

UNBC JOINT HEALTH & SAFETY COMMITTEE

October 24, 2024

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

Participants:

Scott McMillan, (Employer Rep)- Chair
Marlene Cannon, (Employer Rep) *Alternate*
Jennifer Dawson, (Employer Rep)
Tina Fraser (Faculty Employee Rep 1) Co-Chair
Adam Hawkins, (Faculty Employee Rep) *Alternate*
Twylla Hamelin, (Employer Rep)
Debbie Roberts, (Employer Rep)
David Claus, (Employer Rep)
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)
Jordan Wilbey, Chemical, Radiation & Bio Safety Officer

Absent:

Vacant, (Employer Rep) *Alternate*
vacant, (Employer Rep) *Alternate*
Shauna LaTosky (Faculty Employee Rep 2)
Heidi Dodenberg, (Faculty Employee Rep)
Alternate 2)
Guowei Li, (CUPE 2278 Employee Rep 2)
Ron Camp II, (Employer Rep)
Vacant, (CUPE 2278 Employee Rep 1) *Alternate*
Vacant, (CUPE 2278 Employee Rep 2) *Alternate*
Christiana Onabola, (CUPE 2278 Employee Rep 1)
Aaron Olsen, (Employer Rep) *Alternate*
April Tod, (CUPE Employee Rep 1)

Committee Resource:

Kaila Fadock, (Positional Resource)



Meeting Co-Chair: Scott

A. Traditional Territory Acknowledgement - Scott

B. Chair Comments – Welcome new member, Adam!

C. AGENDA – Add sub committee topic. All in favour, approved.

D. APPROVAL OF MINUTES – September 2024

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

E. BUSINESS ARISING FROM THE PREVIOUS MINUTES

e.1) **Working alone strategy – Scott**

- We have consent to move forward. Just need to finish off the PIA and then we will enable the working alone of the safe app. The safe app is a free app that is available to students and staff. This year, we have expanded it to have incidents to be reported on the app. Teams that work alone, can use the safe app as a check in point. The higher risk individuals could use the app and the low risk, individuals working from home, could use Teams.

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**

- 4 hazard reports this month
- 1 first aid
- Quite a few fire drills
- 1 new fire alarm evacuation events.
- 1 investigation for the fire
- 10 other incidents
- 12 new applications
- ****See chart below****

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

- One new Respect in the Workplace and one new under the Harassment Discrimination policy that are both underway.

G. Inspection Updates

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

- The Keyoh residence was inspected and looked great. No major issues for them, there are some items that they had stored at the top of the shelving. Wheelchair signage should be changed and replace a window that has a big crack in it.
- Thya shared her screen to go over the report and pictures. (in the team's folder)
- Overall, everything was organized nicely and great inspection.
- Scott: Inspection at the QRRC was done also, the notes aren't quite ready yet. That will be on the way.

g.2) **Lab Inspection Report –Scott**

- They talked this month about the fire last month in the biosafety cabinet. There was still the notion that it was okay to have live flames in the biosafety cabinet and that changed about 15 years ago.
- Lab inspections are being done and are about 27% completed. Jordan and Mike Bell are trying to get to 100% completed by the end of the year
- Finding it difficult to update and repair the Biosafety cabinet as the certified person has left town, so we are having to bring people up from Vancouver and other places.
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H. New Business

h.1) **Sub Committee: Mike**

- The idea for the 6th committee is mental health awareness. There is a mental health awareness month which is May, and so far, nothing has been planned for that month yet. There are a bunch of ideas being thrown around, but if anyone would like to help, they are more than welcome to help Mike out. Possibly adding another feature to the safety app to connect.
- Scott: There are some committees that could be dissolved such as, the accessibility committee as there is a subcommittee elsewhere outside of the JOHSC committee. Also, the outreach committees could be dissolved or combined.
- Deb: At the beginning of each year, we are supposed to be adding people to these subcommittees. We do need to revisit the subcommittees as nothing has happened with them in a while.
- Scott: These subcommittees go back pre covid, so the structure has been changed since then. Merge Re-Orientation, Education JOHSC Outreach and Community Outreach into one. Bully and Harassment. Scratch Accessibility and then have Mental Health.
- Twylla: The original creation of these committees came from a review of the JOHSC annual report and a deep dive of the report that year. Then these committees were formed. There was a lot of confusion around the first 3 committees (Community Outreach, JOHSC Outreach and Re-Orientation & Education).
- Scott: The annual report is on the table to be completed this month or early next month. Table for next months decision.
- **Proposal** is to have one committee for Re-Orientation Education and JOHSC Outreach/Community Outreach. Keep the Bullying and Harassment, get rid of the Accessibility and add Mental Health.
- Thya: Do the departments do an individual roles and responsibilities refreshers annually?
- Scott: Probably not, but they do train their new employees annually. An annual or every second-year re-orientation would be a good idea.
- Deb: The faculty participates in doing safety training for TA's and new people specific for what they are being trained for. There is no access to know that the new employees have completed the training. Except the immediate reports, chairs are asked to send screenshots.
- Jordan: From a chemical safety standpoint, when new faculty arrive on campus and new TA's are hired, there is no process that anyone gets notified so Jordan isn't aware of who needs training. He will reach out to HR to see if something could be worked out because there is no notification process in place.
- Deb: The new employee safety training is tied to a key request. So if a student requests a key to get into the lab, that should be a trigger to the Chair to ask for the safety training documentation before giving their key. Some people won't issue keys so the lab doors are

left open, so keys aren't needed and then there is no way to know who needs the training or has the training.

h.2) TrackTic

- Coming online and there are little white buttons around the university and if you do see these buttons, please do not pull them off. It is apart of the tracking system to ensure that the doors are secure at night and that the buildings are checked on a regular basis. Security is already doing this, it is just a way to capture the current process and to make sure all the doors are being checked.
- It also helps with keeping track of sever room temperatures and track the fridge temperatures.

h.3) First Aid

- It was necessary to have 1 first aid attendant, level 2 attendant, and on November 1st, they are requiring to have three level 2 first aid attendants on site during the weekdays, Monday to Friday.
- It is a challenge to have 3 first aid officers from security on site every day, Monday to Friday all day.
- Looking for different solutions, might need to have back up people trained at the NSC. The level 1 people at NSC to be trained to level 2.
- More people need to be trained to level 2.
- Deb: Does this apply to WHIRL? Will they need 3 as well?
- Scott: Whirl has 8 people on shift, they are very close to the hospital and low risk. Only 1 level 1 OFA person for a small crew.
- Twylla: What the hospital site? There are more than 8 people working there.
- Scott: Will have to check with Northern Health. Typically, contractors would be covered by their main sites first aid. The security guards on site would be the First Aid service for our staff. Unless Northern Health can not provide that service, then we would be looking into that.
- Deb: We need to have other people trained as well so it isn't all on the Security team.
- Scott: We need to get Security some help so we aren't 100% relying on them for First Aid. First Aid will always be done by Security and the guards will be the primary first aid.
- Alencia: What about Facilities Leads?
- Scott: Facilities, NSC's and Facilities reception staff or lead staff. It is not part of their jobs so PDQ's would have to be changed for Facilities.
- Mike: The first aid training is a big part of it, but the documentation must be there or else it is worthless from a liability standpoint. Anything that happens outside of Security, it should be filtered to one area to ensure everything is tracked properly.
- Scott: Some structural changes would need to happen as well. Only the Security guards have access to the First Aid rooms now too.
- Scott to send out the Assessment forms for further comments. One for the hospital will be created as well.

I. Round Table Discussion

MEETING ADJOURNED AT: 12:03PM

	<u>Oct 2024</u>	<u>Oct 2023</u>	<u>Year to date 2024</u>	<u>YTD Last Year 2023</u>
Hazard Reports	4	-	9	-
Near Miss Reports	0	0	1	1
First Aid	1	1	13	13
Medical	0	1	3	3
Time loss	0	2	6	7
Fire Drill	15	11	23	18
Fire Alarm / Evacuation	1	0	4	3
Investigations	1	0	6	4
Other Incidents	10	2	44	18

Inspections	0	-	17	-
Ergonomic assessments	5		30	-
New App subscribers / Total	12		2543	

First Aid Incidents:

- Cut left thumb on plastic tube while using exacto-knife.

Safety Investigations:

- After-hours kitchen elements

Evacuation Events:

- Smoke alarm triggered by kitchen smoke in Housing, Fire Department dispatched.

Other OHS reports:

- Student twisted their ankle at NSC.
- Needle poke while on practicum placement, clean needle.
- Public dislocated knee on trampoline.
- Two hit and runs in parking lots.
- Two suspected kitchen dangers, after investigation both were pilot lights.
- Suspected theft / misplacement of two crossbars from storage in building 6.
- Five mental health incidents involving students.

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