

UNBC JOINT HEALTH & SAFETY COMMITTEE

November 28, 2024

****MS Teams** 11:00am to 12:00pm**

Participants:

Scott McMillan, (Employer Rep)- Chair
Marlene Cannon, (Employer Rep) *Alternate*
Adam Hawkins, (Faculty Employee Rep) *Alternate*
Heidi Dodenberg, (Faculty Employee Rep)
Twylla Hamelin, (Employer Rep)
Debbie Roberts, (Employer Rep)
Ron Camp II, (Employer Rep)
Aaron Olsen, (Employer Rep) *Alternate*
Alencia Graham (CUPE Employee Rep 1) *Alternate*
Mike Billups, (CUPE Employee Rep 2)
Kassi Doherty, (CUPE Employee Rep 2) *Alternate*

Committee Resource:

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

Absent:

Tina Fraser (Faculty Employee Rep 1) Co-Chair
Jennifer Dawson, (Employer Rep)
Shauna LaTosky (Faculty Employee Rep 2) *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)
April Tod, (CUPE Employee Rep 1)
Vacant, (Employer Rep) *Alternate*
vacant, (Employer Rep) *Alternate*

Committee Resource:

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



Meeting Co-Chair: Scott

A. Traditional Territory Acknowledgement - Scott

B. Chair Comments – Next meeting will be in person on December 18th at 1:00pm.

C. AGENDA – Approved

D. APPROVAL OF MINUTES – October 2024

d.1) Twylla to approve and Ron to second. All in favour, approved

E. BUSINESS ARISING FROM THE PREVIOUS MINUTES

e.1) **Sub Committees – Scott**

- **Table it for the 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**

- Very busy month but all minor incidents
- Hazard reports
- Quite a few students incidents
- 4 medical incidents
- Series of fire alarms in the housing unit
- 12 incidents that were uncategorized
- 15 new users for the app
- Safe app – we have arranged for it to include the working alone strategy
- Suspected heart attack of a staff member and went to the hospital. There were a lot of friends around and received treatment quickly.
- ****See chart below****

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

- No new incidents to report.
- **Deborah:** What are the boundaries for what we are reporting?
- **Scott:** We have a framework for investigating the respect in the workplace. This could include staff and students. If there was an issue between a student and student, that would be taken care of student success team. If it is staff to student, that would be HR. Depending on who the accused bully is, we would have HR or student success involved.
- **Deborah:** Currently working on one, which is faculty, but that has not been included in Jennifer's report. Scott to check in with Jennifer regarding this one.
- There would be a clear understanding between staff and faculty. There are a lot of documents at UNBC that are referring to staff and faculty.

- Would this be in the JOHSC committee terms of reference?
-

G. Inspection Updates

g.1) Building Inspection Updates – Thya

g.2) Lab Inspection Report –Scott

- No chemical or biological incidents
- Labs are more than 80% complete, closer to 90% now. Way to go Jordan!!
- The BSC have been repaired and certified and ready for use.
- Mercury thermometers have all been replaced with alcohol-based thermometers
- Discussion about students and graduate students working off site and how we can work with them to develop a procedure and are those people covered by WorkSafeBC.

H. New Business

h.1) Theft on Campus - Thya

- Please lock your doors when you are leaving your office, even if you are leaving for a quick bathroom break
- Scott showed the committee a picture of the thief that was on campus. Picture was taken from the Citizen newspaper
- Call security if you see him on campus or any other suspicious activity.
- **Thya:** Can we ban people if we see them on campus again after a theft?
- **Scott:** There is a banning process, but it does need to be looked at and updated. Security has a process; the library has a process and NSC has a process, and they are all slightly different. We need to unify the process across the campus.

h.2) Sub Committee – Mental Health Awareness

- Will this go ahead and happen?
- **Scott:** I think it will happen, but we will confirm this next month. Would like to get some information on the Safe app regarding Mental Health.
- **Scott:** The sub committees do need some work done
- A smaller number of sub committees would be nicer to have.
- Mental Health, Outreach and Education would be three very powerful sub committees
- **Twylla:** The sub committees flow from our annual goals. The sub committees struggled before because of a few things. There was a lot of overlap with other units, such as HR and other committees that existed. It would be useful if the work was guided by things that we actually do have authority over or formal connections were made with the group. The second thing that we struggled with was resources. Any idea that we might generate will cost something, whether its time, money or technology. It was difficult to move forward with anything.
- **Scott:** That is the challenge with the committee as we do not have an assigned budget. Currently any monies that we do spend, come out of the OHS budget.
- **Mike:** What we are doing very well as a committee, thanks to Scott and Thya, is identifying physical problems with our worksites and finding solutions and getting the right people involved. The JOHSC committee does not pay for TMA's to get done. If the sub committee or the committee finds something that could be better that involves another department, it shouldn't be costly.
- **Scott:** There are a lot of pieces that we could improve on that do not take a lot of money but take time and decisions to make those decisions.
- **Scott:** We need to make an OHS poster and an Emergency Management Poster. We could use some input on that process too.

h.3) Annual Report

- The annual report process has been changed, but Scott and Tina did complete the annual report.
- **Scott shared the report with the committee. It is saved in Teams**
- Accessed whether the committees meet the legislative requirements, and we do!
- Support from the committee, there is support

- WorkSafe is looking if members attend, do they get paid to attend, do they get paid time off to prepare for meeting.
- Training and Education – there are a few members that need to do their training still.
- Overall, we are quite affective. The attendance is great, and the minutes are well done.
- No refusal of unsafe work this year.
- Considering trying in person meeting to enhance engagement.
- New part of the evaluation, they are thinking about focused areas. Communications or Workplace inspections or Investigations. Three potential focused areas. The committee is being asked to choose one of those focal areas. Communications is the most logical focal point for 2025. As a committee we do communicate well.
- Involving more committee members in the inspection process. That could be talked about next month.
- Preliminary investigations could be improved. They are supposed to be completed within two days. To do this, we need more support.
- Mike: The turnover that we have, there are a lot of staff and faculty that are being thrust into management and supervisor positions that don't have the basics when it comes to WorkSafe and reporting unsafe work. Scott to investigate this. – Supervisor training
- Mike: Is this something that should come out of HR budget?
- Scott: It will be easier to implement if Scott does it himself.
- Scott: The way to tackle it is to set aside for 2 hrs a month for himself or Thya to provide the training.

I. Round Table Discussion

MEETING ADJOURNED AT: 11:55AM

	<u>Nov 2024</u>	<u>Nov 2023</u>	<u>Year to date 2024</u>	<u>YTD Last Year 2023</u>
Hazard Reports	2	-	13	-
Near Miss Reports	0	0	1	1
First Aid	1	0	15	13
Medical	1	0	4	3
Time loss	0	2	6	9
Fire Drill	0	0	23	18
Fire Alarm / Evacuation	1	0	5	3
Investigations	1	0	6	4
Other Incidents	12	1	55	19
Inspections	2	-	21	-
Ergonomic assessments	11		41	-
New App subscribers / Total	16		2559	

Employee First Aid Incidents:

- Tripped on floor light on student street, hurt knee, wrist, and cheek wrenched side of body.

Employee Medical incidents:

- Suspected heart attack.

Safety Investigations:

- GIS Lab theft investigation.

Evacuation Events:

- One incident of smoke alarm in Housing, burnt food.

Other Incidents:

- Student medical – Dislocated right knee.
- Student medical – Suffered abdominal pains.
- Student medical – Did not take medication, temporary paralysis of legs.
- Student medical – intoxication.
- Student – Fell down the stairs and rolled her left ankle
- Student – 7 mm wound beneath the "R" middle finger, tried to peel off calluses
- Student – Deep burns to right thumb from hot spoon
- Student – left ankle hyperextended after kicking a ball
- Student – Soccer players tripped on each other; one bumped her head
- Vehicle – Damage to parked car during snow removal
- Contractor – Minor burns in kitchen, contact with hot soup
- Hazard – Purse theft from office in Building 3

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