

# UNBC JOINT HEALTH & SAFETY COMMITTEE

January 26, 2024

**\*\*Zoom Meeting\*\* 11:00am to 12:00pm**

## **Participants:**

**Scott McMillan**, (Employer Rep)- Co-Chair  
**Twylla Hamelin**, (Employer Rep)  
**Debbie Roberts**, (Employer Rep)  
**Tina Fraser** (Faculty Employee Rep 1)  
**Shauna LaTosky** (Faculty Employee Rep 2)  
**Saphida Migabo**, (Faculty Employee Rep) *Alternate*  
**April Tod**, (CUPE Employee Rep 1)  
Alencia Graham (CUPE Employee Rep 1) *Alternate*  
**Christiana Onabola**, (CUPE 2278 Employee Rep 1)  
**Aaron Olsen**, (Employer Rep) *Alternate*  
**Peter Popovic**, (CUPE Employee Rep 2)

## **Committee Resource:**

Jordan Wilbey, Chemical Safety Officer & Bio Safety Officer (Resource)  
Harpreet Johnson – (Recording Secretary)

## **Absent:**

**David Claus**, (Employer Rep)  
**Kerry Roberts**, (Employer Rep)  
**Marlene Cannon**, (Employer Rep) *Alternate*  
**Ron Camp II**, (Employer Rep)  
*Vacant*, (Employer Rep) *Alternate*  
*vacant*, (Employer Rep) *Alternate*  
**Siraj ul Islam**, (Faculty Employee Rep) *Alternate 2*  
**Alan Alger**, (CUPE Employee Rep 2) *Alternate*  
**Guowei Li**, (CUPE 2278 Employee Rep 2)  
*Vacant*, (CUPE 2278 Employee Rep 1) *Alternate*  
*Vacant*, (CUPE 2278 Employee Rep 2) *Alternate*

## **Committee Resource:**

Tammy Klassen-Ross, (Positional Resource)

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Meeting Co-Chair: Scott

## **A. Traditional Territory Acknowledgement - Tina**

**B. Chair Comments – Scott** – Thank you to everyone for participating in the JOHSC fundamental training. It was a great turn out and for those who were unable to make it, we are planning on hosting another training session but an online session. Sometime in early March. Check with Alan to see if he is still wanting to be on the committee.

## **C. AGENDA:**

-No changes or additions to the agenda – accepted.

## **D. APPROVAL OF MINUTES December 2023**

d.1) No changes or corrections. Motion to accept Tina and Debbie. All in favour, approved.

## **E. BUSINESS ARISING FROM THE PREVIOUS MINUTES**

### **e.1) New Co-Chair election**

Scott: Duties for co-chair, opportunity to lead every second meeting too and we can cluster them together. Take the lead role and keep the meeting moving forward. Monthly, both co-chairs receive the minutes from the minute taker and ensure everything is accurate and that the right amount of information is provided. Sometimes revisions will be suggested. Every year the co-chairs meet, and an evaluation is done of the previous year. We look at the minutes and see who is in attendance and see how many investigations should have been done and how many we did do. This process is about a 1 hour sit down meeting and then the results will be shared with the committee.

## **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**

**Safe app** – to keep it active, Scott will set a reminder to send out at least one message every 3 months. If you don't open the app for a certain amount of time, you might not get the notifications from the app.

Tina: brought it up in her report for the School of Education and department of First Nations Studies just for people to be aware of the app and to download it if they haven't already.

Scott: as you use the app, please think of ways we can improve the app. Feedback is always welcome. There's a social safety solution as well. It is a paid for function. It will allow for a student/staff that is going in an uncomfortable situation to set the app to send a phone call to them at a certain time. The app makes your phone ring, giving them an out of the uncomfortable situation if needed. It is something we can explore.

Idea: Would panic buttons be useful to make available, either through Security or at the bookstore?

Idea: We could create a business card with crisis line and emergency contact info, a reference to the Safe App, and the 8 emergency codes, for staff and students.

Question: The work alone app – could you please give a bit more information on that app.

Scott: Work alone app: within the safe app, there are a lot of different information in that app. We could enhance the app by upgrading the app to a working alone function. The person that is working alone whether at their home office or out in the field, you set up a notification. It wouldn't necessarily involve security; it could involve their supervisor. The person that is working alone is the one that would set up the working alone function for themselves. You would go on the app and fill in the information, it will keep track of all the paperwork.

Comment: would it work when your out of the country? While your connected to wi-fi?

Scott: yes, it should work when your connected to Wi-Fi or on data.

Scott: 2 First Aid & 1 medical incidents.

2 slips on the ice

1 at the daycare facility. Not too sure if that is a work-related injury. (see chart below)

f.2) **Review of Respect in the Workplace Investigation Statistics- Kerry**

Kerry was not at the meeting. No updates.

**G. Inspection Updates**

g.1) **Building Inspection Updates – Scott**

-no updates.

g.2) **Lab Inspection Report – Jordan**

-no new updates.

-no questions brought forward.

**H. New Business**

h.1) The new safety officer will be starting February 12, 2024. Thya Warren

**h.2)** Deb: Jordan being in the Lab Safety role, the inspection process is good, but what can we do to make that process better. In other places, the person had to respond to every safety inspection, when they have fixed this or that and that had to go to their Chair. Here, the forms have been seen, they all look great but there was never any follow up or feedback. Jordan can maybe look at this to see how to better the safety in the lab. There should be a lab inspection done yearly. Conan would say that the inspections were done, but the committee never saw those inspections. Jordan: a formal process or a formal report.

Comment: it would be useful to have, so if anyone came back to complain about something, we will have the proof that it has been done and we are keeping track.

Scott: Fire drills in lab buildings 4 and 8 are supposed to be done quarterly and they have only been done once last year. We will be scheduling lab fire drills quarterly.

**I. Round Table Discussion**

i.1) **TCI training** – It is a no cost training. Tina has people lined up for the course, we need to give some dates. Tina will email Scott to set it up.

i.2) **Security Cameras**

Alencia: Is there any update on the security cameras?

Aaron: There is no update at this moment. A committee has been formed for selection of a system at some point. Funding has been approved for a portion of the system. It is still going to cost quite a bit.

Comment: We are not at the phase of picking out the location of where they will be going. We are figuring out the base system and sorting out the privacy impact statements, IT, how the system would work etc. Once those are finalized then we can go out and can figure out the locations and what cameras will get done first. This type of system will need an ongoing funding.

Question: Does security work alone or is there a buddy system in place?

Alencia: Most of the time it is alone. There isn't enough staff to be paired up with someone all the time.

Question: What role does this committee have to make this a priority?

Comment: We can make recommendations to upper management. There is a meeting in February with upper management more as a meet and greet as there is no agenda for this meeting. We can follow up with them after we meet them.

Comment: David will have better information regarding cameras.

Scott: A monthly security report may be a good idea as well to bring to the JOHSC committee with updates.

Alencia: Will have to check with Marlene and get back to the committee.

**MEETING ADJOURNED AT: 12:19 PM**

**JOINT HEALTH & SAFETY REPORTS**

	<u>Jan 2024</u>	<u>Jan 2023</u>	<u>Year to date 2024</u>	<u>YTD Last Year 2023</u>
<b>Hazard Reports</b>				
<b>Near Miss Reports</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>First Aid</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>2</b>
<b>Medical</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>1</b>
<b>Time loss</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>
<b>Fire Drill</b>				
<b>Fire Alarm / Evacuation</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>
<b>Safety Investigation</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Incidents</b>	<b>3</b>	<b>1</b>	<b>3</b>	<b>1</b>
<b>Inspections</b>				
<b>Ergonomic assessments</b>				
<b>New App subscribers / Total</b>	<b>46 / 2267</b>			

**First Aid Incidents:**

- Utility knife injury to left thumb.
- Slip on ice near building 3.
- Slip on ice at daycare.

**Safety Investigations:**

- None

**Other OHS reports:**

- Student – medical condition treated; ambulance called.
- Vehicle vandalism, broken front window, parked at T&L.
- Practicum student bitten by child, minor bruising.

**ACTION ITEMS**

<b>Item #</b>	<b>Description</b>	<b>Who</b>	<b>Action</b>
<b>1) 19-009</b>	Committee Projects	Individual Project Groups	On Going
<b>2) 19-016</b>	Animals on Campus Policy & Procedures Draft for Committee Review	Safety Office	Tabled