

UNBC JOINT HEALTH & SAFETY COMMITTEE

Sept 26, 2024

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

Participants:

Scott McMillan, (Employer Rep)- Chair
Tina Fraser (Faculty Employee Rep 1) Co-Chair
Shauna LaTosky (Faculty Employee Rep 2)
Ron Camp II, (Employer Rep)
Debbie Roberts, (Employer Rep)
Aaron Olsen, (Employer Rep) *Alternate*
Mike Billups, (CUPE Employee Rep 2)
Kassi Doherty, (CUPE Employee Rep 2) *Alternate*
April Tod, (CUPE Employee Rep 1)

Committee Resource:

Thya Warren – (OHS Safety Officer)
Harpreet Johnson – (Recording Secretary)
Jordan Wilbey, Chemical, Radiation & Bio Safety Officer

Absent:

Marlene Cannon, (Employer Rep) *Alternate*
Twylla Hamelin, (Employer Rep)
Jennifer Dawson, (Employer Rep)
Alencia Graham (CUPE Employee Rep 1) *Alternate*
Vacant, (Employer Rep) *Alternate*
vacant, (Employer Rep) *Alternate*
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:

Kaila Fadock, (Positional Resource)



Meeting Co-Chair: Tina

A. Traditional Territory Acknowledgement - Scott

B. Chair Comments – Fire drills were done in the past couple of weeks. There were two actual fires as well.

C. AGENDA – All in favour, approved.

D. APPROVAL OF MINUTES August 2024

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

E. BUSINESS ARISING FROM THE PREVIOUS MINUTES

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

- Created a business case and that has been sent to the Director. She has approved the business case pending the price. Waiting on the vendor to confirm that we will still pay the agreed price and then we can go ahead with the Working Alone strategy in the app.

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

- **August** – There was student that slipped on water in the hallway in Terrace.
- Cut to left palm
- Worker walking up the stairs and tweaked his knee.
- Theft of gasoline at EFL while parked at night
- Elbow cut by sheet metal, public injury
- Cleaning product splashed in eye, minor irritation
- 40 new app subscribers in August
- **September** – 82 new app subscribers
- *See chart below*

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

- Not available for meeting.
- 1 incident of a respect in the workplace report and they are investigating that. Process is being followed

G. Inspection Updates

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

- The average fire drill evacuation time was 5.6 minutes for all the buildings. Thank you to everyone for evacuating the building so promptly!
- Keyoh inspection was done, and everything was excellent.

- NSC inspection was done, and we are still working on finalizing the report but everything went great. There were a few minor issues. There was no signage for refuge areas. Refuge is an area for persons with mobility issues and they would stay for rescue. The top floor where the track is, the landing, that is where the refuge area will be. Signage will be going up there.
- There are some other buildings also need signage for refuge points, those will be posted as well.
- New regulations for First Aid coming out November 1st. The AED need to be on the ERP maps. There is one in the NSC, one with Security and one on the 4th floor.
- The new Naloxone kits placed throughout the buildings.
- Fire department came in for an inspection and they noted combustibles on lab door windows such as cardboard are not to be placed on windows.
- **Aaron:** That implies for every door window on campus. If you have windows in your area that are blocked by posters or construction paper, it violates fire code because you are not allowed to have combustible materials in the path of an exit. You can have it on the wall next to the door, but it should be on a bulletin board.
- **Jordan:** While doing a lab inspection, he brought this to the fire departments attention. If a lab requires there to be a window covering on their door, will they have to have blinds installed on it?
- **Aaron:** Yes, blinds are fine but anything paper like, is not.
- Two additional buildings that were inspected: Maintenance building – it was amazing. Great job to Maintenance and Facilities! It was very organized and cleaned.
- The Energy Plant was done as well and went great.
- We are at 17 inspections as of now.
- **Deborah:** The fire code regarding flammable materials, in engineering we hung up some hangers for posters and facilities helped hang these, are we violating anything if we fill up the hangers with posters?
- **Aaron:** Yes.
- **Deborah:** Could there be guidance to the Chair of Engineering of how many we can use at a time and still follow the fire code?
- **Aaron:** That can be done.
- **Mike:** The other purpose of the windows is to prevent incidents or acquisition of improper conduct. It is a way to protect yourself to have everything open.
- **Scott:** That is a method to prevent violence. If people can see into the space from outside the space, it does go a long way to prevent violence. That is something that we will have to look at too with window coverings.
- **Deborah:** Looking at the forms, is there a spot for confirming and documentation of the training? Usually, you should have something in your lab documenting what training was given and document this. Can it be added onto the forms? It is important not to only train the students, but to document it as well.
- **Scott:** That may be a training assessment that each lab would have to do. It will go further than adding that to the report.
- **Deborah:** Having handbooks in the lab as well.
- **Thya:** All the individual lab rooms, are pre-ordained that they can only do certain things within those lab rooms? Are there restrictions on certain rooms that you can only do specific things? On the doors of those rooms, you could have signage indicating what type of training is required to enter the room.
- **Scott:** Each lab does have a process. There are limits of what type of experiments that are done in each lab.
- **Scott:** QRRC inspection was done with Jordan.

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

- Nothing to report. – Kaila was not at the meeting
- Lab inspections are about 20% done.
- Shout out to Jordan who has been working on the fume hood certifications and developed a great process to properly certify fume hoods.
- **Thya:** Do we know if Mike has sent out any memos on no open flames in BSCs?
- **Jordan:** He is off campus this week and will reach out to him in the upcoming weeks regarding this issue.

- **Jordan:** posted the regulations about flames in BSCs for those that are curious.

H. New Business

- h.1) **Mike:** Speaking with some co-workers and they brought up that the JOHSC Minutes are usually posted somewhere in the University, and they would like to see those being updated again.
Scott: They do get posted on the bulletin board by the cafeteria. They will be printed and updated this afternoon.

I. Round Table Discussion

MEETING ADJOURNED AT: 11:45AM

	<u>Sept 2024</u>	<u>Sept 2023</u>	<u>Year to date 2024</u>	<u>YTD Last Year 2023</u>
Hazard Reports	0	-	5	-
Near Miss Reports	1	0	1	1
First Aid	1	1	12	12
Medical	0	1	3	3
Time loss	0	0	6	5
Fire Drill	15	3	23	6
Fire Alarm / Evacuation	2	0	3	3
Investigations	0	0	5	4
Other Incidents	6	1	34	16
Inspections	0	-	17	-
Ergonomic assessments	5		34	-
New App subscribers / Total	82		2531	

First Aid Incidents:

- Cut forearm on metal cable tray.

Safety Investigations:

- None

Evacuation Events:

- Ethanol spilled in Lab 4 while sterilizing instruments, started a fire. Building evacuation, minor fire damage.
- Unexpected smoke in the cafeteria kitchen triggered smoke detectors. Building evacuation.

Other OHS reports:

- Verbal report of harassment, reporter did not want to make official statement.
- A student poked by sterile needle while practicing.
- Two students were stung by wasps on a trail by Shane Lake.
- A contractor cut their thumb nail while chopping lettuce.
- Near miss – Contractor’s cables and ladder were blocking staff access.
- Student burnt right palm on a hot pan.

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