

UNBC JOINT HEALTH & SAFETY COMMITTEE

March 27, 2025
11:00am to 12:00pm

Participants:

Scott McMillan, (Employer Rep)- Chair
Marlene Cannon, (Employer Rep) *Alternate*
Tina Fraser (Faculty Employee Rep 1) Co-Chair
Debbie Roberts, (Employer Rep)
Ron Camp II, (Employer Rep)
Shauna LaTosky (Faculty Employee Rep 2)
Adam Hawkins, (Faculty Employee Rep) *Alternate*
Jennifer Dawson, (Employer Rep)
Aaron Olsen, (Employer Rep) *Alternate*
Alencia Graham (CUPE Employee Rep 1) *Alternate*
Mike Billups, (CUPE Employee Rep 2)

Committee Resource:

Thya Warren – (OHS Safety Officer)
Jordan Wilbey, Chemical, Radiation & Bio Safety Officer
Harpreet Johnson – (Recording Secretary)

Absent:

David Claus, (Employer Rep)
Twylla Hamelin, (Employer Rep)
Guowei Li, (CUPE 2278 Employee Rep 2)
Vacant, (CUPE 2278 Employee Rep 1) *Alternate*
Vacant, (CUPE 2278 Employee Rep 2) *Alternate*
Heidi Dodenberg, (Faculty Employee Rep 1)
Christiana Onabola, (CUPE 2278 Employee Rep 1)
Kassi Doherty, (CUPE Employee Rep 2) *Alternate*
April Tod, (CUPE Employee Rep 1)
Vacant, (Employer Rep) *Alternate*
vacant, (Employer Rep) *Alternate*

Committee Resource:

Kaila Fadock, (Positional Resource)



Meeting Co-Chair: Scott

A. Traditional Territory Acknowledgement - Scott

B. Chair Comments – Scott:

- 1) Thya and Scott have been working the Fire Plans. Some of the plans are dating back to 1996.
- 2) TrackTik is coming along nicely. This will help with Security to keep better track of everything and save some time in the process. You can write reports, and the report will only be needed to be written once. The guards will be tapping the tokens that are around campus with their phones to confirm that the location is secure/okay. The tokens are not apart of any electronic control systems, but they are a web-based token that ensures that the situation is under control.

C. AGENDA – Approved. All in favour.

D. APPROVAL OF MINUTES – February 2025

- d.1) Tina to approve and Debbie to second. All in favour.

E. BUSINESS ARISING FROM THE PREVIOUS MINUTES

- e.1) **No new business**

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**

- It has been a quiet month.
- There was a hazard report of a respiratory concern that will be investigated.
- Four First Aids
- No medicals or time loss
- Two new investigations. One in Facilities and one in NALS
- **See chart below**

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

- One new incident that is currently being investigated. There will be an annual report done in May and that will be shared with the committee.
- The policy is being reviewed and is getting close to being ready to have a draft, and that will be shared with the committee to get input.
- Deb: When doing an investigation, the policy keeps referring to bullying and harassment, can there be something in the policy about professional behaviour and respect?
- Jennifer: It is something that is of focus right now, and the first draft from legal has not been reviewed yet.

G. Inspection Updates

g.1) Building Inspection Updates – Thya/Scott

- WIRL inspection was done with no major problems. The report will be done and shared at the next meeting.

g.2) Lab Inspection Report –Jordan

- Nothing new to report. Investigation that needs to be done.
- A chemical was poured into the drain, and the P-Trap was partially melted.

H. New Business

h.1) Fire Safety Policy Draft – Scott

- Thank you for the feedback on the Emergency Response draft. One comment was that the draft was a bit too brief.
- Scott will look at that and compare it to other universities as well.
- Fire Safety policy was approved in 2004 and reviewed last in November 2025.
- Scott went through the current policy with the committee.
- **Deb:** The warning of the employees about the fire drills, is that unusual for UNBC?
- **Scott:** Usually, the drills are not published. We do try to coordinate around exams and critical labs.
- **Aaron:** We should not be announcing fire drills. When we do announce them, people purposely avoid them. The last of couple years, we have said the day but not the time of the drill.
- **Deb:** Are we going to be changing the policy then?
- **Aaron:** We should. There are issues that we do want to try to avoid such as midterms and exams, which can be difficult in building 4 and 8, where we need 4 drills a year.
- **Scott:** This last time, the lab list was warned, just the supervisors, of the appending fire drill in building 4 and 8.
- **Deb:** Is there any legal document stating that you must not warn them?
- **Scott:** There is nothing in the fire code stating whether we should inform people or not.
- **Aaron:** This may be a good one to have a separate meeting with Facilities to review the whole policy.
- **Mike:** Is this something that the Lab Safety Committee should be a part of as well?
- **Scott:** Yes, Kaila and Jordan should be involved as well.
- **Ron:** From an academic perspective, one of the reasons to have notifications in advance is if you have students in a classroom taking an exam. It is more likely to happen if we are not aware that if there is a schedule or not, and faculty can schedule around it.
- **Scott:** Last time we did ask the for an exam list, not sure if all the exams were on that list, but that did help to plan around exam time.
- **Building occupants:** This will have to be updated as well. There is no intermittent vs continuous alarm anymore. We only have a one stage alarm in all our buildings. It is referring to a two-stage alarm. People would get ready to evacuate with an intermittent alarm, such as people with mobility challenges they would be able to leave before the elevators shut down. This process is no longer current. We have a one stage alarm in the buildings, and everyone needs to evacuate as soon as they hear the fire alarm.
- Scott will draft a fresh policy and get that out before the next meeting.

I. Round Table Discussion

- i.1) **Shauna:** Received the current copy of The Thrive File and noticed that the Safe App was not listed as a resource. This would be a great place to have it included.

MEETING ADJOURNED AT: 11:45AM

	<u>Mar</u> <u>2025</u>	<u>Mar</u> <u>2024</u>	<u>Year to date</u> <u>2025</u>	<u>YTD Last Year</u> <u>2024</u>
Hazard Reports	1	0	1	0
Near Miss Reports	0	0	3	0
First Aid	4	0	9	2

Medical	0	1	0	2
Time loss	0	2	0	2
Fire Drill	1	1	3	3
Fire Alarm / Evacuation	1	0	3	1
Investigations	2	1	2	1
Other Incidents	3	6	24	11
Inspections	1	0	0	1
Ergonomic assessments	3	2	6	2
New App subscribers / Total	8	13	2634	2298

Hazard Report:

- Respiratory concern reported.

Employee First Aid Incidents:

- Slipped while getting out of car, hit lip.
- Driving screws, felt pop in wrist.
- Slammed right thumb while closing an office window.
- Food caused throat obstruction, resolved with first aid.

Employee Medical or Time Loss incidents:

- None

Evacuation Events:

- None.

Other Incidents:

- Student Medical – Medical condition caused dizziness.
- Student Medical – Slipped on ice walking from bus loop.
- Student first aid – Slipped on ice at bus loop.

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