

August 30, 2018

1:00pm to 2:00pm

Charles J McCaffray Hall – Senate Chambers

Participants:

Barb Daigle, (Employer Rep)- Co-Chair

Sarah Elliott, (Employer Rep) *Alternate*

Shannon Wagner, (Employer Rep)

Mark Dale (Employer Rep)

Kerry Roberts, (Employer Rep)

Trevor Smith, (Employer Rep)

Chelsea Pelletier, (Faculty Positional)

Annie Booth, (Faculty Employee Rep 2)

Helen Lapp, (CUPE Employee Rep 1)- Co-Chair

Deb Schweder, (CUPE Employee Rep 1) *Alternate*

Liz Dunn, (CUPE Employee Rep 2)

Bethany Haffner, (CUPE Employee Rep 3) *Alternate*

Lydia Troc– Health & Safety Manager, (Resource)

Conan Ma, Chemical Safety Officer (Resource)

Jennifer Skaar – (Recording Secretary)

Absent:

Vacant, (CUPE positional)

Erik Jensen, (Employer Rep)

Hossein Kazemian, (Faculty Employee Rep 1)

Shelley Rennick, (Employer Rep)

Twylla Hamelin, (Employer Rep)

Alternates:

Aaron Olsen, (Employer Rep)

Sean Kinsley, (Employer Rep)

Maik Gehloff, (Faculty Positional) *Alternate*

Alina Constantin, (Faculty Employee Rep)

Julie Wimmers-Klick (Faculty Employee Rep)

Richard Pattinson, (CUPE Employee Rep)

Meeting Co-Chair: Helen Lapp

Announcement: -Sarah Elliott welcomed Jennifer back as the recording secretary. New appointment of Marlene Canon as the new Manager of Security and Parking.
-Barb Daigle noted she is working on a memo that will announce the change in Sarah Elliott's title from Assistant Director to Director to more adequately reflect what she is doing and the team under her. Congratulations to Sarah.

A. AGENDA

- a.1) Request from Lydia to add fire drills and volunteers under new business.
- a.2) No other changes or additions to the agenda - approved

B. APPROVAL OF MINUTES

- Approval of Minutes from July 26, 2018 meeting

b.1) Helen referred to the item under B.3 of the last minutes where Sarah suggested that the recording secretary listen to the meeting recording for clarification on the wording of the proposal. Sarah confirmed that this had been done and minutes correctly reflected what had been recorded.

b.2) Motion to accept the minutes – Bethany, all in favour.

C. BUSINESS ARISING FROM THE PREVIOUS MINUTES

18-010) Respect in the Workplace Policy draft update – Kerry & Barb

-Barb indicated that Kerry had been consulting with the unions as stakeholders. Kerry added that they were in the process of taking all of the suggestions made and putting them into the policy and then the updated copy will be sent out to the Committee as early as next week for review.

-Annie asked if there would be a special meeting for the JHS & Committee will be arranged or if it will be circulated by email.

-Barb stated the circulation will be done by email to the Committee but if the feedback indicates that a meeting is necessary, one will be arranged.

-Kerry noted that the unions are embracing the changes to the policy.

-Barb added that WorkSafe BC and the University lawyers have reviewed the policy. Barb is hoping to present at the September meeting.

-Bethany asked if there was response from CUPE. Kerry confirmed that they did respond and had made some good feedback that had been incorporated.

18-013) Accessible parking for persons with disabilities – Sarah

-Sarah and Shelley had reviewed parking on campus and had come up with a couple of short term changes. Additional handicap stalls were added to the Administration Parking Lot but have not yet been painted. Extra stalls were put in the Residence Parking Lot to accommodate two students in housing and two patrons in the Daycare. Long term, Security & Parking Manager and Facilities will be assessing all parking on campus. This will involve some moving of stalls to ensure handicap stalls are next to crosswalks etc. Not all these changes can be implemented before fall but will happen in the spring of next year. Sarah noted that as Shelley had indicated at the last meeting, Sarah would also recommend that people attend the master campus planning meetings to provide feedback. This winter, Annie's student group will be conducting two projects, one engaging students regarding accessibility and issues they have around campus and the second for employees. These will hopefully provide some important information to use moving forward with the master campus planning and future building renovations.

-Barb added that it is important that people come forward to ensure accommodations can be met for all individuals that have special needs. People can go through HR or the safety office and there is the Access Resource Centre (ARC) for students.

-Helen asked which door could be used if people use the assigned parking stalls in the Admin Parking Lot. Sarah answered it would be the Conference Services door entrance.

-Helen thanked Annie and her student group for taking the projects on.

18-015) Review of the term 'Members' in the JH&S Committee Terms of Reference – Sarah

-Sarah had made the changes that were discussed and had not received any other feedback or recommendations. Changes included:

3(d) – changed to 'each member will have a designated alternate which can but is not required to attend all meetings';

4(d) – changed to 'ensure JOSH members and their alternates';

4(e) – changed to 'distribution to the members and their alternates'.

5(d) – changed to 'JOSH members must arrange to have an alternate attend meetings in their place when they are available to attend and are responsible to ensure they are up to speed on Committee matters'.

9(f) – changed to 'distribution to the members and their alternates'.

- Annie noted that the changes were not clear about the requirement for the alternates to get permission from their supervisor. Could this be added as a footnote?

-Helen recommended that this be added under 3(d).

-Sarah asked the Committee that if 3(d) is amended to read 'which can but is not required to attend all meetings but will be required to obtain permission from their supervisor to attend'; would everyone be comfortable to vote to accept today?

-Helen asked for a motion to accept the TOR with the final change, Annie motioned seconded by Trevor, all in favour none opposed.

18-016) Managements response to the recommendation for a survey on all aspects of safety – Barb

-Barb apologized for the delay in the response from management. There was confusion on if the timelines were based on calendar days or business days. It was now been clarified that calendar days are used.

-Barb has asked Shelley McKenzie and Sarah Elliott to work together on meeting the points outlined in the response. It is critical that there is consultation with other stakeholders and the JH&S Committee can form a sub-committee to work directly with Shelley and Sarah.

-Sarah has gone out to other counterparts across Canada and has been gathering information on similar surveys on safety that have been used. CUPE also has a great survey that they ran a few years ago with their members, which will be incorporated as well. Sarah asked who would be interested to participate in the JH&S sub-committee for this project. The sub-committee will be working on the survey questions and then it would go through the Privacy Impact Analysis (PIA).

-Annie mentioned that the original intent for this survey was for it to be a JH&S Committee initiative for several reasons. One the Committee is seen as a neutral body with representation from both the employer and the employees. If it proceeds as suggested in the response, it becomes a creature of the HR department. The point of the recommendation was that the JH&S Committee own the survey, create the questions in a valid, reliable, unbiased way to ensure the questions measure something, were legitimate, and that everyone felt that it addressed all aspects of health & safety. It would then be delivered to the University Community to ensure that people in the Community would see it as unbiased and fair and that their opinions would be received. The data would be analysed by a group of people who would treat it impartially, and that they could be assured that when the results came out it would be a fair representation of the feedback received. If it becomes a unit of HR and the perception is that HR is not seen, as fair, impartial or unbiased many members of the University Community would choose not to participate in the survey. Annie added that this was not a critique of Sarah or Shelley, this Committee needs to be assured what questions are being asked, how the data is being analysed and how it is being presented to the University Community. The response also indicates that the results of the data will be shared with the JH&S, Senior Leaders, Unit Supervisors and others for appropriate action however, the University Community also has a right to know what their safety issues are. We are all invested in Safety. Annie reminded that when she presented the motion for a recommendation, she indicated it would be a JH&S Committee initiative. Annie stated that she was taken aback by the employer response and that seemed to chastise the JH&S Committee for proposing work. This is what the JH&S Committee actually does is to propose ideas and the response simply stated -why are you overloading us with work? It was not meant to overload anyone with work, it was work the JH&S Committee was to undertake. Annie was not satisfied with this particular response and urged that we send it back or she would be happy to send this off to WorkSafe BC for full adjudication, she cannot accept it as such.

-Barb noted that her portfolio includes Risk, which is Sarah, and Shelley who is Health and Wellness, both of which are separate offices from HR but who report to Barb. Annie had commented that there is a perception that HR is not fair, impartial, or unbiased and there would be reluctance from the Community to participate in a survey issued by HR however the Employee Opinion Survey which is conducted by HR (which typically has a 30% response), had a 65% response the last time it was conducted. The survey would be established with consultation with the JH&S Committee. The other stakeholders that would need to be involved are the Communications Department and Adam from the Privacy Office. Barb agreed that an aggregate report would be made available to the University Community, which she is happy to do. Barb's understanding of the process is that a recommendation is made from the JH&S Committee to the employer, Barb in her role. This was the employer's response to that recommendation. The employer is happy to take on the work but the actions have to be supported with resources. Barb did not intend to chastise the JH&S Committee it was just that ideas run thick and fast including ideas around surveys and when a survey is conducted there is an expectation that certain things will happen because of it. Barb feels this is a reasonable compromise to a whole lot of discussions around doing a survey.

-Shannon suggested that a member of the CUPE and Faculty Associations could join Sarah and Shelley for the survey.

- Sarah added that this is why the JH&S Committee is being asked for members to volunteer for the Sub-Committee to create the Survey.
- Barb noted that consultation is to get consensus. Consultation does not mean that we take everything but do our best to meet them.
- Lydia stated that when Bethany suggested a sub-committee be formed to review the Terms of Reference they did a lot of work having a sub-committee working on this survey is a very effective way to handle it.
- Bethany commented in the discussions that have come up, there are two different things that need to be decided on by the JH&S Committee as a whole. One is if the JH&S Committee is satisfied with the response provided by the employer. Second is the establishment of where it goes next. Do we need to put the acceptance of the response from the employer to a vote, if so will the vote be by hand or by secret ballot?
- Shannon had a question, is the intention that the Survey come out from the JH&S Committee or by administration?
- Barb indicated that the sub-committee can talk about that but the University does have to be involved because of the accountability and required engagement with other departments.
- Bethany referred to the Terms of Reference - Purpose & Scope of the Joint Occupational Health and Safety Committee. Even the name implies the joint consultation between employer and workers coming together to jointly work together. The issue at hand is the response to the recommendation. Going back to Shannon's comment, is this a JH&S Committee survey or an administration survey?
- Barb indicated that at the end of the day, it is the Employer who is required to respond to these recommendations that address safety. With a survey, there are expectations and there is an important accountability. Initially Barb was not in favour of a survey but she has come around to thinking this is something that can be done together.
- Annie added that the JH&S Committee has a responsibility itself to the University and to the Administration. The Committee itself can do the work. There is considerable value for the Committee to be seen as the originator from a collaborative collective position. It isn't the worker group dictating the questions, it is the collective coming together, looking at best practice, developing questions that look at all the perspectives, but also to be seen as that fair body. The Committee because of its representative nature is responsible to the University Community as a whole. Annie is happy to see a sub-committee take this but she would not be happy if there are two people appointed to consult with the JH&S Committee, because they can ultimately make the decisions in what is used. Annie wanted to see the survey as a creature of the JH&S committee.
- Helen asked what some of the other member's present thought
- Mark suggested that a second recommendation be put forward that a survey be designed and implemented by a sub-committee of the JH&S Committee.
- Barb indicated that the survey data would have to be collected using a protected server, it has to be aggregated, it has to take place in an office and there are a lot of people in this Committee, and management would also have to be engaged. This is clearly a University responsibility. At the end of the day, the initiative is from the JH&S Committee but the employer would be ultimately responsible to communicate the results and come up with a plan and resources to address those results. We have the JH&S Committee to have everyone's perspectives but it is the Employer who must take action. It does not make sense to Barb that there would not be some responsibility for her office to oversee the survey. Barb noted that it is Sarah's job and Shelley's job to do these things and manage the resource issues. The survey suggests a whole lot of work that would then fall to Sarah so she should be involved. Barb would really like to hear from other members; she did not intend to not involve the JH&S Committee.
- Helen stated that when she read the Terms of Reference – 7.0: Performing the Duties & Functions- under duties for decisions it states that the JH&S Committee should attempt

to reach consensus and if it cannot then a vote is taken. Helen felt that we had not reached consensus and asked if it should be put to a vote.

-Kerry had a question- what he is hearing is that Barb is willing to do a survey, to work with the JH&S Committee on feedback, create a sub-committee to put together the questions etc., Sarah and Shelley would project manage, what is missing? When the survey goes out it can state at the top of the form that the survey is being brought by the JH&S Committee in conjunction with administration staff to get a pulse on safety in our environment. Kerry was confused on where the disconnect was.

-Sarah reminded the Committee that the whole purpose and reason that the group had wanted to move forward with this was to identify where we were running short in our orientation and training. That was the purpose. One of the comments today was if people even know about the JH&S Committee. That is what we are trying to get to here. We have lots of processes, procedures, and policies in place but we have not done a good job of properly orientating people in our community. A simple question such as – 'do you know what the safe walk program is?' could be on the survey and the responses would reveal a lot of information about our training and orientating.

-Bethany had nothing further to add other than to say that if a consensus cannot be reached we should go to a vote by secret ballot.

-Shannon – she and Chelsea are both confused. What they are hearing is that Sarah and Shelley are taking the leadership on project managing to bring the sub-committee together and then in the end, they will bring it back to the JH&S Committee for consultation and once we agree it would be presented as an initiative from the JH&S Committee. There is assurance that anyone from the JH&S Committee can sit on the sub-committee – Sarah confirmed. If that is the intent of the recommendation, for Sarah and Shelley to be heading or taking the lead to meet milestones but Barb is assuring us that those individuals will engage anyone from the JH&S Committee interested in participating on the sub-committee and that sub-committee has the ability to function as a full committee to accept or decline questions suggested for the survey, then Shannon would be prepared to vote on that.

-Barb agreed and indicated that perhaps her wording was not clear in the response but that is exactly what she is proposing. Barb is accountable to get things done, Sarah is accountable to get things done and that has been our problem – no criticism of Sarah, we have all kinds of initiatives, we need to focus our resources to get them done, and we need time to get them done. The results of this survey could be very helpful with the work we are doing on orientation.

-Shannon suggested that Barb's response could be revised. That a sub-committee be self-nominated from the JH&S Committee members, the sub-committee will function as an independent committee to handle the work, create the questions for the survey then follow through with the communication plan.

-Sarah added that the sub-committee would come up with and produce the questions for the survey, which would then be sent for a Privacy Impact Analysis (PIA).

-Helen – the sub-committee would be the work-horse to gather the information. Much like what happened with the TOR where the sub-committee presented it to the JH&S Committee once the work had been done.

-Barb reminded everyone that there are other stakeholders that would need to be involved before the survey could be released. One of the things they learned with the sexual violence & misconduct survey was that the whole committee was going to review the data and aggregate it and that would not then be confidential.

-Kerry indicated that confidentiality was one of the biggest concerns. Where was the data going to be stored, who would hear my stories, what will the stories be used for, can I be recognized, etc.

-Barb will rewrite the response, which will be sent out to members, and then we can take a secret vote at the next meeting.

18-017) Fire Drills & Volunteer Sweepers – Lydia

-Lydia has fire drills coming up prior to the next meeting between 5-12th September. Drills will occur in the morning and one in the afternoon. If anyone is interested in volunteering to assist with sweeps, could you please email Lydia and she will schedule you in and let you know in advance if assistance is needed.

***Helen called the meeting as time was up and tabled the balance of the agenda to the next meeting.**

D. Incident Report Summaries - Tabled**E. Inspection Updates - Tabled****F. New Business - Tabled**

f.1) "Building Psychologically Healthy and Safe Workplaces" –a report by Annie Booth

MEETING ADJOURNED AT 2:09pm

Date: _____

Approved by Chair

ACTION ITEMS

Item #	Description	Who	Action
3) 18-010	Respect in the Workplace policy –draft	Barb or Kerry	Update on the policy.
5) 18-016	Recommendation for survey on all aspects of safety	Barb	Update on the response from Employer