

UNBC JOINT HEALTH & SAFETY COMMITTEE

June 27, 2024

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

Participants:

Scott McMillan, (Employer Rep)- Chair
Tina Fraser (Faculty Employee Rep 1) Co-Chair
Aaron Olsen, (Employer Rep) *Alternate*
Twylla Hamelin, (Employer Rep)
Shauna LaTosky (Faculty Employee Rep 2)
April Tod, (CUPE Employee Rep 1)
Alencia Graham (CUPE Employee Rep 1) *Alternate*
Mike Billups, (CUPE Employee Rep 2)
Kassi Doherty, (CUPE Employee Rep 2) *Alternate*

Committee Resource:

Jordan Wilbey, Chemical, Radiation & Bio Safety Officer
Kaila Fadock, (Positional Resource)

Absent:

Marlene Cannon, (Employer Rep) *Alternate*
Ron Camp II, (Employer Rep)
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)

Committee Resource:

Thya Warren – (OHS Safety Officer)
Harpreet Johnson – (Recording Secretary)

Meeting Co-Chair: Tina

A. Traditional Territory Acknowledgement - Tina

B. Chair Comments – Scott – Security has been working on a process called Track it. Thya is away this week on vacation, but she has the EOC binders ready to go. Those are binders full of documents for each role of the EOC. If any crisis do come about, we will be ready for that as we have the vests that each position requires. Next step is to complete our fire booklets that go into each building. Also lining up some regional travel for Thya, Jordan and Scott to travel to other campuses.

C. AGENDA: additions:

1. Remove Peter and add Mike
2. Scott and Tina to meet to come up with a communication procedure and plan.

D. APPROVAL OF MINUTES May 2024.

- d.1) Tina to approve and Kassi to second. All in favour, approved.

E. BUSINESS ARISING FROM THE PREVIOUS MINUTES

- e.1) **Scott – Welcome Kaila!!** Kaila is now the chair of the Lab Safety Committee.
- e.2) Kaila – Introduced herself as the new member and the new Chair of the Lab Safety Committee
- e.3) Scott – Working alone proposal – Call to security to let the security guard on duty that lets security know that they are working alone. At the end of working alone, you check in. If there is a missed call, there is also a procedure. The issue is that it is not very scalable. When there are more people working alone, it does get harder for the security guard. The proposal is to upgrade the current safe app to have working alone functionality so with that additional change, the worker or student can pull up the app and plug in their information in there. You can set a supervisor or security team as the contact point and then the app will trigger reminders. Each manager can also set up their own procedure for checking in.
Shauna: The possibility to secure devices that will allow us to check in when there is no Wi-Fi. Just returned from Ethiopia, my student and I had to buy our own Garmin for communications. Garmin Messengers were the only way to connect but these are a huge expense. In the future if the University rent out these items as they aren't used all year around, only when you are in the field. It is a small pocket device, and you have unlimited SMS, you can track yourself as well.
Scott: What is the cost and the subscription price?
Shauna: \$550 for the device and \$80 for the monthly subscription. There is also a \$40 annual registration fee.

Twylla: It would be helpful at the very beginning to highlight the goals on how this procedure is operating. The goal here is to ensure that our people are safe every day. The working from home, there are some people that do check in with the supervisor regularly so for them, doing the safe app isn't necessary. It should be written in a way that as the Supervisor, they are accountable to ensure that their staff is safe, here is one way they can ensure that they are safe by using the Safe App to check in. Regarding the scope, one area that can be a bit vague is the research staff. They may be engaged in research work, that won't be necessarily categorised as a field trip. It is important that we qualify whether that group is included in the working alone.

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

- See chart below
- 18 new subscribers to the Safe App
- Inspections are being finalized. Scott will send them out via email.
- Investigations:
 - A worker had an Ergonomic issue regarding her thumb. She thought it was due to a lot of mouse work and spreadsheet work she had been doing the last month. In the follow up, she recalled straining her thumb previously so that had put some strain on it as well. Her thumb is full range now and is back to normal.
 - Heavy box fell on workers hip, moving laundry machines. There was a heavy box with a Christmas tree that fell and hit him. We should have nothing within 1 foot of the ceiling. It is a fire hazard
 - A worker strained his back while moving a desk into an office. Scott will need to follow up to finish off this investigation.
 - TV monitor fell off a wall. It wasn't mounted properly. The supervisor will be contacted for non-standard installation.
 - Aaron – asked Dave to write up a new facility policy that when we are hanging anything over 20lbs, it will be with the approval of the supervisor.

f.2) Review of Respect in the Workplace Investigation Statistics- Jennifer No update.

G. Inspection Updates

g.1) Building Inspection Updates – Scott

- Scott will email those out or put them into the Teams folder.

g.2) Lab Inspection Report –Jordan

No new updates.

H. New Business

- ### **h.1)**
- April: It is being advertised being one of the Employee Reps, people are stopping in the hallway and asking questions, such as the mat in the shower room. Is there a process for that? Or how do we bring those forward or do the employees bring that forward?
Scott: The procedure that people can report to committee members, email safety, email Scott directly or Thya. People can also report right through the Safe App as well.
April: There are two showers, one has a protective mat that prevents slipping and one does not have one. Looking to get a mat in the other shower. April to advise the person to put in a TMA.
Scott went over how to fill out a TMA

- h.2) Tina: When travelling to the regionals, is there a different process what faculty members have to go through when they are travelling? Or is there a different process for work safe?
 Scott: Not for work safe, but for insurance. Work Safe will cover you when your working, but when you are outside of BC it will be more difficult to get coverage. If you are travelling abroad, you will have to make special arrangements for insurance coverage, trip cancelation, and health. There is a project under way with Kathy Lewis and Scott and others. We don't have an insurance specialist right now, so it is a slow process. We will have to wait for the final touches to until we do get an insurance specialist.

Scott and Tina to connect next week about sharing information to each other.

I. Round Table Discussion

JOSHC Training next week July 4th, 2024.

MEETING ADJOURNED AT: 11:54 AM

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	4	-	5	-
Near Miss Reports	0	0	0	1
First Aid	3	2	9	10
Medical	0	1	2	2
Time loss	4	1	6	5
Fire Drill	1	-	6	-
Fire Alarm / Evacuation	0	0	1	2
Investigations	0	2	5	3
Other Incidents	1	1	24	9
Inspections	3	-	7	-
Ergonomic assessments	2	-	12	-
New App subscribers / Total	18		2377	

First Aid Incidents:

- Sore elbow, carrying a heavy garbage bin downstairs while elevator was being maintained.
- Low back pain, lifting chairs and twisting back.

Safety Investigations:

- Ergonomic potentially – Right thumb locking.
- Heavy box fell on hip, moving laundry machines.
- Back strain, heavy table.
- Climbing ladder, blacked out, no injuries sustained.

Other OHS reports:

- NSC member twisted ankle playing basketball, went to hospital.

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