

UNBC JOINT HEALTH & SAFETY COMMITTEE

November 23, 2023

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

Participants:

Scott McMillan, (Employer Rep)- Co-Chair
Trevor Murdock (Resource)
Debbie Roberts, (Employer Rep)
Kerry Roberts, (Employer Rep)
Twylla Hamelin, (Employer Rep)
Tina Fraser (Faculty Employee Rep 1)
Saphida Migabo, (Faculty Employee Rep) *Alternate*
April Tod, (CUPE Employee Rep 1)
Guowei Li, (CUPE 2278 Employee Rep 2)
Alencia Graham
Aaron Olsen, (Employer Rep) *Alternate*

Committee Resource:

Vacant – (Recording Secretary)

Absent:

Peter Popovic, (CUPE Employee Rep 2)
Marlene Cannon, (Employer Rep) *Alternate*
David Claus, (Employer Rep)
Ron Camp II, (Employer Rep)
Vacant, (Employer Rep) *Alternate*
vacant, (Employer Rep) *Alternate*
Shauna LaTosky (Faculty Employee Rep 2)
Siraj ul Islam, (Faculty Employee Rep) *Alternate 2*
Vacant, (CUPE Employee Rep 1) *Alternate*
Alan Alger, (CUPE Employee Rep 2) *Alternate*
Christiana Onabola, (CUPE 2278 Employee Rep 1)
Vacant, (CUPE 2278 Employee Rep 1) *Alternate*
Vacant, (CUPE 2278 Employee Rep 2) *Alternate*

Committee Resource:

Tammy Klassen-Ross, (Positional Resource)
Vacant, Chemical Safety Officer & Bio Safety Officer (Resource)

Meeting Co-Chair: Scott

A. Traditional Territory Acknowledgement - Scott

B. Chair Comments

- Scott announced that Jordan will be joining the team as Dispensing Chemist in Chemstores, and Harpreet has also joined as a new insurance and risk assistant.
- We need a union member to co-chair to support the committee. It will be from the Employees side.
- Comment: Employees elect their co-chair and then management can then talk about electing a non-committee co-chair.

C. AGENDA:

- Tina brought forward an office request for a faculty member to move their office from the third floor to the first floor due to medical reasons in the admin building. Concern was raised in the last couple of years. Aaron confirmed the space committee have actively been working on this for the past 2-3 weeks, options will be presented, if not yet then very shortly.
- Tina was inquiring about the emergency health lines in the parking lots and when they will be removed. Needs to be discussed in the future. Aaron confirmed that they do need to be removed, but it has not been made a priority.
- Saphida brought forward the review of smoking areas. Needs to be discussed/reviewed.**
- Deb commented on a future meeting regarding overall plan of removal of phonelines. Sub committees or working groups.
- Tina – we need more than two Defibrillators on site, and we need to have a clear understanding of where these are located. First Aid Kits – is it up to the programs to get their own FA Kit and purchase their own defibrillator?
- Aaron clarified that all AEDs fall under a doctor's guidance, so you are not able to purchase them in a public workplace. Security would be your first call in activating that emergency response.
- Alencia – there is one located at the sports centre and one in the security office. Security will take the call and take the kit with them. The cost associated with the kits is quite high and have an expiration date. Unnecessary for every department to have their own kits.
- Scott- It might make sense for Building 10 to have their own First Aid Kit and Defibrillator since it is farthest from the main hub.
- Trevor and Scott will need to do some Risk Assessments. **Tabled**

D. APPROVAL OF MINUTES – July, Aug, Sept, and Oct 2023

- d.1) July, August, September, and October – All in favour, approved

E. BUSINESS ARISING FROM THE PREVIOUS MINUTES

- New co-chair election for the employee's member. Scott to send an official email to everyone.

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**
 - Two-time loss injuries this month. One for shovelling the snow, jarred wrist and forearm while he was shovelling snow. That will need to be investigated.
 - Another time loss but is a sensitive injury, investigation to follow. **TABLED**
 - Student twisted ankle while playing basketball.
- f.2) **Review of Respect in the Workplace Investigation Statistics- Kerry**
 - No new cases

G. Inspection Updates

- g.1) **Building Inspection Updates – Scott**
 - Building inspections complete for the year!
 - g.2) **Lab Inspection Report – Deb/Scott**
 - Waste disposal and consideration of rebuilding liquid nitrogen generator.
- No questions brought forward.

H. New Business

- h.1) **Discussion of training opportunities:**
 - Training for TCI – Therapeutic Counselling Intervention
 - Course that would be beneficial for old and new employees.
 - Defusing hostile witnesses is usually half day or one day training. Hostile situations anywhere from religion and when to escalate and diffuse situations.
 - Patient voices will assist with training. Tina to send information to Scott.
 - April: Mental Health First Aid training for identifying potential causes or symptoms/ mood behaviours to indicate if a student needs help. It was a day long in person course and a two-hour online course.
 - December 12th training for basics of the JOHSC committee.
 - Comment: Suggest opening the training to the community as well.
- h.2) **First Aid Report update, Investigation Report - Trevor**
 - Trevor shared a draft First Aid template to the committee and would like to get feedback before implementing everything. The new template is similar to the WorkSafe report, except it is tailored to UNBC. All fillable fields, signature fields for all the First Aid attendants.
 - Incident Investigation draft form is complete and is inclusive of all sites.
 - Working on a form for Supervisors to fill out, so we can document our Preliminary Investigations, as required now by WorkSafe. Working on the return-to-work process also.
 - Comment: Draft looks good. Filling out incident reports, need some clarification on some areas who fills out what regarding Hazardous reporting form.
 - Hazard reporting form is on the UNBC Safe App.

I. Round Table Discussion

- Question: How are people going to know about the forms and the Safe App? Scott advised that we need to update the orientation process for the students. Student orientation packages are being handed out at the beginning of year.
- Comment: There needs to be a push and encourage to use the app.
- Comment: Students receive a welcome package at the beginning of the year but do not read through the package, make it mandatory that they are aware of the app. For example, before getting their student ID card, they need to show that they downloaded the app.
- Comment: the students that come in the Fall already have a lot of information that they need to go through. Safety, as important as it is, may not be their top priority as they are feeling overwhelmed already. Remind them throughout the semester about the information that they were given and the app that they can download.

- Comment: students take a SLSO online quiz, it could be embedded in the course.
- Safety posters in classrooms and hallways. QR Codes on posters to be able to scan and it takes you to download the app.
- At the beginning of the semester, faculty can talk about safety in the classroom and mention downloading the app to their phone.
- Alencia: on call facilities for winter for afterhours. It's a safety risk for students/visitors coming to campus afterhours. Scott will address it with facilities to come up with a plan for afterhours.
- Question: How can we reach international students to inform the students about winter?
- Comment: International educations talking about doing a clothing drive.
- Question: Does the bookstore sell cleats? A funding or a grant to support students for cleats or a student drive/housing during orientation. Buying a bulk supply and sell them in the bookstore as cost. Scott will pass information onto Justin.

-No further comments brought forward.

MEETING ADJOURNED AT: 4:13PM

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