

UNBC JOINT HEALTH & SAFETY COMMITTEE

April 29, 2021

****Zoom Meeting****

3:00pm to 4:00pm

Participants:

Sarah Elliott, (Employer Rep)- Co-Chair
Debbie Roberts, (Employer Rep)
David Claus, (Employer Rep)
Twylla Hamelin, (Employer Rep)
Christa Florell, (Faculty Employee Rep 1)
Lianne Tripp (Faculty Employee Rep) *Alternate 2*
Malgorzata (Mal) Kaminska, (Faculty Employee Rep)-Co-Chair
Saphida Migabo, (Faculty Employee Rep) *Alternate*
Shannon MacKay, (CUPE Employee Rep 1)
Aneta Douglass, (CUPE Employee Rep 1) *Alternate*
Joyce Henley, (CUPE Employee Rep 2)
Beth Gentleman, (CUPE Employee Rep 2) *Alternate*
Ashley Rowland, (CUPE 2278 Employee Rep 1)
Narayan Koirola, (CUPE 2278 Employee Rep 2)

Absent:

Ron Camp II, (Employer Rep)
Vacant, (Employer Rep) *Alternate*
Vacant (Employer Rep) *Alternate*
Aaron Olsen, (Employer Rep) *Alternate*
Arleta Lucarelli, (Employer Rep)
Sean Kinsley, (Employer Rep) *Alternate*
Trevor Smith, (Employer Rep) *Alternate*
Vacant, (CUPE 2278 Employee Rep 1) *Alternate*
Vacant, (CUPE 2278 Employee Rep 2) *Alternate*
Tammy Klassen-Ross, (Positional Resource)

Committee Resource:

Lydia Troc- Health & Safety Manager, (Resource)
Conan Ma, Chemical Safety Officer (Resource)
Natalie de Bruyn, (Positional Resource)
Jennifer Skaar - (Recording Secretary)

Meeting Co-Chair: Mal Kaminska

A. Chair Comments: Round table introductions.

B. AGENDA

- b.1) Request to add the Traditional Territory Acknowledgement to meetings going forward. All in agreement.
-Acknowledgement read by Shannon MacKay.
- b.2) No changes or additions to the agenda. Approved

C. APPROVAL OF MINUTES – March 31, 2021

- c.1) No changes or corrections. Motion to approve Sarah & Joyce- All in favour

D. BUSINESS ARISING FROM THE PREVIOUS MINUTES

- d.1) **COVID-19 safety updates – Sarah**
- Update was sent out by Dr. Payne yesterday. We are expecting the go forward guidelines from the Ministry to come out tomorrow which will be the basis on how we prepare to return to more face to face classes in September 2021. Two significant changes were brought in by the Ministry, firstly the requirement that all students and people in the learning classrooms must now wear masks even though 2 meter distancing is still being maintained. Secondly travel restrictions have now been put in place between three health authority based regions within BC. As per the notice from Geoff, travel for the purpose of UNBC business is exempt so the safety office are issuing affidavit travel authorization letters to any students, faculty and staff who may be concerned about being stopped by the authorities.
- d.2) **Worksafe BC Inspection Orders update – Sarah**
-The response for the two orders received last month were sent back to WorkSafe and we received confirmation that they have been fulfilled. We met the criteria, there is nothing outstanding and the orders are closed.

E. Incident Report Summaries

- e.1) **Review of the Worksafe and other classified incident reports for First Aid Incidents; Safety Investigations; & Other Reports sent to members for review. – Sarah**
-Sarah asked if anyone had questions regarding the report.
Question: Was the incident involving anxiety triggered by something at work or was it unrelated? Confirmed it was a work related incident that triggered the anxiety however several things have been put in place to address the issues.
Question: The incident involving the contractor on the renovation project in the basement, could Sarah elaborate on the incident? David noted that this was a near miss for excavation in the basement. UNBC cannot complete their investigation until the primary contractor submits their incident report. Follow up will be to review the contractor's report and ensure that measures can be put in place to help mitigate the risk.
Question: Is there a plan in place for the next time a skidoo is started inside the maintenance building that triggered the fire alarm? David is looking into further to ensure there is an SOP in place and determine why it triggered the alarm.

- e.2) **Review of Respect in the Workplace Investigation Statistics – Sarah for Arleta**
-Arleta is away and she did not forward an update prior to the meeting. Sarah is only aware of the 2 ongoing investigations and does not believe there have been any new investigations brought forward. Arleta can provide any updates at next month's meeting.

F. Inspection Updates

- f.1) **Building Inspections –Lydia**
-Lydia indicated that inspections are proceeding and the list is updated on the Microsoft Teams site. There are a few vacancies Lydia is looking to fill. Lydia has also uploaded an informational document which outlines what to expect when participating in a building inspection.
- f.2) **Lab Inspection Report –Tammy**
-Tammy was unable to attend today's meeting – Lydia noted that lab inspections are up to date and on track.

G. New Business

- g.1) **Employee Safety Checklist - Lydia**
-Lydia advised there is a new updated safety checklist on the Safety web page. This replaces the old form that had broken links etc. It is intended to provide added safety training that falls outside the modules currently provided by HR. Lydia went through the form through screen share for the committee.
Question: Whose responsibility is it to send this out to new employees, is it the supervisor or HR? Lydia indicated that HR does send out a welcome package and a link to that document is part of the content.
Question: Has information about the new form been sent out to Supervisors informing them of the process? Sarah advised that the document is being reviewed with the exempt employee group at the next meeting.

Sarah added that the form is merely updated, there has been no change in process. An email comes out to a new employee and their Supervisor from HR which links in to the HR web page. The HR web page provides access to a 'New Employee Checklist' which includes a link to Safety as well as the HR training modules. There is also a 'Checklist for Supervisors of New Employees' document for Supervisors to follow to orientate their new employee. Sarah agreed with comments from Committee Members that this process is not consistent and the entire on-boarding and orientation for employees is being reviewed by HR.

Question: TA's do not get any of this information or on-boarding, should their union be taking this inquiry direct to HR? Sarah agreed that this is something that should be brought forward to HR. When the on-boarding training modules were introduced, there were issues with the way employees were registered in Banner that did not allow the software to capture all employees. There were a lot of employees that were missed and Sarah understood that this had been corrected but she is not sure so will check with HR.

Question: Lydia you mentioned that HR emails new employees and their Supervisors with this information however as a newer employee I did not receive anything. Lydia noted that correspondence from HR is not consistent.

Comment: The process in HR seems to be a hit and miss and the information provided should clearly indicate the training is mandatory and not optional.

Comment: Personal contact is more effective than referring people to a web page.

Question: Are there consequences if an employee does not complete the HR training modules? No but Sarah added that this training is offered through a third party module and as Supervisors we need to reach out to HR with a list of our employees to ensure everyone has completed all of the modules. It is incumbent on the Supervisor to then follow up with their employees who have not completed the required training. It comes down to training our Supervisors.

Comment: Kudos to Sarah, Lydia & Jennifer on updating the form.

Question: Is this something that is only completed by new employees or is this something that all employees would completed? Lydia noted that there are components such as the Bullying and Harassment modules that are required to be completed annually. HR provides direction on the follow up.

Sarah will bring this issue forward to the exempt group and approach HR to work on setting up an improved process.
Comment: Can Sarah ensure there are follow up mechanisms put in place that ensures the employee on-boarding has been completed. Sarah did reach out to HR to request a report that would verify which members on her team had completed the training modules however the report was not accurate. There has been talk about possibly moving the modules to Blackboard which is a system most employees at UNBC are already familiar with. HR is working on the on boarding and training.

Question: Can the document be shortened? Sarah indicated that there are only 3 pages on the new form. The first page is instructions on how to complete and the employee's name, the second page outlines the mandatory training for all employees, and the third page is for the Supervisor to go through to select which additional training requirements their employee will need to complete.

Lydia indicated that the recent update to the safety checklist is just a start and if anyone has recommendations on further improvements please send them to safety@unbc.ca

Sarah added that the safety checklist is in addition to any safety training and orientation that Supervisors would need to provide to their employees individual workspace.

-No other questions brought forward

H. Round Table Discussion:

-None

MEETING ADJOURNED AT 3:56PM

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	Sarah Elliott	Tabled
3) 19-017	Employee online orientation and former safety checklist	Sarah Elliott & HR	Working to find a solution to encompass all groups on campus with respect to safety training & orientation.