is no control over safety there. Hi-vis vests will be provided for visitors.
- There will be a whole education project.
- Will need some support from the committee as there is already some pushback on this.
- If staff is required to wear steel toe shoes and hi-vis vests, visitors will have to follow this as well. Visitors being IT, Facility, and bookstore.
- We want people to be mindful that the warehouse is a different type of work environment from offices.
- Scott: Write a procedure to capture it and share it to the community.
- Deb: Thank you, Sailesh! It is nice to see someone push for this as safety is an always thing!

MEETING ADJOURNED AT: 11:50AM

	<u>June 2025</u>	<u>June 2024</u>	<u>Year to date 2025</u>	<u>YTD Last Year 2024</u>
Hazard Reports	1	0	1	0
Near Miss Reports	0	0	3	0
First Aid	3	2	10	4
Medical	1	0	0	2
Time loss	0	0	0	2
Fire Drill	1	1	3	4
Fire Alarm / Evacuation	0	1	3	1
Investigations	1	3	2	4
Other Incidents	3	12	25	23
Inspections		4	0	4
Ergonomic assessments		7	6	10
New App subscribers / Total		33	2645	2331

Hazard Report:

- Suspicious vehicle, RCMP called.

Near Miss Reports:

- none

Employee First Aid

- Employee First Aid – Employee's hand trapped during maintenance, bruises caused.
- Employee First Aid – Finger cut when separating pipes.
- Employee First Aid – Cut finger with drywall knife.

Employee Medical or Time Loss incidents:

- Employee Medical – Table dropped on foot, not fractured.

Investigations:

- Lockout Investigation

Evacuation Events:

- None.
- Evacuation Drill at Day Care.

Other Incidents:

- Suspicious vehicle/person parked near daycare. RCMP contacted, vehicle towed.
- Student injured by apple cutter – medical attention.
- Public running upstairs at NSC during Dry Grad – Injured toe.

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