UNBC

JOINT HEALTH & SAFETY COMMITTEE

April 25, 2019
1:00pm to 2:00pm
Charles J McCaffray Hall – Senate Chambers

Participants:
Sarah Elliott, (Employer Rep)- Co-Chair
Erik Jensen , (Employer Rep)
Kerry Roberts, (Employer Rep)
Twylla Hamelin, (Employer Rep)
David Claus, (Employer Rep)
Chris Jackson (Faculty Employee Rep) *Alternate*
Maik Gehloff, (Faculty Positional) *Alternate*
Annie Booth, (Faculty Employee Rep 2)
Helen Lapp, (CUPE Employee Rep 1)- Co-Chair
Liz Dunn, (CUPE Employee Rep 2)
Natalie de Bruyn, (CUPE positional)
Conan Ma, Chemical Safety Officer (Resource)
Jennifer Skaar – (Recording Secretary)
Bethany Haffner, (CUPE Employee Rep 3) *Alternate*

Absent:
Barb Daigle**,** (Employer Rep) *Alternate*
Shannon Wagner, (Employer Rep)
Mark Dale (Employer Rep) *Alternate*
Aaron Olsen, (Employer Rep) *Alternate*
Christa Florell, (Faculty Employee Rep 1)
Chelsea Pelletier, (Faculty Positional)
Sean Kinsley**,** (Employer Rep) *Alternate*
Trevor Smith, (Employer Rep) *Alternate*
Alina Constantin, (Faculty Employee Rep) *Alternate*
Deb Schweder, (CUPE Employee Rep 1) *Alternate*
Lydia Troc– Health & Safety Manager, (Resource)
Vacant, (CUPE Employee Rep 2) *Alternate*

Meeting Co-Chair: Helen Lapp

A. AGENDA

a.1) New Business Day of Mourning event - Bethany
a.2) No changes or additions to the agenda – all approved

B. 18-022 November 2019 Power Outage Debrief -Guest Speaker, Lisa Haslett

-Helen introduced Lisa Haslett

Background:
Power outage occurred on November 15, 2018. No power to the Prince George campus from 3:30am to 4:00pm which resulted in cancelled classes and irregular business operations. This did not affect the NSC but did impact every other building on campus.

Debrief team was assembled which included: Amelia Kaiser, Matt Wood, Kathy Lewis (in place of Erik Jensen), Sarah Elliott, Kerry Roberts, David Claus, Shannon Wagner, Greg Condon, Bert Annear, Dave Kubert, Erin MacDonald, Joanne Nolin (recording secretary), and Lisa Haslett (facilitator).

Purpose of the debrief:
Compile information based on experiences during the outage. People were provided the opportunity to canvas their respective areas prior to the debrief meetings to provide feedback. To develop lessons learned to contribute to and improve future response.

Recommendations:
Number of operational level recommendations emerged from the comments that led to discussion in some key areas: Communication; Facility; Health & Safety; Human Resources; Technology; Post event; etc. Recognized that there were specific recommendations that emerged from this type of incident to feed into an overall roadmap.

Major recommendation was development of a roadmap to an emergency operations central plan, procedure development, and training. Needed to consider a number of different resources and units within the University. EOC Training, Communications Planning, Physical Space for Emergency Operations Centre, One time funding with an ongoing operations budget, Emergency & Operating procedures based on business continuity planning, HR considerations, insurance and WorkSafe BC considerations.

This recommendation along with a list of operational recommendations and raw data were provided to senior administration. Lisa reviewed the list of operational recommendations that were submitted and acknowledged that some of them have been acted on already, some will need to be integrated into broader planning – all are at various status levels.

Next Steps: Using the major recommendation that was identified as the Roadmap to Emergency Operations Central Plan we would want to see the following:

*Budget allocation for that planning
*Develop a roadmap & procedures
*Implement training
*Establish and refine business continuity plans. (Some departments already have a continuity plan but these are not integrated plans, and not every department has one.)

Questions/ Comments:

- Have there been any debriefs with either of the Unions and heard experiences from their members? There was confusion with direction on whether staff were to stay or if they were permitted to leave. Some Faculty understood classes had to be cancelled where others thought classes could continue. Would be beneficial to engage with the Union Representatives. Communications were not consistent. *Lisa indicated that there was a lot of discussion around communication which was the biggest issue and they recognize the need for the Unions involvement as they move forward with the planning phase.*

- Is someone now able to email all students? *Sarah confirmed that the proposal for this has been sent up to the PILT for approval.*

- How will communication be delivered to staff who do not have electronic devices such as cell phones? Has there been talk about setting non-electronic communications in key areas? *Lisa noted that the future planning was not addressed at the debrief but that non-electronic communication will be part of the planning process for a variety of emergency situations moving forward.*

- Can the debrief document be made public for people to review, see where the planning is going, and offer input? *Lisa noted that a rigorous communications campaign would happen going into the planning phase.*

- Students are notorious for not looking at their UNBC email account. How can the message get to students – what is the back-up plan? *Lisa and Sarah noted that banner holds both a preferred and secondary email account information option that students select themselves. The information on banner would be used for sending emails. Lisa also indicated that messages were sent out on social media as well as the safety app.*

  -Further Comment that allowing them to set a preferred email in banner contradicts the mandate that students use their UNBC email account for all class related correspondence. This would be inconsistent and should warrant further discussion.

- Was there an emergency plan created a long time ago? *Sarah confirmed, yes in early 2000 to address pandemic planning. New integrated emergency and business continuity planning will begin.*

- How will satellite campuses be brought into this plan? *An overarching plan to incorporate our satellite campuses will be brought into the planning.*

Helen thanked Lisa for attending.

C. APPROVAL OF MINUTES – March 28, 2019

c.1) No other changes to the minutes –Erik & Liz motioned to accept. All in favour & approved.

D. BUSINESS ARISING FROM THE PREVIOUS MINUTES

19-009) Committee Project Considerations for 2019 – Annie

-Summary was emailed earlier for committee members to review. Annie presented a condensed list of the top 12 items identified and asked committee members to select their top 5 concerns in order of priority. The lists were gathered and Annie compiled to form a list in order of priority for further discussion.

Top 5 from the poll were:

1) Community Outreach / Culture Change Health promotion on Campus

Discussion:

-Activity Contests that encourage people to take their lunch break and get out there and be active. It would be a small thing that could be done in a proactive way to encourage activity and wellness.

-For these types of campaigns to work you generally need a champion who can get the word out, track it, and set up stations etc. to cheer people on. Not sure who would be an obvious champion for this committee.

-Suggestion that Shelley McKenzie could be approached to champion with support from this committee? Counter suggestion that as this is coming from the safety committee that perhaps Lydia as the safety manager could champion and work with Shelley.

-Host safety talks.

-See this as tied into a much broader issue that is beyond the safety and health and extends into workloads etc. It is a mind-set and attitude change on campus that will change the culture but how do we get there?

-Supporting walks around campus take place in the summer when most Faculty are not on campus. Winter semester is when the higher stress factors are taking place for Faculty. This would require more investigation before developing plans. Need to think of this in terms of our population and health & wellness issues they are confronting and what could be reasonably presented as options that are tailored to address. Recommend a sub-committee be formed to do some investigation and form some recommendations.

-Perhaps this is where the safety survey outcomes would be useful but not sure where we are at with it. *Sarah indicated that only 3 people signed up to participate on the safety survey sub-committee so due to numerous other surveys at this time this project will be tabled for review next year.*

Sarah suggested that out of the process, the committee select 3 of the projects and then form 3 sub-committees that can work on them rather than taking them on as one big project. An email will be sent out to all the absent committee members with the list of top 5 selections with a request to choose the top 3 so the top 3 can be selected

Annie further suggested that when the top 3 are selected, the next 3 meetings would be group discussions to generate ideas and then take on the task of setting up sub-committees which could extend to include participants outside of this committee.

2) Joint Health & Safety Committee needs a greater outreach within the UNBC Community.

3) Field Safety documentation and forms.

-Sarah indicated that the Field Safety Committee is being brought under the Safety Office and the members of that committee come with a lot of experience and history that can assist along with the research office to get this addressed. Sarah would like to champion this project.

4) On-boarding new employees.

-Clarification form the member that brought this suggestion forward - was not so much on-boarding of new employees but rather existing employees who have been here a long time and do not recognize their roles as supervisors or responsibilities in situations. This could be identified as re-orientation or ongoing education.

5) TIED: Bullying & Harassment and Safety survey for Employees
Stoplight on Tyner – could reach out to the City of PG.

*Annie will send the top rankings to Jen and Jen to email a list to all committee members to discuss.

*David had a comment on snow clearing which is on the list. Facilities is drafting a comprehensive plan which outlines how they go about prioritizing and where they clear snow. It will be completed by September and could be presented to the committee sometime after June. Asked Jennifer to add as an agenda item in July.

*Chris also wanted to discuss air quality issues resulting from the post-winter clean up to remove sand. Could the snow removal discussion include the clean-up process as well?

*Helen asked if a discussion can occur about placement of railings on sidewalks before the winter? Sarah suggested that if we want it to come up as a new business item, she would recommend using the submission form. Sarah does not know how Facilities is going to complete all the projects they already have on their list for this year. Helen feels that if it at least gets approved and on the list it will eventually work its way up the list.

E. Incident Report Summaries – Sarah

Review of the WorkSafe and other classified incident reports for First Aid Incidents, Safety Investigations, and Other reports emailed to Committee Members.
- Sarah indicated that there were NO safety investigations! No questions or concerns.

F. Inspection Updates

1) **Building Inspections – Sarah**

- Lydia is away, no concerns that Sarah is aware of however she believes Lydia is still looking for employer reps for some inspections.

2) **Lab Inspection Report –Conan**

-Conan indicated lab inspections are on schedule and no concerns to report.

G. New Business

1) Day of Mourning Event April 26 – Bethany

-Bethany suggested the event to the CUPE Representatives who were in agreement to sponsor the event taking place tomorrow in the Winter Garden between 12:15pm and 12:45pm. It will be a short event to honour the 131 workers killed on the job in BC for 2018. IVP Barb Daigle will be attending as well as some other staff speakers. Informational materials and Light refreshments will be provided. Please attend and support the event.

MEETING ADJOURNED AT 2:00pm

ACTION ITEMS

Item #	Description	Who	Action
1) 19-002	Terms of Reference Review	All Members	Review - October 2019
2) 19-008	Snow Removal	David	July 2019.
3) 19-009	Committee project considerations for 2019	Annie	May 2019 – Discussion on top 3 recommended items
4) 19-013	Pedestrian Walkway –Parking Lot B	Sarah	Follow up May 2019
5) 19-014	Committee Effectiveness Evaluation 2019	Sarah & Helen	May 2019