

UNBC JOINT HEALTH & SAFETY COMMITTEE

February 23, 2023

****Zoom Meeting** 3:00pm to 4:00pm**

Participants:

Scott McMillan, Heath & Safety Manager- Co-Chair
Debbie Roberts, (Employer Rep)
David Claus, (Employer Rep)
Twylla Hamelin, (Employer Rep)
Christa Florell, (Faculty Employee Rep 1)
Shannon MacKay, (CUPE Employee Rep 1)

Committee Resource:

Jennifer Skaar – (Recording Secretary)

Absent:

Marlene Cannon, (Employer Rep) *Alternate*
Ron Camp II, (Employer Rep)
Kerry Roberts, (Employer Rep)
Alex Castley, (Employer Rep)
Aaron Olsen, (Employer Rep) *Alternate*
Trevor Smith, (Employer Rep) *Alternate*
Siraj ul Islam, (Faculty Employee Rep) *Alternate 2*
Malgorzata (Mal) Kaminska, (Faculty Employee Rep 2)–Co-Chair
Saphida Migabo, (Faculty Employee Rep) *Alternate*
Aneta Douglass, (CUPE Employee Rep 1) *Alternate*
Peter Popovic, (CUPE Employee Rep 2)
Alan Alger, (CUPE Employee Rep 2) *Alternate*
Vacant, (CUPE 2278 Employee Rep 1)
Vacant, (CUPE 2278 Employee Rep 1) *Alternate*
Narayan Koirola, (CUPE 2278 Employee Rep 2)
Vacant, (CUPE 2278 Employee Rep 2) *Alternate*

Committee Resource:

Tammy Klassen-Ross, (Positional Resource)
Conan Ma, Chemical Safety Officer (Resource)
Vacant, Bio Safety Officer (Positional Resource)

Meeting Co-Chair: Scott McMillan

A. Traditional Territory Acknowledgement

B. Chair Comments

- At 3:10pm Scott confirmed the number of Committee members in attendance were not sufficient to meet quorum. Proceed with a general review and discussion.

C. AGENDA:

-Unable to address most of the agenda items – tabled for next meeting.

D. APPROVAL OF MINUTES – January 26, 2023

d.1) Tabled for next meeting

E. BUSINESS ARISING FROM THE PREVIOUS MINUTES

e.1) **Sub-Committee project updates**

-Tabled for next meeting.

e.2) **Employer Committee Co-Chair update- Kerry**

-Tabled for next meeting

e.3) **Accessibility Committee update- Alex**

-Tabled for next meeting

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**

-Scott reviewed the report on screen with the Committee.

-Scott extended a thank you to the Facilities Department for all their hard work addressing snow removal especially over the weekend.

-The incident involving cardboard pallet:

-Comment: Scott reminded the injured employee about the right to refuse unsafe work, this should be viewed and presented as a 'should and can refuse unsafe work'.

-Comment: The SOP for this work should include process for the room to be cleaned/cleared prior to beginning the work.

-Comment: A comment can be made on the actual process.

-No other comments or questions.

- f.2) **Review of Respect in the Workplace Investigation Statistics**
-Tabled for next meeting

G. Inspection Updates

- g.1) **Building Inspection Updates – Scott**
-Scott noted the inspection sign-up sheet is on MS Teams for people to access and sign-up.
- g.2) **Lab Inspection Report – Scott**
-Scott is not aware of any lab related issues.

H. New Business

- h.1) **CUPE3799 Committee Representative – Shannon**
-Shannon advised that the CUPE3799 Rep 1 and Alternate Rep 1 positions were up and the election for the positions was held yesterday. Unfortunately, no names were put forward for the Rep 1 seat. This will be Shannon’s last meeting as she is stepping down due to other commitments. Aneta was re-elected as the Alternate Rep 1 position and can provide an update when the Rep 1 position is filled.
-Scott thanked Shannon for her commitment participation as a member on the JH&S Committee.
- h.2) **Accessibility Committee Communication from Aman -Alex & Aneta**
-Tabled for next meeting
- h.3) **National Standard for Psychological Health & Safety in the workplace – Aneta**
-Tabled for next meeting
- h.4) **Terms of Reference annual review – Scott**
-Scott noted that the terms of reference annual review is due. Jennifer will save a working document in MS Teams for members to add their comments and recommendations. Scott and Mal will present at the next meeting.
- h.5) **Sub-Committee project discussion – Scott**
-Tabled for next meeting.

I. Round Table Discussion:

-Comment: The National Day of Mourning is on April 28th. In the past the JH&S Committee have organized a presentation held on campus with speakers etc in honour of the National Day of Mourning. Will the JH&S Committee be making plans for this to take place this year? Scott will look at making arrangements to move forward with plans to host this year.

MEETING ADJOURNED AT 3:36PM

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 |