

JULY 25, 2019

1:00pm to 2:00pm

Charles J McCaffray Hall – Senate Chambers

Participants:

Erik Jensen, (Employer Rep)
David Claus, (Employer Rep)
Christa Florell, (Faculty Employee Rep 1)
Annie Booth, (Faculty Employee Rep 2)
Chelsea Pelletier, (Faculty Positional)
Helen Lapp, (CUPE Employee Rep 1)- Co-Chair
Deb Schweder, (CUPE Employee Rep 1) *Alternate*
Liz Dunn, (CUPE Employee Rep 2)
Richard Pattinson, (CUPE Employee Rep 2) *Alternate*
Natalie de Bruyn, (CUPE positional)
Lydia Troc– Health & Safety Manager, (Resource)

Absent:

Sarah Elliott, (Employer Rep)- Co-Chair
Barb Daigle, (Employer Rep) *Alternate*
Kerry Roberts, (Employer Rep)
Sean Kinsley, (Employer Rep) *Alternate*
Shannon Wagner, (Employer Rep)
Mark Dale (Employer Rep) *Alternate*
Twylla Hamelin, (Employer Rep)
Trevor Smith, (Employer Rep) *Alternate*
Aaron Olsen, (Employer Rep) *Alternate*
Maik Gehloff, (Faculty Positional) *Alternate*
Alina Constantin, (Faculty Employee Rep) *Alternate*
Chris Jackson (Faculty Employee Rep) *Alternate*
Bethany Haffner, (CUPE Employee Rep 3) *Alternate*
Conan Ma, Chemical Safety Officer (Resource)
Jennifer Skaar – (Recording Secretary)

Meeting Co-Chair: Helen Lapp

A. AGENDA

- a.1) No changes or additions to the agenda – all approved

B. APPROVAL OF MINUTES – June 27, 2019

- c.1) No other changes to the minutes –motioned to accept. All in favour & approved.

C. BUSINESS ARISING FROM THE PREVIOUS MINUTES

19-008) Snow Removal on Campus – David Claus

-Last year questions were brought forward concerning snow removal on campus and Facilities has been at work updating snow clearing procedures to share with this Committee. David will have the documentation he is reviewing sent out to the Committee members with the minutes for the next meeting.

-Procedures for snow clearing have always been in place however the process has now been documented for Facility employees to reference and to permit stakeholders on campus access to that information.

-The purpose of the document is to –Define snow clearing and sanding routes for the UNBC Facilities Department. This includes defined priority areas referred to as Priorities 1 through 5. Note that Priorities 1 and 2 may be repeated several times before moving on to Priority 3 and so on.

-A map is included which colour define Priority 1 and Priority 2. These are essentially the routes that come down from the residences to the main part of campus; main entrances from the parking lots to the buildings (primarily being the library, admin building, and the Agora).

-Snow clearing crews normally work from 7:00am to 3:00pm Monday to Friday unless there is a heavy snowfall warning and then their shift begins at 6:00am and ends at 2:00pm.

-Facilities recognizes this as a living document that will continue to change and evolve according to Campus needs.

-David encouraged people to reach out to the Facilities Department if there are areas of concern and they will review and address.

Questions:

-Two areas of concern, one is short staffing and the second is when the snow is cleared, there is a melt and then it freezes again creating ice. There is an effort to spread product down to combat the ice but it does not seem to work well. Are there plans to more regularly monitor and check entrances and sidewalks for icy unsafe conditions that develop throughout the day? David indicated that work has been done on product selection which included the concern with dust from spring clean-up. A

courser rock product was selected last year and seems to be the best solution but supplies ran short. They will have more product available this year. For the monitoring, the supervisor has made periodic checks on areas in the past but they can look into increasing. David indicated that they really do rely on people reporting problem areas to their office so they can be addressed and often this is not the case. David encourages everyone to please report so facilities can respond.

- There was an issue with a product being used last year for icy areas where the product was clumping like rocks but not actually working well as an anti-slip product. David confirmed there were several issues with product including the wrong product being delivered etc.
- The area around the Library falls into priorities 1 & 2 – at what time in the morning should this area be expected to be cleared. There were times last year that the special access entrance and ramp were not cleared by 8:00am making it difficult for wheelchairs and other people with mobility issues to access the building. David indicated that there is no set time for completion. Crews begin work at 7:00am or earlier if heavy snow was expected. They have a goal to have priorities 1 and 2 completed by 8:30am but depending on the snowfall and the size of the crews this could change.
- It was noted that the sidewalk to the NSC has been cleared in advance of the entrance to the library why would that be? David indicated that the sidewalk to the NSC is a priority 2 to accommodate students, athletes, and people attending for physiotherapy. There is also a difference between areas cleared by machine as compared to areas cleared by hand shovelling. It is important to have a snow clearing route established rather than doing small sections at several different locations –it consumes too much time.

David noted that this is a challenge as there are so many stakeholders. The aim of the document is to articulate what facilities are aiming to do and allow stakeholders to review.

- The City had a lot of success with their pothole hotline perhaps it would be a good suggestion to set up a separate number or app for people to report slippery areas to Facilities rather than the TMA system. This may get the information to the Facilities department sooner. David suggested that people phone the department rather than completing a TMA.
- Suggestion to have a separate 'snow@unbc.ca' email set up that goes direct to an assigned person within Facilities and advertise before winter. More likely to receive timely reports.

**19-009) &
19-009a)**

**2019 Sub-Committee Project Group Reports - Helen
Sub Committee Group leaders and brief updates for the 2019 Committee Projects**

- Project Group 1 – Committee Promotion of- Culture Change/ Health Promotion on Campus
- Project Group 2 – Committee Outreach to the UNBC Community
- Project Group 3 – Field Safety Documentation & Forms
- Project Group 4 – Re-Orientation & On Going Education for Existing Employees
- Project Group 5 – Bullying & Harassment and Employee Safety Survey

*Suggestion to defer to next month's meeting when more members are in attendance. Helen deferred to next meeting.

*Lydia brought forward one item from Group 2 – a small contest for people to answer 5 questions about the JH&S Committee by going to the web page for a chance to win a sweet treat for their department. This has been presented through announce. Received several positive responses and lots of participation. A reminder will go out on Monday as the contest completes on the 31st.

D. Incident Report Summaries

Review of the Worksafe and other classified incident reports for First Aid Incidents; Safety Investigations; & Other Reports.-Reports were sent out by Sarah to members for review.

- Noted significant reduction in the number of reports coming out of the NSC. Two people confirmed that this was due to the change in reporting. Reports submitted are only for those involving UNBC employees.
- Have concerns with dangerous issues such as stalking or threats not being reported through this Committee. Another member agreed and would like to know this information. Safety is safety.

- One member had recently discussed this with Sarah and they are of the understanding that there are specific procedures for people who are involved in the threat but this Committee is not part of that procedure.
- Suggesting that the Committee just be made aware of the number of incidents involving violent threats and the type of incident not personal details.
- Lydia recommended that this be deferred to next meeting when Sarah returns as this is her area of expertise.

Helen will have this added to the agenda for next month's meeting under business arising.

E. Inspection Updates

- 1) **Building Inspections – Lydia**
 - Progressing and updating the spreadsheet on the g-drive as the inspections complete.
 - Fire drills will begin again in August/ September.
- 2) **Lab Inspection Report –Chelsea**
 - Lab inspections are proceeding and up to date.

F. New Business – NONE

G. Other Comments:

Annie brought forward the plan to provide Faculty training in September for supervisory responsibilities and going through fire exit plans with classes. September is a bad time to be introducing any form of training. This should ideally take place mid-August and preparations should be made to have everything ready for that time. The Committee should put this forward as a recommendation and it should go to all Faculty as well as Chairs etc.

Helen noted that the JH&S meeting does not meet until August 29th. Asked Lydia if this would be addressed by her or Sarah. Lydia said Sarah and she would get the information to her.

MEETING ADJOURNED AT 1:31pm

ACTION ITEMS

Item #	Description	Who	Action
1) 19-002	Terms of Reference Review	All Members	Review - October 2019
2) 19-009	2019 Committee Projects	Individual Project Groups	On going
3) 19-015	Reporting of violent or potential violent threats or those involving mental health issues coming to the JH&S Committee	Sarah Elliott	August 29, 2019