

UNBC JOINT HEALTH & SAFETY COMMITTEE

June 25, 2020

Charles J McCaffray Hall – Senate Chambers

Zoom Meeting

1:00pm to 2:00pm

Participants:

Sarah Elliott, (Employer Rep)- Co-Chair
Erik Jensen, (Employer Rep)
Shannon Wagner, (Employer Rep)
David Claus, (Employer Rep)
Kerry Roberts, (Employer Rep)
Twylla Hamelin, (Employer Rep)
Christa Florell, (Faculty Employee Rep 1)
Chris Jackson (Faculty Employee Rep) *Alternate*
Malgorzata (Mal) Kaminska, (Faculty Employee Rep 2)
Helen Lapp, (CUPE Employee Rep 1)- Co-Chair
Deb Schweder, (CUPE Employee Rep 1) *Alternate*
Joyce Henley, (CUPE Employee Rep 2)
Beth Gentleman, (CUPE Employee Rep 2) *Alternate*
Navjot Kaur, (CUPE 2278 Employee Rep 2)

Committee Resource:

Lydia Troc– Health & Safety Manager, (Resource)
Tammy Klassen-Ross, (Positional Resource)
Natalie de Bruyn, (Positional Resource)
Jennifer Skaar – (Recording Secretary)

Absent:

Colleen Smith, (Employer Rep) *Alternate*
Vacant (Employer Rep) *Alternate*
Aaron Olsen, (Employer Rep) *Alternate*
Sean Kinsley, (Employer Rep) *Alternate*
Trevor Smith, (Employer Rep) *Alternate*
Saphida Migabo, (Faculty Employee Rep) *Alternate*
John Anku, (CUPE 2278 Employee Rep 1)
Dorna Sobhani, (CUPE 2278 Employee Rep 1) *Alternate*
Navjot Kaur, (CUPE 2278 Employee Rep 2) *Alternate*
Conan Ma, Chemical Safety Officer (Resource)

Meeting Co-Chair: Sarah Elliott

A. Chair Comments: None

B. AGENDA

b.1) No additional changes or additions to the agenda.

C. APPROVAL OF MINUTES – May 28, 2020

c.1) Page 5, 5th question, word correction: 'Will links to material be ~~make~~ **made** available...'
c.2) No other changes. Helen and Kerry motioned to accept. All in favour.

D. BUSINESS ARISING FROM THE PREVIOUS MINUTES

d.1) **Due to the COVID-19 pandemic and the majority of employees working from home, no sub-committee groups or previous business matters are being pursued during these unprecedented times.*

-Once the COVID planning is moving forward, Sarah feels that the sub-committee groups can begin meeting. She suggested that it may be an ideal time for sub-committees to begin the planning and work on their projects.

-JH&S meetings will be held bi-weekly once the PSI sector guidelines are released. The main monthly meeting will be our official meeting where quorum will need to be met. The bi-weekly meeting will be for anyone who is able to attend and will not be subject to quorum requirements. It will be important for members to attend the bi-weekly meeting whenever possible to stay up to date with the changes that are being made.

d.2) COVID-19 Safety Plan – Sarah
-Sarah sent out the Principles & Guidelines document to members and extended a huge thank you to all who participated and provided suggestions and amendments to that document. As everyone has heard, the Ministry just announced that the Province is moving into Phase 3. Phase 3 includes post-secondary institutions but does not come into effect until September. As the Ministry has not yet provided the template plan for post-secondary institutions, the UNBC COVID Principles & Guidelines will be held in draft until the sector specific plan is provided. There may be prescriptive requirements that we will have to adhere to such as employee health checks. The document will be amended as required and the form will continue to be adjusted as necessary moving forward.

-*Question:* How will phase 3 differ from phase 2 for post-secondary institutions? Sarah advised that as the Province has not yet provided any prescriptive requirements to us for our sector yet we have to proceed as per the draft principles and guidelines document. The Province has opened up non-essential travel within the Province which does affect our field work and research.

-*Question:* How will we be able to prepare for face to face teaching in September? What do you suggest and how can we anticipate what to do if there will be changes to requirements in September and what kind of lead time will be provided? Sarah indicated that the plans that are in place already regarding how we are delivering classes and courses are set and there will not be any changes to that. The planning taking place now for courses in the field should continue based on the requirements already put in place.

-*Question:* What plans have been made for the expected second wave in September/ October? Has this been considered and part of the planning that is being done now? Sarah stated that it is part of the planning. All the assessments and planning being made now are in preparation for increased activity on campus and includes an increase in employees and students. The health and safety guidelines such as new occupancy numbers, sanitation, and distancing that are being put in place from the plan will be maintained. Phase 3 does not mean that everyone will be returning to campus in September. Those who can will be encouraged to continue to work remotely. With flu season and the anticipated second wave physical distancing will be in place until spring 2021.

Question: Will WorkSafe be delivering the Ministry's prescriptive template by the end of June as originally indicated and can the Principles & Guidelines document be shared in its draft form? Sarah noted that they were just informed it will likely not be available until early July. She feels that post-secondary institutions are much more complicated than any other sector. Sarah will be releasing the final Principles & Guidelines document as soon as the PSI sector plan is released. Sarah will also be asking the Deans if she can attend the next Chairs council meeting so that she can deliver and talk about this with the Chairs.

Question: WorkSafe BC requirements may include a questionnaire for staff regarding the condition of their health but what if a person needs to come to campus for work? Sarah indicated that the prescriptive requirements that may come in would be documenting any illness pertaining to the COVID-19 health questionnaire. Although someone may be immunocompromised or in the over 50 age group that is currently set as the higher risk population, this is not the prescriptive documentation that they may be requesting. These will be covered off in the orientation module that safety & HR are working on.

E. Incident Report Summaries

e.1) Review of the Worksafe and other classified incident reports for First Aid Incidents; Safety Investigations; & Other Reports sent to members for review. - Sarah

- Sarah provided an update to her report sent out earlier- the employee injured at home has evolved into a need for time off work. Sarah asked if there were any questions or comments on the report.

Question: Can you provide more information regarding the large group of high school grads and families who showed up on campus. Sarah indicated the local high school graduates attend campus every spring for photos which is booked through Conference & Events Services. This year however all events had to be cancelled under Provincial orders due to COVID-19 and notices were sent out well in advance. Conference & Events Services received a request from one high school group who were doing an event on their school grounds and wanted to attend the UNBC campus for an impromptu photo session. Conference & Events Services clearly articulated to the parent planning committee for the graduates that it was not acceptable and they could not attend our campus. Unfortunately they irresponsibly ignored the direction they were provided and over 200 people turned up on campus. Both Geoff Payne and Sarah were on campus when this occurred and Geoff was horrified. Attempts to speak with the photographer, parents of the graduation committee, and organizers were all ignored. Eventually the RCMP had to be called in to disperse the crowd.

Question: Was the high school contacted? Sarah confirmed that there were two letters sent, one from the President's office to the Superintendent at the school district, and the other from Sarah in the Safety & Security office to the Principle of the high school concerned.

Question: Will there be any future consequences for the high school and booking through Conference & Event Services? Sarah advised that this is not the first incident involving students and parents from this school where there has been disrespectful conduct while on our campus. This is why the letter from Safety & Security advises that unfortunately due to the history and seriousness of the offences, graduating classes from that high school will no longer be permitted to attend or arrange future bookings for photos at UNBC.

Question: Has there been any response from the School District or the High School? Sarah does not believe so.

- e.2) **Review of Respect in the Workplace Investigation Statistics – Kerry**
- Kerry indicated there were no new cases to report. One existing case was resolved and one that is looking like it will be elevated to a formal complaint.
-No further questions or comments.

F. Inspection Updates

- f.1) **Building Inspections – Lydia**
- Building inspections have been on hold. Sarah suggested to look at getting the schedule set up and start them up in a couple of weeks.
-Suggestion to reach out to building occupants to participate in the inspections for their areas.
- f.2) **Lab Inspection Report – Tammy**
-Conan is continuing to monitor lab space and work on inspections when possible. Nothing new to report.

G. New Business – *No new business items.*

H. Round Table Check in: *Only those with comments are noted:*

-Twylla: there will be students on campus and at the hospital soon. Twylla has completed safety plans for all other sites that the programs attend. Should copies be submitted to UNBC? Sarah confirmed yes, please email them to safety@unbc.ca as she will keep copies on file. Twylla asked if the JH&S Committee will participate in an assessment for this campus, Sarah verified.

-Tammy: Tammy is looking to connect with the safety office and Conan concerning lab space and face to face interactions. Sarah is meeting with the Registrar's office on Monday to discuss all courses that will involve face to face deliver and can reach out to her afterwards.

-Chris: Who will be responsible for cleaning and the cleaning products for space? Sarah noted that details for cleaning and sanitation will be addressed and put in place in advance.

-Navjot: Will be available to assist with assessments for the computer labs.

-Erik: Summer field courses are being worked through. Lab face to face is being reviewed with the Registrar's office and Deans. There may be changes for the winter semester which will be decided early to mid July.

-Kerry: Any update on the floor social distancing decals? Sarah noted they just arrived and installation will begin soon.

-Joyce: Registration for the fall semester has completed and registration for the winter semester will start no later than the beginning of August.

-Mal: Thank Sarah for all of her work. Feels that UNBC is doing things very practically and it feels very safe.

-Sarah: Just a note that for those who have offered to participate in the assessments, those are about to start and safety will be reaching out.

MEETING ADJOURNED AT 1:54pm

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ACTION ITEMS

Item #	Description	Who	Action
1) 19-002	Terms of Reference Review	All Members	Review –Tabled
2) 19-009	Committee Projects	Individual Project Groups	On going
3) 19-016	Animals on Campus Policy & Procedures Draft for Committee Review	Sarah Elliott	Tabled
4) 19-017	Employee online orientation and former safety checklist	Lydia Troc	Working with HR on a new option and process. To be presented to JH&S.
5) 20-001	Recommendation to the employer for a Safety Training Officer Position	Bethany Haffner & Sarah Elliott	Sarah to write a letter to the employer with consultation from Bethany
6) 20-002	Posting of revised pandemic plan	Sarah Elliott	Sarah to have reposted on Safety's web page once rewritten.