

UNBC JOINT HEALTH & SAFETY COMMITTEE

March 29, 2018

1:00pm – 2:00pm

Charles J McCaffray Hall – Senate Chambers

Participants:

Barb Daigle, (Employer Rep)- Co-Chair
Erik Jensen, (Employer Rep)
Kerry Roberts, (Employer Rep)
Aaron Olsen, (Employer Rep) *Alternate*
Twylla Hamelin, (Employer Rep)
Andrea Gorrell, (Faculty Positional)
Hossein Kazemian, (Faculty Employee Rep 1)
Annie Booth, (Faculty Employee Rep 2)
Alina Constantin, (Faculty Employee Rep 2) *Alternate*
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*
Lydia Troc– Health & Safety Manager, (Resource)
Conan Ma, Chemical Safety Officer (Resource)

Absent:

Blanca Schorcht, (Employer Rep)
Shelley Rennick, (Employer Rep)
Janelle O'Meara, NUGSS Representative
Vacant, (CUPE positional)

Jennifer Skaar, (Recording Secretary)

Alternates:

Sarah Elliott, (Employer Rep) *Alternate*
Sean Kinsley, (Employer Rep) *Alternate*
Trevor Smith, (Employer Rep) *Alternate*
Julie Wimmers-Klick (Faculty Employee Rep 1) *Alternate*
Vacant, (Employer Rep) *Alternate*
Daniel Erasmus, (Faculty Positional Rep) *Alternate*
NUGSS Representative -*Alternate*

Meeting Co-Chair: Helen Lapp

*Helen advised committee that the meeting was being recorded which will be used by the recording secretary to compile the minutes. All in favour.

Welcome to the new CUPE Representatives, Liz and Richard, and introductions round table.

A. AGENDA

- a.1) Addition to new business – timeline on Respect in the Workplace policy revision - Annie
- a.2) No other additions or changes - Accepted

B. APPROVAL OF MINUTES FROM February 22, 2018

- b.1) No changes or corrections noted, motion to approve by Lydia - Accepted

C. BUSINESS ARISING FROM THE PREVIOUS MINUTES

- 18-009) Committee Effectiveness Evaluation Update – Lydia & Helen
-Lydia advised she and Helen have been working on the evaluation and will have a report prepared for the Committee to review at the April 26, 2018 scheduled meeting. Lydia and Helen thanked members who took the time to provide feedback for the report.
- 18-001) Alertus Notification System and Safety App launch date – Lydia (on behalf of Sarah)
-Lydia had an update from Sarah that the launch is expected in about two weeks. The plan is to have a table in the Winter Garden so people can get set up for the notification system. Watch for an email from Sarah inviting people to volunteer to help at the table.
- 18-002) Education Training Update – Lydia (on behalf of Sarah)
-Lydia had emailed the Committee members a copy of courses available in Prince George. Several people have already signed up. Information on courses being provided by BC Fed Health & Safety Centre in Prince George is circulated to the Committee twice a year. It is each member's responsibility to request the time off to attend a course and to contact the Safety Office to request to be registered for a course. The Safety Office will pay for the course and you can email Jennifer at safety@unbc.ca to request to be registered for any of the upcoming courses.

-Annie asked how many courses is the Safety Office willing to pay for? Annie requested 2 and received a response that they will pay for 1. Lydia indicated that the budget was tight and she believes the office pays for 1 course per year per member. Helen added that she

believes that if you are interested in 2 courses and another Committee Member is not taking any you can take their spot. Helen will follow up and confirm. Annie noted it was the inspection course she was interested in taking but perhaps we already have enough members who have been trained for investigations. If not, this is something that should be made a priority? Lydia indicated that we do have several members who have had the investigation training however new members are asked to do the Occupational Health & Safety Part 1 and Part 2 as a priority to familiarize themselves with the responsibilities of a JH&S Committee.

- 18-006) Panic Pendants – Protocols & training - Lydia (on behalf of Sarah)
-Lydia had sent out a copy of the instruction documents to the Committee this morning. The pendants are either tested by an individual or by Security three times per year. IT is working with Sarah on another option through the telephone system which will make the pendants obsolete. Helen indicated that a pendant could be concealed and used discretely where using a phone would be too obvious. Lydia is not sure how the phone option will work and will leave for Sarah to comment further on.
- 18-007) Safety Newsletter development update - Lydia (on behalf of Sarah)
-Lydia did not have anything on this item from Sarah. Will need to table to the next meeting.
- 18-008) Safety Audit action plan report - Lydia (on behalf of Sarah & Lydia)
-Lydia did not have anything on this item from Sarah. Will need to table to the next meeting.
-Annie asked if we can get a timeline as to when we will get a safety audit action plan. If you look at the audit and managements response and there seem to be some issues that need to be addressed.
-Barb indicated that a report will be provided to the Committee for the next meeting and we can talk about timelines.

D. INCIDENT REPORT SUMMARIES

- d.1) First Aid Reports - Lydia (on behalf of Sarah)
-Lydia indicated that copies of the reports were forwarded to the Committee Members in advance for review. Asked if everyone had an opportunity to review and were there any questions regarding the reports?
-Annie asked if Lydia knows why the numbers are going up – is it due to more people or people being careless? Lydia would have to ask Sarah as she cannot comment. Helen asked Annie if she would like this for follow up for the next meeting? Annie commented that if we are seeing a rise in incidents then it would be the responsibility of this Committee to identify why and if there is something that needs to be addressed address it.
-Barb commented that our Security are first responders unlike other institutions where security are not trained first responders so our Security respond to everything. Barb noted that she and Sarah do review the incidents regularly and this report involved an individuals health, a bad fall due to icy parking lot conditions caused by weather etc – Barb does not feel that those reported present a pattern.
-Blanca asked if the numbers on the report are for students, staff, and people here all the time or for everyone. Helen believes it covers anyone on campus including the NSC. Blanca asked if it would be important to have an indication if the incidents involved people who are here frequently as opposed to those here infrequently?
- d.2) Safety Investigation Reports- Lydia (on behalf of Sarah)
-Annie had a question on safety investigations. A question was raised from one of the unions concerning an incident where an employee was hit by a car last fall. Was the incident reported to the JH&S Committee? Annie further added that the investigation was in the fall at some point but no one could recall seeing it in a report so there was a question if it had been reported. Helen remember something about an off campus incident –Annie indicated this occurred on campus. Helen asked Annie if she would like Sarah to address at the next meeting? Annie is looking to confirm the full report was brought to the JH&S Committee.

-Barb doubts that the full report would have come to the Committee. This incident was more involved and became a personal matter. Annie indicated that under the WorkSafe BC rules we are supposed to see the full investigation which should be separated out from any employee incident reports. Barb noted that this incident was a couple of years ago so Sarah will need to comment.

- d.3) Other Safety Reports- Lydia (on behalf of Sarah)
-Lydia noted that two fire drills have been done with no issues. Kerry asked how often are fire drills conducted? Lydia indicated that the Day Care is done once per month and rest of campus is done twice per year.

E. INSPECTION UPDATES

- e.1) Building Inspection Updates – Lydia
-Building inspections have been getting done – nothing major to report. Full reports are available under the JHS folder.
-Andrea indicated for the building inspections a question was raised if the building occupants can know ahead of time that an inspection in their area has been scheduled. Part of the inspection process is to ask occupants if they have any concerns regarding safety in the building. This way it would provide them the opportunity to provide input. Lydia said this could be done.
-Aaron added that if any employee has safety concerns regarding their space or building it should be reported right away.
- e.2) Lab Inspection Report – Andrea
-Lab inspections have been going forward and there have been no issues raised. The lab inspections are all up to date.

F. NEW BUSINESS

- f.1) Current Meeting Structure – Annie
-Annie noted that she appreciates seeing the incident statistics in a written report rather than listening to the report being read out. It was a concern as Annie feels that the Committee needs time to discuss issues which was not happening while reports were being read. If we can actually continue and as suggested in her email it would be really helpful for this Committee to identify topics on a monthly basis that they would like to have more full discussion around concerning safety issues. It is an opportunity to be proactive which this Committee is required to be.
-Helen asked if someone had a topic they would want to introduce they can mention it today and it could be on the agenda to discuss at the next meeting.
-Twylla added that she likes this approach and perhaps waiting for the evaluation report from Helen and Lydia would be important as there may be more points concerning meetings and structure that could be equally valuable. Twylla asked what was the plan for the report on the evaluation? Lydia indicated that they would not be commenting on every item provided as feedback. The order from WorkSafe did outline items that must be addressed and these items will be in the report which will be sent out to everyone. Technically the report is supposed to be done by the Co-chairs on the Committee but she and Helen wanted to gather input from the Committee members. They have reviewed all of the comments and are trying to address all of the questions by providing recommendations in the report. One of the things that Helen and Lydia have been working on as a recommendation taken from the WorkSafe BC workbook is a form that a Committee member can complete and forward to the Co-chairs to be brought forward for review by the JH&S Committee. Twylla thinks that a form would work really well and will promote strategic thinking on larger items that the Committee can begin to work on rather than investigation reports etc. This will allow the Committee to be proactive as opposed to reactive.
-Lydia indicated that there are some proactive items that will be addressed in the report for the Committee to work on. There is only so much that can be done at one time and we need to allow the Committee the chance and time to allow the changes to develop and be effective. Lydia has sat on the Committee for over five years and has only been an employer

representative for 3 months. Lydia stated that her opinion does not change whether she is an employee or an employer representative as far as she is concerned it is safety across the board. She wants to make sure that we progress in a positive direction. This Committee has seen a lot of positive change in the last 3 years which new Committee members would not have seen. Reading some of the individual evaluation reports was very hurtful and disappointing. There was a lot of hard work that people put into things such as the Terms of Reference and yet the Committee was not afforded the time to see if the new Terms of Reference addressed prior issues. She asked for some leeway from the Committee to make sure things are followed up on in the future and they are not let go.

-Annie commented that April's discussion should focus on the Committee Effectiveness Report which will allow us to really talk about structure which is an issue. It may be a good exercise with the group to allow the group to suggest the areas of discussion and set priorities on the health and safety issues we should be focusing on. As well it may even be worth asking the community for their suggestions on safety priorities as we are ultimately responsible to them. Have a quick survey to ask what issues they would like to see the Committee tackle. At least give us some data so the biggest priorities are addressed rather than throwing a dart at the wall. Annie would see this as a legitimate step forward on engaging the Committee and where we want to go in our discussions but also more actively and proactively involve the communities for who we are obligated.

-Barb likes the idea of having topics identified for discussion in advance. One item for discussion is the redrafted to the Respect in the Workplace policy. There has been a fair amount of feedback on this policy especially from the FA. Barb can commit to having a draft of the policy available for the Committee at the April meeting. The review of the Committee Effectiveness report will be a big conversation but some conversation around review of the Respect in the Workplace policy should also be a priority. The final roll out of the policy will also be a big topic for this Committee because of the training that will need to go out to the Community.

-Lydia commented that the current Respect in the Workplace policy was emailed out the link to Committee member and hopefully everyone has had an opportunity to review it.

-Annie suggested that we may need to consider booking a separate meeting to review the Respect in the Workplace policy as it will more than likely take longer than one hour with all the other agenda items. Annie noted that another issue is that although we are representative on this campus you cannot take us as full consultation so before you talk rollout you need to define and articulate what your engagement is actually going to be. There was mention of discussion with the FA but nothing about CUPE. It can start with the JH&S Committee but it has to go out to the other groups before a rollout.

-Barb agreed – the JH&S Committee is only the first group.

-Andrea feels it is important to schedule special meeting dedicated to the review of the revised Respect in the Workplace policy. She feels it will take a least an hour to review and more time may be required.

-Helen agreed that a special meeting is good but we also have to make sure that we as a group do not drag it out and hold up the timeline for delivery. When we do meet the Committee will need to stay on task and not revisit the same item.

-Barb noted that she will provide a copy of the draft a couple days in advance of the special meeting and ask the Committee members to review the draft as well as the current policy in preparation for the discussion. She and Kerry will work on a timeline for delivery.

-Helen asked if Barb wants a meeting schedule before the next JH&S meeting in April?

-Barb noted they will need at least a month. They have had input from legal council and WorkSafe. They have also reviewed other policies so it has been a process.

-Annie noted that it is getting very close to when much of the Faculty will be off campus.

-Helen asked if anyone has a topic they would like to bring forward for discussion at next month's meeting? None stated –if anyone thinks of something, they can email the Co-chairs.

f.2) Request to invite one of the WorkSafe Bullying & Harassment representatives to a Committee meeting- Annie

-Helen advised that Lydia has already addressed this.

-Lydia has been in contact with Kim Hess a WorkSafe representative who specializes in Bullying and Harassment training. Kim was away for three weeks and could not attend this meeting but Kim has been invited to attend our meeting in April from 1:00pm to 1:30pm. There will be a 15minute presentation followed by a 15minute Q&A.

-Lydia has requested that the meeting be extended to 2:30pm to accommodate the guest and the agenda items. Helen asked if the extended time will work for everyone in attendance today. The majority of members present can afford the time to extend the meeting in April.

- f.3) Time line for the updates to the Respect in the Workplace Policy and process – Annie
 -Issue was resolved per Annie

Helen opened the floor for discussion:

- Kerry asked if the building inspection sign-up sheet could be brought to the next meeting? Lydia had provided the sign up to the Committee in January but will email Kerry with what is left to do to see what fits with his schedule.
- Eric asked if there is any follow up on the VTRA (Violent Treat Risk Assessment) training we talked about earlier? Barb advised that a second level 1 training will happen this year for those who could not attend the last session followed by a level 2 session for those who attended the level 1 training previously. VTRA protocols are being followed it is just very difficult to book training with Kevin Cameron as he is in such high demand.
- Annie asked about training that was being arranged for Chairs which would outline the Chair’s responsibilities. This was an item under business arising a while back. Barb indicated that this is arranged by Sarah and there is priority being given the launch of the Alertus program and the Safety App, then the Chair’s orientation can be delivered. Sarah can provide a timeline at the next meeting.

G. CO-CHAIR COMMENTS - None

MEETING ADJOURNED AT 1:55pm

ACTION ITEMS

Item #	Description	Who	Action
18 - 001	Alertus & Safety App	Sarah	Launch date
18 - 002	Education Training	Sarah	Update on date set
18 - 007	Safety Newsletter	Barb	Updates on development
18- 008	Safety Audit action plan updates	Sarah & Lydia	Report on how action plans are tracking
18-009	Committee Effectiveness Evaluation Report	Helen & Lydia	Produce a report for the Committee to review for submission to WorkSafe.
Standing-01	Management Response to Safety Audit Action Plans – standing item –quarterly updates reported to the committee	Sarah & Lydia	Updates: April 2018; July 2018; October 2018