

# UNBC JOINT HEALTH & SAFETY COMMITTEE

July 25, 2024

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

## **Participants:**

**Scott McMillan**, (Employer Rep)- Chair  
**Tina Fraser** (Faculty Employee Rep 1) Co-Chair  
**Twylla Hamelin**, (Employer Rep)  
**Shauna LaTosky** (Faculty Employee Rep 2)  
**April Tod**, (CUPE Employee Rep 1)  
**Ron Camp II**, (Employer Rep)

## **Committee Resource:**

**Jordan Wilbey**, Chemical, Radiation & Bio Safety Officer  
**Kaila Fadock**, (Positional Resource)  
**Thya Warren** – (OHS Safety Officer) & temp Recording Secretary (July)

## **Absent:**

**Marlene Cannon**, (Employer Rep) *Alternate*  
**Debbie Roberts**, (Employer Rep)  
*Vacant*, (Employer Rep) *Alternate*  
*vacant*, (Employer Rep) *Alternate*  
**Jennifer Dawson**, (Employer Rep)  
**Saphida Migabo**, (Faculty Employee Rep) *Alternate*  
**Siraj ul Islam**, (Faculty Employee Rep) *Alternate 2*  
**Guowei Li**, (CUPE 2278 Employee Rep 2)  
*Vacant*, (CUPE 2278 Employee Rep 1) *Alternate*  
*Vacant*, (CUPE 2278 Employee Rep 2) *Alternate*  
**Christiana Onabola**, (CUPE 2278 Employee Rep 1)  
**David Claus**, (Employer Rep)  
Alencia Graham (CUPE Employee Rep 1) *Alternate*  
**Mike Billups**, (CUPE Employee Rep 2)  
**Kassi Doherty**, (CUPE Employee Rep 2) *Alternate*  
**Aaron Olsen**, (Employer Rep) *Alternate*

## **Committee Resource:**

Harpreet Johnson – (Recording Secretary)

---

Meeting Co-Chair: Tina

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

**B. Chair Comments – Tina** – Tina volunteered herself to a talk around with Jeff. He put out information out who would like to be involved in these 4/5 categories, looking at EDI, Cross relationships. Tina volunteered herself to dialog around Safety. Jeff is looking for what we can do better, what do we need and the training. He was looking for 4 or 5 people in a group.

**C. AGENDA:** Thya to approve and April to second.

## **D. APPROVAL OF MINUTES June 2024.**

d.1) All in favour, approved.

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

- e.1) Working alone strategy – after 5:00pm or when someone is truly alone, example is when you're working in a basement and not expecting anyone to come by.  
Travel is also a big one where researchers are always driving by themselves.  
Garmin devices are necessary for when we have dead spots for cell phones.  
There is a \$3000.00 per year cost for the working alone app. Also thinking about a Garmin purchase to lend out travelling teams and pay for centrally.  
A buddy system is also a good idea as well.  
Worksafe asks that we document all these calls, so that may be an issue with the buddy system. The working alone app does record everything.  
Twylla: Is the purpose of this document to advocate for the purposed process? And what is the timeline? The \$3000.00 seems like a small investment.  
Scott: We are just waiting for the approval to spend the money in the budget. As soon as that can happen, this will go to the director of Health & Safety.  
Twylla: When you do get the approval and implement the safe app, that will trigger a rewrite of the current procedure on the website. It would be great to articulate the accountability of all the supervisors in clear terms. This is one tool that will do that. The documentation is not clear now and clear guidelines.  
Shauna: Including a section on remote work/travelling. If you don't have cell service, it makes it impossible to check in through a safe app. Having a buddy system when you don't have cell service or any electricity. You must rely on solar chargers. There should be a plan in place for remote travelling when you won't have any electricity.

Thya: As apart of the Safety team, we really rely on how important our JOHSC is for passing these kinds of processes. When we have the support of the committee, it makes it easier to get things done.

## 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**
- It's been a quiet month. There was one medical incident. A scrape became infected, and the worker went to the hospital.
  - A 90lb weight dropped onto a NSC member's toe. The member went to the hospital to have it checked out.
  - We have over 2400 safe app subscribers! 32 new subscribers this month.
- f.2) **Review of Respect in the Workplace Investigation Statistics- Tina/Scott**  
We have been putting on workshops in the past, are we still utilizing Work Safe?  
Scott: They are available, and we can certainly still bring them in.  
Tina: It would be a good idea to have training once a year. It used to be around September/October.  
Scott: It is in the package for orientation and for regular safety training that HR has on the website. It might not be as current. It is a great way to push the message out.  
April: There are two new training modules coming out around IT privacy awareness and safety privacy. That might be a good topic for the newsletter. It might be a great time to refresh doing all of the courses.  
Scott: There is one new respect workplace investigation from HR.

## G. Inspection Updates

- g.1) **Building Inspection Updates – Scott**
- Scott- Forestry Lab inspections.
    - Thya: most of the inspections do look good. (shared inspections with the group). There are some things that do need addressing. The fume hoods are being used as storage. (These inspection reports include pictures that are available in the Teams folder)
    - There is shelving that is not secured (See pictures in reports). A TMA has been put in to get the shelves secured.
  - There are some inspections that do need to be tidied up. When we send out inspections, you may or may not have notes to add on. You can go in and look at these inspections at any time. Pictures are always a great way to showcase these as well.
  - Library – July 10<sup>th</sup>. Went through the report and pictures with the committee. There is some shelving that needs to be secured. There is a light switch that needs a cover in the basement. A lot of great positives were pointed. Some minor housekeeping that needs to be done. Scott was pricing out ladders as the step stools are outdated.
  - Scott: Building 8/9/10 are there to be reviewed so please free to go through and review them.
- g.2) **Lab Inspection Report –Jordan**  
No new updates.  
Kaila: Jordan has been updating the Lab Inspection Report Checklist and has sent that out for feedback. Once that's approved or we receive feedback, then inspections for the research and teaching lab space will be underway. Some of those may be pushed into September. There are some groups such as Active Minds that are taking up Lab space right now.  
Jordan: The old list was very vague in some areas. It has been updated to be more inclusive of the hazards in the lab. Some inspections haven't been done for a couple of years. In building 4, there are some labs that need some attention.

Thya: Great job with the updates Jordan!!

Scott: The CRTV has been removed in Lab 4 building! It was hung directly over a workstation.

Scott shared a picture of Chem stores that shows a clean area! Good job Jordan!!

## H. New Business

h.1) Scott: Main campus First Aid assessment. This is an annual assessment for first aid, the site is a low risk. About 600-800 workers per site depending on the day. One level 2 kit is required and a first aid room and one level 2 OFA attendant. At night, we technically wouldn't need one, but we do have one since Security works 24/7.

Tina: Who else holds the defibrillator?

Scott: Security, building 10? – Scott to double check, NSC building (1 on the main floor and one on the bottom floor), and the Med Clinic. Naloxone kits in the Med Clinic, at Security and Housing.

Tina: Building 10 has 4 floors, it does make sense to have it on the first floor, but where else should it be?

Scott: There still needs to be someone to run these defibrillators and trained. There are no current standards on where these defibrillators need to be. We do need to post the locations of these on the maps, so they are easy to locate.

Thya: In September, the Government of BC, they are mandating that we put our AED's on our ERP plan and they are also going to have inspectors come around to check on the AED's.

## I. Round Table Discussion

Any thoughts on a group First Aid Training?

JOSHC Committee First Aid Training could be organized.

**MEETING ADJOURNED AT: 12:00PM**

## JOINT HEALTH & SAFETY REPORTS

	<u>June 2024</u>	<u>June 2023</u>	<u>Year to date 2024</u>	<u>YTD Last Year 2023</u>
Hazard Reports	0	-	5	-
Near Miss Reports	0	0	0	1
First Aid	0	0	9	10
Medical	1	0	3	2
Time loss	0	0	6	5
Fire Drill	1	-	7	-
Fire Alarm / Evacuation	0	0	1	3
Investigations	0	0	5	4
Other Incidents	1	0	25	14
Inspections	1	-	8	-
Ergonomic assessments	2	-	14	-
New App subscribers / Total	32		2409	

### First Aid Incidents:

- Scrape to left shin from old desk – medical required.

### Safety Investigations:

- None

### Other OHS reports:

- NSC member dropped a 90-pound weight on his toe – medical required.

**ACTION ITEMS**

<b>Item #</b>	<b>Description</b>	<b>Who</b>	<b>Action</b>
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