

UNBC JOINT HEALTH & SAFETY COMMITTEE

February 25, 2021

****Zoom Meeting****

3:00pm to 4:00pm

Participants:

Sarah Elliott, (Employer Rep)- Co-Chair
Debbie Roberts, (Employer Rep)
Ron Camp II, (Employer Rep)
Arlita Lucarelli, (Employer Rep)
Twylla Hamelin, (Employer Rep)
Christa Florell, (Faculty Employee Rep 1)
Malgorzata (Mal) Kaminska, (Faculty Employee Rep)
Saphida Migabo, (Faculty Employee Rep) *Alternate*
Helen Lapp, (CUPE Employee Rep 1)- Co-Chair
Deb Schweder, (CUPE Employee Rep 1) *Alternate*
Joyce Henley, (CUPE Employee Rep 2)

Committee Resource:

Lydia Troc– Health & Safety Manager, (Resource)
Tammy Klassen-Ross, (Positional Resource)
Conan Ma, Chemical Safety Officer (Resource)
Jennifer Skaar – (Recording Secretary)

Guests:

Shannon MacKay (New CUPE 3799 Rep Apr 1)
Aneta Douglass (New CUPE 3799 alternate Rep Apr 1)

Absent:

Vacant, (Employer Rep) *Alternate*
Vacant (Employer Rep) *Alternate*
David Claus, (Employer Rep)
Aaron Olsen, (Employer Rep) *Alternate*
Sean Kinsley, (Employer Rep) *Alternate*
Trevor Smith, (Employer Rep) *Alternate*
Lianne Tripp (Faculty Employee Rep) *Alternate 2*
Beth Gentleman, (CUPE Employee Rep 2) *Alternate*
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*
Natalie de Bruyn, (Positional Resource)

Meeting Co-Chair: Sarah Elliott

A. Chair Comments: Sarah welcomed our guests, the new CUPE 3799 rep and alternate who are formally joining the committee April 1, 2021. Shannon MacKay – Indigenous Student Recruiter, and Aneta Douglass, Accounting Analyst-Research.

This is the last meeting for Helen Lapp and Deb Schweder. Sarah extended a huge thank you to each of them for their service on the Committee. Each will be receiving an acknowledgement of service certificate signed by the VP of Finance which Sarah would have liked to present in person. She will also be providing copies to HR and CUPE.

Sarah also welcomed new Employer Rep, Ronald Camp II –Dean, Business & Economics. Sarah asked Ron to do a quick introduction followed by Shannon and Aneta and then a round table Committee member introductions.

B. AGENDA

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

C. APPROVAL OF MINUTES – February 1, 2021 (January's Meeting)

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

D. BUSINESS ARISING FROM THE PREVIOUS MINUTES

d.1) **COVID-19 safety updates – Sarah**

- Sarah indicated that they are waiting on new information to come out from the ministry of AEST and the Ministry of Health. They are looking to provide a letter which will provide better direction to the PSI sector. They are recognizing that we do not operate the same as the K-12 Schools with true cohorts so new go forward guidelines will be coming out with clearer direction.
-The vaccination rollout is slower than everyone had hoped but they are moving along. There is an expectation that we may have more face to face delivery options towards the fall which will be dependent on the number of variants and the vaccination program.
-Presently we are in a holding pattern.
-Question: Heard on the news that there would be retired medical professionals delivering the vaccines – could this also include our nursing students who already provide flu vaccines? Sarah indicated she does not presently know. UNBC students in practicum placement could possibly be utilized for administering vaccines, but we have not been approached about any clinics opening up or operating on campus.

d.2) **Sub-committee work group project updates - Sarah**

-Sarah advised that with the addition of the new members, she would send information out on the sub-committee working groups. This will provide opportunity for people to sign up and the groups can get up and running to start some work this summer.

-Question: Is there a requirement that a member serve on a minimum number of the sub-committees? Sarah indicated no – it is on a volunteer basis and also extends to the alternates if they are interested in participating. There is no minimum or maximum, you can let us know which you would be interested in joining.

d.3) **Employee Co-Chair Position – Helen**

-Helen announced that the new Co-Chair Employee Rep is Mal Kaminska. Helen thanked Mal for stepping into the role.

-Sarah extended her congratulations to Mal for stepping into the Co-Chair role and she looks forward to working with her.

d.4) **Terms of Reference (TOR) – Sarah**

-Thank you for everyone who took the time to go into Teams, review and make recommendations for changes to the TOR. Sarah did send them out 2 weeks ago and again for this meeting and we need a motion to ratify the TOR.

- Sarah asked if there were any further changes or corrections to the draft document that have been noted? None Heard.
- Sarah acknowledge: We have performed the annual review of the Terms of Reference and we have updated the Terms of Reference in accordance with the changes required. Sarah requested a motion to accept and ratify our Terms of Reference. Helen and Tammy put forward the motion. All in favour.

-Safety will post the accepted document on our web pages and as per WorkSafe BC they will be distributed to the VP Finance Admin and all employee Union Presidents.

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. One involved stitches but no further follow up required and no time off work.

-Sarah asked if there were any questions from the report. None heard.

e.2) **Review of Respect in the Workplace Investigation Statistics - Arleta**

-Sarah brought forward one investigation that was not involving anyone from UNBC. She noted there was a harassment complaint that was filed from one NSC patron against another NSC patron which was investigated. The allegation was found to be unsubstantiated however both parties were spoken to about future conduct.

-Arleta indicated there are no ongoing investigations and nothing new to report. Some of the investigations that were recently closed, continue to have recommended reconciliation planning implemented.

-Question: In referencing the investigation at the NSC are there ever outcomes based on the findings from the investigation that are tracked to know if the same issues continue to come up repeatedly? Arleta indicated that if it is a one on one that is how we address it. If we can determine there is a pattern with these concerns then we look at other ways of supporting the person and understanding their behaviours and if they are appropriate or not. There is more information to be considered other than relying solely on conversations.

-Question: You indicated that the investigation proved the allegation was unsubstantiated. If however there are instances at the sports centre where particularly females are feeling vulnerable and we see a pattern, is there anything that we can do about it? Sarah indicated she has worked with the NSC Manager and provided training to the FMA's so they know how to respond to these types of incidents. Follow up training and orientation were provided as a result of this report. The training provides information on what to look out for, what concerns and allegations patrons may come forward with, what to do with that information and where to direct the patrons that have come forward with the information.

-Question: What is the Committee's role? At a former institution the incident reports also include the outcomes like our safety investigations. When the incident report comes to Committee Members we may be more curious about the action that was taken to prevent future incidents from occurring. Sarah noted that there is a clear distinction between incident reports and the reports Sarah and Arleta are bringing forward. These are not reports and investigations that are in the purview of the Joint Health & Safety Committee. However because the behaviour is under WorkSafe BC, we report into the Joint Health & Safety Committee on the number of incidents we are dealing with in that nature. They are not Safety Committee investigations as they have different mandates. The safety investigations which Joint Health & Safety Committee members participate in directly report into the Joint Health & Safety Committee as per WorkSafe BC mandates. This is why the safety investigations provide many more details as to the cause, immediate remedies put into effective and what are the recommendations to prevent future incidents. We do provide a summary of the other investigations that are occurring so the Committee is aware. -Question: If an incident such as this were to involve a UNBC student, would it become part of the student's record as a student misconduct or behavioural misconduct? Sarah noted that if such an investigation pertained to a student then the investigation would be conducted in conjunction

with the Academic and Non-Academic Conduct Policy and the recommendation delivered to the Provost for a decision to be made according to the policy; unless a student is suspended from the institution it is rare that any decisions pertaining to non-academic behaviour would become part of their student record.

-Question: You talked about providing training to staff at the sports centre. Is this something that is normally done as part of an orientation and if it isn't should it be? Do you also provide refreshers to review the information annually for example? Sarah confirmed that she does do annual training for all of the FMA's at the sports centre but since that annual training last occurred there has been a huge turn-over of employees and student employees so as a result of a couple of incidents and questions the training was provided again.

-No other questions brought forward.

F. Inspection Updates

f.1) Building Inspections –Lydia

- Lydia has uploaded a building inspection schedule onto Microsoft Teams for 2021. If anyone has a preference on the inspection time or the building they would like to participate on, please sign up by March 8th. After the 8th Lydia will begin to fill the spots and send invites for members to attend. This will include those of you who are new to the Committee but not to worry as she will go through the inspection form and what to look for etc. before your first one.

-Question: Where in Microsoft Teams would it be located? Lydia indicated it is under the JOHSC Committee team, general, files, Building sign up 2021.

-No questions or comments.

f.2) Lab Inspection Report –Conan

-Conan indicated lab inspections are on schedule – nothing major to report.

-Sarah added that Lydia sent out an incentive for a \$200 credit at ChemStores for researchers to clean up their lab space. They provide a before and after photo to be entered into the draw. Hopefully this will provide encouragement to clean up the labs.

G. New Business

g.1) None

H. Round Table Discussion:

-Sarah reminded everyone that she sent out information on courses that are coming available through BCFed. If you have not yet contacted safety@unbc.ca to sign up please do so soon as courses are filling up.

-Question: It seems that the research lab space cleaning for garbage collection etc. is not happening in building 10. Have there been changes to the cleaning service where this is not being provided? Sarah noted that cleaning schedules as a whole were significantly changed over a year ago whereby a schedule was posted on <Announce> regarding the frequency and services being provided to specific areas. Exposure control plans had to be done for all lab space and classrooms that are being used. If an exposure control plan was not done then nothing has come through the Joint Health & Safety Committee or the safety office and therefore it would not be on the cleaning schedule. If people are utilizing space even for research but have not done their exposure control plan then there will not be any cleaning completed. This may be what has happened. On the President's last update there was a reminder to all researchers that if they or their students are doing research on campus, an exposure control plan needs to be submitted for that space. If this is not the case, then just email Mandy Plimmer in Facilities and she can answer any questions about the cleaning schedule for spaces.

-Sarah asked Helen and Deb if they would like to say a few words as this is their final meeting.

-Helen – Feels the Committee has done great work especially in the past five years. Getting the Terms of Reference set up has been one of the best things that occurred. Helen has liked working on the Committee and thanked everyone.

-Deb – Thanked everyone on the Committee. Deb has sat on the Committee for many years feels it has become much more effective. Deb extended further thanks to Sarah, Lydia and Jennifer.

-Sarah thanked both Helen and Deb, they will be missed. They have helped in creating a legacy which Sarah is sure Shannon and Aneta will take up and continue.

-No additional questions or comments.

MEETING ADJOURNED AT 3:45PM

ACTION ITEMS

Item #	Description	Who	Action
1) 19-002	Terms of Reference Review	All Members	**Completed**
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.