

UNBC JOINT HEALTH & SAFETY COMMITTEE

December 10, 2020

****Zoom Meeting****

1:00pm to 2:00pm

Participants:

Sarah Elliott, (Employer Rep)- Co-Chair
Shannon Wagner, (Employer Rep)
David Claus, (Employer Rep)
Arieta Lucarelli, (Employer Rep)
Twylla Hamelin, (Employer Rep)
Lianne Tripp (Faculty Employee Rep) *Alternate*
Malgorzata (Mal) Kaminska, (Faculty Employee Rep 2)
Saphida Migabo, (Faculty Employee Rep) *Alternate*
Deb Schweder, (CUPE Employee Rep 1) *Alternate*
Joyce Henley, (CUPE Employee Rep 2)
Navjot Kaur, (CUPE 2278 Employee Rep 2)

Committee Resource:

Tammy Klassen-Ross, (Positional Resource)
Natalie de Bruyn, (Positional Resource)
Jennifer Skaar – (Recording Secretary)

Absent:

Debbie Roberts, (Employer Rep)
Vacant, (Employer Rep) *Alternate*
Vacant (Employer Rep) *Alternate*
Aaron Olsen, (Employer Rep) *Alternate*
Sean Kinsley, (Employer Rep) *Alternate*
Trevor Smith, (Employer Rep) *Alternate*
Christa Florell, (Faculty Employee Rep 1)
Helen Lapp, (CUPE Employee Rep 1)- Co-Chair
Beth Gentleman, (CUPE Employee Rep 2) *Alternate*
Dorna Sobhani, (CUPE 2278 Employee Rep 1)
Vacant, (CUPE 2278 Employee Rep 1) *Alternate*
Vacant, (CUPE 2278 Employee Rep 2) *Alternate*
Lydia Troc– Health & Safety Manager, (Resource)
Conan Ma, Chemical Safety Officer (Resource)

Meeting Co-Chair: Sarah Elliott

A. Chair Comments: None

B. AGENDA

b.1) No changes or additions to the agenda. Approved

C. APPROVAL OF MINUTES – November 26, 2020

c.1) No changes or corrections. Motion to approve David & Navjot – All in favour

D. BUSINESS ARISING FROM THE PREVIOUS MINUTES

d.1) **Sub-committee work group project updates - Sarah**

- Sub-committee reports were deferred to January.
- Sarah asked if everyone has been successful logging into Microsoft Teams for the JH&S Committee. Part of the JH&S Committee team will include channels for the sub-committee groups. Sub-committee members can start working in those channels and make arrangements for meetings etc in the New Year.

d.2) **COVID-19 safety updates – Sarah**

- Another update will be coming out today from Senate which may be an announcement of a possible delay for the term.

- One of the things we will be revisiting in Geoff's update is to be kind. As you know the numbers for COVID in our area are increasing whereas the numbers in the lower mainland are decreasing. This means many more people are being affected by it. We understand the anxiety and stress of people that are nervous or dealing with the possible exposure to COVID. Sarah wants to reassure the Committee and members that if any notification is received concerning the possible exposure of an employee or anyone on campus, out of an abundance of caution and with David's group and contractors, we can assure you there are deep cleans and sanitizations done in those areas.

-Everyone may have heard about the exposure that occurred at the daycare. When something like this happens and someone is affected by an exposure in their family or their work place, there is a lot of anxiety and stress they are already trying to manage. As a reminder to everyone who may have their members coming forward, as colleagues and friends we need to make sure that we don't make the situation worse for them. When we find out someone may have been exposed, sometimes out of anxiety and nervousness the natural response is to try and protect ourselves but as long as all precautionary measures are put in place, we should not be trying to keep people at arms-length by declining services that would normally be provided. What has happened with the daycare has affected a lot of people on campus. Many students and staff had children in the daycare and have

been coping with the stress of this exposure but if they are essential service employees they will be here on campus. Northern Health provides directives on the need to isolate or if they are to self-monitor and everyone needs to be kind and not ostracize them because we are just compounding the stress they are under. We understand this comes out of concern for ourselves and our families but we need to have confidence in the process and procedures in place and understand that people won't be coming to campus if they have been exposed or if they are sick.

-Part of the update from Geoff today or tomorrow will be the daily health check requirement which will be going live later today or tomorrow. It is a reminder for everyone who may be coming on site to any of the campuses or workplaces that you have to complete this health declaration. Part of this as well is that we are all from different areas of campus but a gentle reminder that daily health check and not coming to campus or your work site if you are sick applies to everyone. I know many of us in our different roles have a tendency to soldier on by now is not the time. If you are sick, you should not be coming into the workplace. We do not want this to turn into a situation where people feel they need to report on colleagues or supervisors. It is incumbent on all of us as individuals to adhere to the requirements under WorkSafe BC and not come to work if we are sick. This will be part of the gentle reminder that comes out from Geoff.

-Question – Is the daily health check new? Sarah confirmed this was in the last update from the health authority which requires employers to have a system in place whereby all employees either verbally or in writing complete a daily health self-assessment. To meet this requirement, UNBC has created an easy to use self-assessment check in that is located on the COVID web page. Everyone attending campus or UNBC worksite will be required to complete. It follows the BC Thrive Daily Health Self-Assessment tool which asks a few questions about your general health, travel, etc. Once done, you fill in your name, the campus location you will be attending, and submit. This will automatically generate an email that will go to a designated confidential email address. This email address will not be accessed unless it is at the request of the Provincial Health Authority for contact tracing purposes. The emails will remain there for 30 days and then they are deleted as per FOIPA.

-No additional questions raised.

d.3) **Supervisor Progress Report for Employee COVID Training – Update. -Arleta**

- Arleta was asked to look into questions pertaining to the employee training signon and platform. It was suggested that if the signon option was easier and utilized an employee's UNBC signon and password, there would be more participation. Arleta looked into and was advised that in order to achieve this it would be a \$10k investment. This could be discussed further and how it could potentially be funded.

- Arleta also inquired why the training was not created through the existing and familiar program Blackboard rather than D2L. Arleta inquired and those involved could not recall other than the reporting and completion were easier with D2L vs Blackboard. There have been conversations around moving to a single platform for delivery and Arleta will be revisiting this in the New Year which brings the question does it make sense to spend \$10k now or hold off until the University decides how they want to move forward for delivery.

- Sarah asked Arleta if more employees had completed the training? Arleta verified the numbers have not changed. She will be sending out a reminder in January with directions on what to do if you have forgotten your signon or password. She will continue to work with Continuing Studies on the delivery.

- Sarah feels that this could be a really good idea for the sub-committee working on employee training to take a look at this and start the conversation and invite other key people to participate.

- Question: If there is a problem with the signon- can you opt to print it off and take the course that way? Sarah advised no, we need it on record.

d.4) **Daily health check-in for employees – Sarah**

-Covered under d.2).

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 there were any questions from the report – none heard.

- e.2) **Review of Respect in the Workplace Investigation Statistics - Arleta**
 - Arleta advised that the two unresolved investigations from November have since been resolved and there is nothing new to report.

 -No questions brought forward.

F. Inspection Updates

- f.1) **Building Inspections –Sarah**
 - Sarah thanked Tammy and Helen for assisting Sarah in completing the last two building inspections this week.
 -No questions or comments.
- f.2) **Lab Inspection Report – Tammy**
 -Tammy advised that all lab inspections are done for the year and are scheduled to start again in January 2021.

G. New Business - NONE

H. Round Table Discussion:

-Question: With news of the new COVID Vaccine being brought to Canada, do we know how this will affect the University and will the vaccine be a mandatory requirement? Sarah advised that we are nowhere near looking into this and having a conversation but it is already known that not everyone will be able to get the vaccine. This is a conversation that will need to take place in the fall. Sarah asked if Arleta had more to add - Arleta noted that we would encourage people to vaccinate as we did with wearing masks in the beginning but if factors come into play that make the vaccine mandatory then it will be revisited. Sarah added that if the vaccine becomes mandatory, the Ministry of Health and AEST will provide directives however she is not certain this will be implemented as even the general vaccinations are not mandatory.

-Sarah extended kudos to all members for their dedication in making this a well-functioning committee and thank you to everyone for keeping the JH&S Committee meetings going. Sarah is looking forward to getting the sub-committee groups going in the New Year and seeing good changes going forward.

No other comments.

MEETING ADJOURNED AT 1:27pm

ACTION ITEMS

| Item # | Description | Who | Action |
|-----------|---|-------------------------------|--|
| 1) 19-002 | Terms of Reference Review | All Members | Review –Tabled |
| 2) 19-009 | Committee Projects | Individual Project Groups | On going |
| 3) 19-016 | Animals on Campus Policy & Procedures Draft for Committee Review | Sarah Elliott | Tabled |
| 4) 19-017 | Employee online orientation and former safety checklist | Sarah Elliott & Kerry Roberts | Working to find a solution to encompass all groups on campus with respect to safety training & orientation. |
| 5) 20-001 | Safety Training Officer Position recommendation to the employer | Sarah | Recommendation put forward by a Committee Member for the creation of a new position in the Safety portfolio. |
| 6) 20-002 | Suggestions for developing process for handling an emergency that occurs during an online course or zoom meeting. | Sarah & All Members | Members asked for suggestions on how to handle an emergency during an online delivery format. |