

UNBC JOINT HEALTH & SAFETY COMMITTEE

September 25, 2025

11:00am to 12:00pm MS Teams

Participants:

Scott McMillan, (Employer Rep)- Chair
Sailesh Manik (Employer Rep) *Alternate*
Aaron Olsen, (Employer Rep) *Alternate*
Heidi Dodenberg, (Faculty Employee Rep 1)
Adam Hawkins, (Faculty Employee Rep) *Alternate*
April Tod, (CUPE Employee Rep 1)
Mike Billups, (CUPE Employee Rep 2)
Mateo Trujillo

Committee Resource:

Thya Warren – (OHS Safety Officer)
Harpreet Johnson – (Recording Secretary)
Kaila Fadock, (Positional Resource)

Absent:

Tina Fraser (Faculty Employee Rep 1) Co-Chair
Amelia Kaiser, (Employer Rep)
Ron Camp II, (Employer Rep)
Shauna LaTosky (Faculty Employee Rep 2)
Vacant, (Employer Rep) *Alternate*
Debbie Roberts, (Employer Rep)
Jennifer Dawson, (Employer Rep)
David Claus, (Employer Rep)
Kassi Doherty, (CUPE Employee Rep 2) *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)
Alencia Graham (CUPE Employee Rep 1) *Alternate*
Vacant, (Employer Rep) *Alternate*
vacant, (Employer Rep) *Alternate*



Committee Resource:

Jordan Wilbey, Chemical, Radiation & Bio Safety Officer

Meeting Co-Chair: Scott

A. Traditional Territory Acknowledgement - Scott

B. Chair Comments – It has been a very busy month.

C. AGENDA – Approved by all.

D. APPROVAL OF MINUTES – August 2025

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

E. BUSINESS ARISING FROM THE PREVIOUS MINUTES

- e.1) Investigations
- e.2) Fire drills
- e.3) Working on the field process as well.

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****

- There were 15 other incidents, 19 fire drills, 12 first aids.
- Hazard report – there was a person brought by their caregivers to gather cigarette butts and ask people for money. Spoke with the caregivers and they took the person elsewhere. Thank to Security and Thya to responding to that one.
- A lot of bear sightings this month. There has been one bear consistently at the compost that is out at the snow dump. We are exploring options, and a suggestion is to move that compost heap and combine it with the regional districts compost and have it completely off site.
- **Aaron:** There is a bunch of issues with the compost bin that is at the snow dump. It was never set up correctly and that is why there are so many issues with bears. A decision was made, that bin will be hauled away. Also revising how the compost is monitored before it is dumped outside.
- **Scott:** One thing is that the team could lock that bin if there was a way to lock it at night and open it in the morning. That would require a welding project to put clasps on contractor's bins and then also we don't get the same bins back all the time.
- **Aaron:** For the recycling bins, we do get the same bins back each time as they have been branded by UNBC. It is something that could be brought forward to Dave Bast and see what the team thinks.
- No near miss concerns
- 6 employee First Aids ****See report****

- 1 employee medical – didn't miss any time from work but to go see a doctor and report back
- Evacuation Events: 2 unplanned fire evacuations at Housing and 1 unplanned fire evacuation at NSC
- 15 other incidents **See report**
- WIRL Investigation update regarding the failure of the hydraulic line:
 - The update is that we requested for activity logs. We are waiting for the information from WIRL. With these activity logs, we will be able to see if the machine was used before the incident or at any time near the incident.
- The incident at WIRL – the need to reinvestigate was made clear because the decision for this incident was reversed by WorkSafe. Initially WorkSafe refused the incident as a claim, they decided that the claim was not acceptable. Recently they agreed that it was acceptable so we needed to go back to ensure that we covered our bases.
- We have spoken with leadership and WIRL staff, and we are recommending that the JOHSC committee recommends the supervisor training from WorkSafe BC for all supervisory staff at UNBC. Offering this as a suggestion to the JOHSC Committee in hopes that the JOHSC Committee will support the recommendation to request HR to make this training requirement for anyone in a supervisory role. It is free training and from WorkSafe directly. Everybody who is using the hoist, including the supervisor, will have rigging and hoisting training before they touch the crane at WIRL.
- **Question:** Is there a way that a vote can be done?
- **Question:** Can you clarify what you define as a supervisor? CUPE staff, faculty?
- **Scott:** It is a very broad definition. In WorkSafe's eyes, it doesn't matter if you are CUPE, Faculty, or anybody if you are directing somebody, you are a supervisor. This would also apply to instructors that lead students. This would be a course that would be taken by a lot of people across the campus.
- If we could set it out in a step wise process and have priority for those at higher risk instead of having a statement, go out saying it needs to be completed by everyone.
- **Scott:** For faculty, we could say by next September to have this completed. A roll out would be a good idea where higher priority or higher risk supervisors might be by December.
- **Scott:** The reason we would favour WorkSafe for the course is that it is an online course and people can take it on their own time and have it work with their schedule.
- **Scott:** Will send out the course that he is recommending. Vote can be held at next meeting.
- **Scott:** As a committee, should we explore this and put in some effort connecting with the TA's and the faculty unions?
- **Kaila:** If this is something that is going to be seriously recommended, it is not something that we can vote on very easily. We must discuss with a lot of the unions if this something that is something that gets implemented as new employee onboarding, TA Training. If this is just going to be just a recommendation, it would be easier to pass off as a recommended course. We must think about the wording.
- **Scott:** Will take this to HR and to CUPE. Is there anyone that is wanting to volunteer to take this up to CTLT or to faculty teams? Scott will dig around to get more information. Scott will have an update by November JOHSC meeting.
- **Kaila:** IT required all faculty and employees to do a privacy training in the last year or two. It may be a good idea to talk to them to figure out the protocol.

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

- No new investigations or incidents to report.

G. Inspection Updates

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

- 6 building inspections have been done. Still working on the reports.

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

- No lab incidents. Mike Bell and Jordan held a big lab clean out event. A lot of old equipment was taken out of the labs.
- Jordan is also working on getting rid of peroxide formers. 8 or 10 peroxide formers were removed from UNBC in September.
- **Kaila:** There was at least a couple of suspicious bottles that were not apart of the disposal, so after discussions with a few higher up chemical disposable companies, we had to pay for them to come collect the bottles separately due to the hazard levels.

- **Scott:** We have been conducting lab inspections and have been pushing out messages to the lab PI's to encourage people to take opportunity to dispose of these hazardous chemicals before the contractor came to remove them as they do come from Vancouver.
- **Kaila:** With students returning to classes now, we will be doing spot checks of labs for PPE and to make sure everyone is being as safe as possible.
- **Sailesh:** There is a new process with chem lab, when we receive web requisitions for processing and ordering chemicals, we have created a queue so we can have Jordan review these requisitions, so he has a level of awareness of what type of chemicals are coming into the facility. There are a lot of requisitions for chemicals that are being ordered and not all of them go to the chem lab. We would like to have a line of sight to make sure all the necessary provisions are in place when certain chemicals arrive. This gives Jordan a chance to review and approving the chemicals and asking further questions if needed.
- **Scott:** The process has been challenging; this is an amazing way to be able to track the chemicals coming in!
- **Thya:** Thank you Sailesh, this is amazing! A quick stat update for the incidents, there were so many incidents, that by September 16th, we had 13 incidents. That is almost one a day!
- **Kaila:** Regarding the chem lab system, is there any differences for the person that is making the requisition? Or any additional training?
- **Sailesh:** No there isn't. All the requisitions come to the CSCM queue and either Leslie or Sailesh will be the only two individuals that review the queue. If they are a chemical purchase, those requisitions will be sent to chem lab for Jordan to review and approve. Once he has approved the requisition, it will then be sent back to the CSCM queue. If Jordan does have any questions regarding the requisition, he will have to go back to the end user and discuss it with them.
- In December, Sailesh will be reaching out to the key stakeholders that do a lot of the ordering, to introduce these processes so they are further educated on why we are asking more questions.
- **Thya:** When Jordan replies, will he be sending emails?
- **Sailesh:** No, it will all be on the requisition.

H. New Business

h.1)

TrackTik Update:

- This is our new security system. Scott shared his screen and showed the new tours and checkpoints that the security deals with.
- North permitter and south permitter check.
- There are outside patrols with 11 checkpoints.
- These checkpoints are to confirm that security has been in the area and has checked the doors/buildings.
- **Question:** Are these walking tours?
- **Scott:** Yes, for some of the outside tours, they will take the vehicle and then walk around and do the check points.
- How often are these tours happening?
- **Scott:** They are on a schedule. For example, the outside tour is happening at midnight, 4am and 2. We are still hoping for cameras to be installed.
- **Question:** Does security have the capacity for this number of walking tour?
- **Scott:** Yes, when there are 3 guards on, they will be able to do all these tours. When there are 2 guards on, they will do their very best. This is trying to keep track of the work that they can do. There are some situations that will take priority over completing these tours.
- **Question:** Is there a timeline for cameras to be installed?
- **Scott:** We heard September, but I think the timeline is in 2025. No new updates have been made recently.
- **Aaron:** The documentation has been forwarded to Salish's group.
- **Thya:** With TrackTik, the guards can make incident reports in real time.
- **Scott:** There are about 120 buttons around the campus but there are also reports that can be actively entered.

I. Round Table Discussion

MEETING ADJOURNED AT: 12:03PM

	<u>Sept 2025</u>	<u>Sept 2024</u>	<u>Year to date 2025</u>	<u>YTD Last Year 2024</u>
Hazard Reports	3	0	8	5
Near Miss Reports	0	1	3	1
First Aid	12	1	27	12
Medical	3	0	4	3
Time loss	0	0	2	6
Fire Drill	19	15	28	23
Fire Alarm / Evacuation	3	2	6	1
Investigations	0	0	3	5
Other Incidents	15	6	35	34
Inspections	6	0	12	17
Ergonomic assessments	3	5	14	34
New App subscribers / Total	54	82	2771	2531

Hazard Report:

- Suspicious person gathering cigarettes
- Elevator malfunction
- Multiple bear sightings

Near Miss Reports:

- None

Employee First Aid

- Pulling a motor, muscular strain
- Sprained finger carrying a box
- Turned while walking, felt pain in knee
- Walking down flight of stairs, felt twinge in shoulder blade
- Cut left index finger while cutting pipe fittings
- Suspected insect bite, turned out to be a piece of woody debris

Employee Medical or Time Loss incidents:

- Slipped during field work, hurt wrist

Investigations:

- Update to hydraulic line incident
- Update to near miss incident from 2023.

Evacuation Events:

- 2 unplanned fire evacuation at Housing, related to burnt food
- 1 unplanned fire evacuation at NSC, a soccer ball struck a sprinkler head
- Evacuation Drills for all buildings on main campus, and WIRL

Other Incidents:

- Student – Fainted in class
- Student – Hyperventilating, experiencing chest pains
- Student – Pain in left eye, no foreign matter found
- Student – Cutting vegetables, cut left index finger
- Contractor – Spilled hot water in kitchen, burning stomach

- Contractor – Slipped on wet floor, minor bump to head
- Medical for Student – Seizure experienced
- Medical for Student – Felt faint in class, fell and hit back of head
- Theft – Bicycle at Neyoh
- Suspicious persons – Two individuals gained access to Housing, Security escorted them off campus and called the RCMP
- Unwelcome person – Escorted off campus by FNC staff
- Unwelcome person – Reported to Security for unwanted contact, no further incident
- Vandalism – Student vehicle damaged
- Vandalism – Vehicle scratched
- Suspicious bag discovered – RCMP contacted, no threat, but bag was removed

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