

# UNBC JOINT HEALTH & SAFETY COMMITTEE

February 1, 2021 (*represents January 2021 Meeting*)

**\*\*Zoom Meeting\*\***

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

## Participants:

**Sarah Elliott**, (Employer Rep)- Co-Chair  
**Debbie Roberts**, (Employer Rep)  
Aaron Olsen, (Employer Rep) *Alternate*  
**Twylla Hamelin**, (Employer Rep)  
Lianne Tripp (Faculty Employee Rep) *Alternate*  
Saphida Migabo, (Faculty Employee Rep) *Alternate*  
**Helen Lapp**, (CUPE Employee Rep 1)- Co-Chair  
Deb Schweder, (CUPE Employee Rep 1) *Alternate*  
Beth Gentleman, (CUPE Employee Rep 2) *Alternate*  
**Christa Florell**, (Faculty Employee Rep 1)

## Committee Resource:

Lydia Troc– Health & Safety Manager, (Resource)  
Conan Ma, Chemical Safety Officer (Resource)  
Jennifer Skaar – (Recording Secretary)

## Absent:

**Shannon Wagner**, (Employer Rep)  
*Vacant* (Employer Rep) *Alternate*  
**David Claus**, (Employer Rep)  
**Arleta Lucarelli**, (Employer Rep)  
Sean Kinsley, (Employer Rep) *Alternate*  
Trevor Smith, (Employer Rep) *Alternate*  
**Malgorzata (Mal) Kaminska**, (Faculty Employee Rep 2)  
**Joyce Henley**, (CUPE Employee Rep 2)  
**Dorna Sobhani**, (CUPE 2278 Employee Rep 1)  
*Vacant*, (CUPE 2278 Employee Rep 1) *Alternate*  
**Navjot Kaur**, (CUPE 2278 Employee Rep 2)  
*Vacant*, (CUPE 2278 Employee Rep 2) *Alternate*  
Tammy Klassen-Ross, (Positional Resource)  
Natalie de Bruyn, (Positional Resource)

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Meeting Co-Chair: Sarah Elliott

**A. Chair Comments:** Sarah advised that the meeting minutes have been moved to the MS Teams for the JH&S Committee to review.

## B. AGENDA

- b.1) Noted date correction on the agenda from January 28<sup>th</sup> to February 1, 2021.
- b.2) No changes or additions to the agenda. Approved

## C. APPROVAL OF MINUTES – *December 10, 2020*

- c.1) Correction in the attendance to show Debbie Roberts was in attendance.
- c.2) No changes or corrections. Motion to approve Debbie– All in favour

## D. BUSINESS ARISING FROM THE PREVIOUS MINUTES

- d.1) **Sub-committee work group project updates - Sarah**
  - Sub-committee groups were created and setup in Microsoft Teams. Sarah will send out the lists to everyone and asked for the groups to get back together and come up with a forum as to what each group would like to do for 2021.
  - Question: How can you join a sub-committees, Sarah noted that anyone interested in joining a sub-committee send [safety@unbc.ca](mailto:safety@unbc.ca) an indication of which one you are interested in and Sarah will get you added.
- d.2) **COVID-19 safety updates – Sarah**
  - The latest Provincial order is in a holding pattern at the moment with a lot of scientific research going into the new strains of the virus. There are studies being done on masks as well but we will wait to hear from the Ministry on any new directives.

## 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**
  - Not much to report other than a couple of minor injuries, no time lost from work
  - Sarah asked if there were any questions from the report – none heard.
- e.2) **Review of Respect in the Workplace Investigation Statistics - Arleta**
  - Arleta was unable to make today's meeting but Sarah confirmed there have not been any new respect in the workplace complaints filed.

## F. Inspection Updates

- f.1) **Building Inspections –Lydia**

- All building inspections were completed for 2020. Inspections will start up again for this year and Lydia has posted a new schedule and will be looking to sign committee members up to assist.  
-No questions or comments.

f.2) **Lab Inspection Report – Tammy**

-Tammy was unable to attend today's meeting but did provide Sarah with an update. All lab inspections were up to date and the inspections for 2021 have begun.

**G. New Business**

g.1) **New academic structure and the JH&S Committee composition – Sarah**

-Moving into the new academic structure shortly which will not impact the JH&S Committee however it will have some impact on the Lab Safety Committee structure. Sarah would like to introduce Debbie to Tammy so they may work together in ensuring any new structure that may be required for the Lab Safety Committee to ensure representation from the relevant schools as well as representatives from CUPE 2278. Sarah will reach out to all five Deans as well as Twylla to ensure no one is missed. Twylla noted that the NMP should actually be referred to as the Division of Medical Sciences now, not the NMP.

g.2) **Annual Committee review and election of new employee co-chair –Sarah**

-It is time for the annual review of the committee, Sarah will send out the forms and request individuals to forward their comments to Helen or herself as Co-Chairs.

Sarah also announced the sad news that long term committee members Helen Lapp and Debra Schweder are stepping down and as CUPE 3799 representatives, so February will be their last meeting. The new member Shannon MacKay and alternate Aneta Douglass will be invited to February's meeting as guests. Helens departure means a new employee co-chair will need to be elected; Sarah will send an email out to the employee representatives to hold an election.

g.3) **Terms of Reference Review – Sarah**

-Huge thank you to everyone who went into MS Teams to review and make recommendations on the TOR. Sarah will leave it in the MS Teams for access and will bring it forward to ratify at the next meeting.

-No questions heard.

Helen wanted to thank everyone for their help over the years especially Sarah with her role as Co-Chair. She has enjoyed being part of the Committee and wished everyone well.

Deb commented that she has been involved with the committee for many years and it was not always a well-functioning Committee. Deb complimented the Committee and thanked everyone for bringing about positive change that turned things around to be the highly functioning Committee it is now.

Sarah thanked Helen and Deb and commented it is because of the work of members like them that the Committee is what it is today.

**H. Round Table Discussion:**

Question - Debbie asked if we were successful in rescheduling the meeting time due to another meeting conflict. Sarah asked if we keep the same date and amend the time from 3:00pm to 4:00pm if that will work? Debbie indicated they have a Deans meeting at the same time each month but will see if they can reschedule that one as it is a much smaller committee.

-Sarah will re-schedule for 3:00pm on February 25<sup>th</sup> and we will revisit the meeting times at the next meeting.

Question – Have there been any WorkSafe BC inspections regarding COVID-19 at UNBC? Sarah confirmed there have been two WorkSafe BC inspections on campus as well as two Bylaw inspections which were complaints about the Northern Sports Centre. Sarah is pleased to report that the Worksafe BC inspectors as well as the Bylaw Enforcement Officers, having reviewed our exposure control plans, signage and protocols in place both on campus and at the sports centre, were more

than happy with their inspections. We were not required to make any changes and we are more than meeting the Ministry requirements.

Comment – Helen wanted to thank Sarah for making sure all of the signage was put up correctly which allowed us to pass the inspections and asked Sarah to extend a thank you to the Facilities Department as well. Sarah added that it was also due to help from Deb Schweder who assisted with reviewing exposure control plans and signage, as well as Twylla who took on her building.

## MEETING ADJOURNED AT 11:25AM

### ACTION ITEMS

Item #	Description	Who	Action
1) 19-002	Terms of Reference Review	All Members	February 25, 2021 meeting
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 on online delivery format.
7) 21-001	Employee Co-Chair election	Helen Lapp	Helen to engage employee representatives for nomination and selection of a new Employee Co-Chair.