

UNBC JOINT HEALTH & SAFETY COMMITTEE

March 23, 2023

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

Participants:

Scott McMillan, (Employer Rep)- Co-Chair
Debbie Roberts, (Employer Rep)
Ron Camp II, (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
Saphida Migabo, (Faculty Employee Rep) *Alternate*
Aneta Douglass, (CUPE Employee Rep 1) *Alternate*
Peter Popovic, (CUPE Employee Rep 2)

Committee Resource:

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

Absent:

Marlene Cannon, (Employer Rep) *Alternate*
David Claus, (Employer Rep)
Alex Castley, (Employer Rep) *Alternate*
Aaron Olsen, (Employer Rep) *Alternate*
Sean Kinsley, (Employer Rep) *Alternate*
Trevor Smith, (Employer Rep) *Alternate*
Siraj ul Islam, (Faculty Employee Rep) *Alternate 2*
Vacant, (CUPE Employee Rep 1)
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

A. Traditional Territory Acknowledgement- Twylla

B. Chair Comments

- Aneta is attending today's meeting as an alternate however she has accepted the CUPE employee rep 1 seat and will be attending as a voting member in April.
- Quorum was not met for February's meeting however notes taken at the informal meeting have been posted in the MS Teams folder for your review.

C. AGENDA:

- No changes or additions to the agenda - accepted.

D. APPROVAL OF MINUTES – January 26, 2023

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

E. BUSINESS ARISING FROM THE PREVIOUS MINUTES

e.1) **Sub-Committee project updates- Mal**

- With the annual Committee Review it seems a good time to revisit the sub-committee projects and how the Committee would like to see the projects move forward?
- Mal asked if Sub-Committee's can please meet before the April meeting to discuss the sub-committees as part of the JOHS structure. Is this still the best way for smaller groups to work on projects for the JOHS and if so, do we have the correct sub-committees? Or if no, what would be another proposal?
- Mal would like to open this discussion at the next meeting.

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

- Kerry officially announced Scott as the newly appointed Employer Co-chair for the Committee. Sean Kingsley has stepped down as an employer alternate and Alex will participate as the alternate in Sean's place. Kerry thanked Sean for his participation and contributions to the Committee.

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 recently met with our WorkSafe Representative who let us know that WorkSafe's focus this year is risk and risk assessments and strategies. Discussion was around the top risks at UNBC. Scott will also be meeting up with the rep to go over the Employers Report and does not anticipate any surprises.

-Question: will the report include stats or data that could be shared with the Committee. Scott confirmed it will and he can bring forward when received.

Scott shared the incident report online & noted that it has been a quiet month for incidents.

-Question: where did the parking lot slip & fall incident on the report occur? We had discussed tracking slip and falls so curious as to where it happened. Scott will put together a spreadsheet with the information to track.

-Comment: the new stairs that access the CJM/ Admin building have been icy and dangerous. Are there plans to do work on them to make them safer? Scott advised that Facilities are aware of the issues and there was an error made when the Contractor completed the work. There are plans to correct this over the summer. Peter from Facilities verified.

-Comment: The Engineering Program may be interested in looking at the stairs for an education opportunity. Scott agreed and suggested they come by at any time.

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

-Kerry there are no new investigations related to respect in the workplace. There are 2 open cases currently.

- No questions brought forward.

G. Inspection Updates

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

-A couple of building inspections are behind and Scott asked members to take a look at the sign up sheet to help out.

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

-There was an incident that involved deployment of a CO2 system. No fire had occurred and suspect the deployment was due to mechanical error. Investigation underway. Facilities anticipate that it will take approximately 5 weeks to get parts and repairs/ replacement completed. All flammable materials have been relocated to appropriate storage for the interim.

-Lab inspections are underway and no other incidents to report.

H. New Business

h.1) **Annual JOHS Committee Report – Mal**

-The annual committee report has been pushed to April due to time restraints.

h.2) **Terms of Reference Annual review – Mal & Scott**

-The terms of reference draft has been loaded onto MS Teams for members to review. Most changes were general housekeeping. Members can review and send any additional comments to Mal or Scott.

-Review of the final draft will be done at April's meeting.

-Question: Under section 7 -conflict resolution states that the recording secretary will be invited to vote if the vote is split. If this is changed to show a requirement of 50% or more in favour, will result in the motion being successful and passed. There would not be a tie.

-Mal asked if you have 3 for and 3 against would it not fail? Deb noted that it would pass because the 50% in favour was achieved.

-Comment: Suggest amending the section to remove majority vote and amend to 50% or more. Mal suggested 'majority vote defined as 50% or more'.

-Question: what if the vote is equally split between the employer reps and employee reps?

-Comment: Believe the JOHSC training indicates that a vote tied between employer reps and employee reps sides in favour of the employee reps. Mal asked if Jennifer can confirm.

h.3) **Accessibility Committee Update – Mal**

-Mal indicated that the final composition of the accessibility committee has not yet be decided but is underway.

- h.4) **National Standard for Psychological Health & Safety in the workplace – Aneta**
 -Aneta brought forward information about psychological health and safety in the workplace to the JOHS for the Committee to put forward a recommendation to the employer asking them to officially commit to: implementing the standard as an intentional action step; to mitigate employer risk for mental harm; to promote and support mental health; and for psychological health & safety to become a priority at UNBC's. Mental health dramatically impacts employees and the employer and is at an all time high at UNBC. A number of institutions have implemented standards launched in 2013. This is voluntary and not currently a mandated but may result in legal implications.
 -Comment: Support the principle but it warrants taking some time to review. It is worth identifying priorities and how best to present those recommendations to the employer.
 -Question: In support of this being presented by the JOHS or a sub-committee once reviewed and discussion on how best to present to the executive. There would be more traction if we were to investigate and create a strategy that is more specific and realistic for the action items being requested. This will also nicely align with some things coming out of the strategic planning.
 -Scott noted that the standards appear to be well written by are not clear on actions. Will need time for further review.
 -Mal should this be presented as a sub-committee to work in strategies at the request of the JOHS Committee. Mal asked Aneta and Ron if they would be able to take the lead on this? Ron cannot deliver on this over this next two months and asked how time sensitive it is? Scott noted that his is not mandated and something that could be worked on over the summer. Both Aneta and Ron are in agreement to participate.
- h.5) **National Day of Mourning 2023 - Scott**
 -April 28th is the National Day of Mourning and Scott is looking for participants to come forward or be recommended for speakers as well as volunteers from the Committee for the event. Scott will forward an email to members for feedback.

I. Round Table Discussion:

- Question: Field safety forms for field trips and what is required? Scott shared the web page to outline the different forms used for field trips, research, etc. Jennifer added that forms are dependent on the type of activities -field trip vs field school vs field research. When the activity taking place locally, there is a field daily signout sheet that would be better suited than completing the full project risk assessment form. Jennifer recommended that the coordinators email safety@unbc.ca for guidance.
- Question: what happens when field work is happening out of country and is the process of field trip forms smoother than it was previously? Jennifer noted that the forms and the process was originally developed by Faculty for Faculty. Safety has had discussions with the Faculty stakeholders concerning updates to the forms and process and are hoping to start the review shortly.
- Scott added that for work taking place out of country there is an app through Direct Travel that is available to staff booking via Direct Travel which will provide key information relative to the country they are travelling to including travel advisories, Canadian Consulate contact information etc.
- Question: There are instructors that are not familiar with the field form process, is this something that should be mentioned each year as a reminder? When would that information be provided to Faculty? Scott is unsure of the training process.
- Comment: It would be beneficial for a training module be developed around this process.
- Comment: Could a reminder email be sent at the start of each semester to remind Faculty of the requirements for each scenario?
- Scott suggested that it would be important to review the Faculty orientation process to analyse what may be missing in the process. Jennifer also added that under the Employee Safety Checklist which all new employees are required to complete, there is a Field Work and Safety Orientation section that outlines the field forms and process.
- Mal asked to leave this topic with Scott & Jennifer to review and bring back to the Committee perhaps in April.

-Mal confirmed there was nothing further to be brought forward.

MEETING ADJOURNED AT 4:15PM

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