

UNBC JOINT HEALTH & SAFETY COMMITTEE

FEBRUARY 27, 2020

1:00pm to 2:00pm

Conference Centre – 6-305

Participants:

Sarah Elliott, (Employer Rep)- Co-Chair
Erik Jensen, (Employer Rep)
David Claus, (Employer Rep)
Sean Kinsley, (Employer Rep) *Alternate*
Twylla Hamelin, (Employer Rep)
Christa Florell, (Faculty Employee Rep 1)
Chris Jackson (Faculty Employee Rep) *Alternate*
Malgorzata (Mal) Kaminska, (Faculty Employee Rep 2)
Helen Lapp, (CUPE Employee Rep 1)- Co-Chair
Deb Schweder, (CUPE Employee Rep 1) *Alternate*
Beth Gentleman, (CUPE Employee Rep 2) *Alternate*
John Anku, (CUPE 2278 Employee Rep 1)
Dorna Sobhani, (CUPE 2278 Employee Rep 1) *Alternate*
Navjot Kaur, (CUPE 2278 Employee Rep 2)

Committee Resource:

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

Absent:

Vacant, (Employer Rep) *Alternate*
Shannon Wagner, (Employer Rep)
Vacant (Employer Rep) *Alternate*
Aaron Olsen, (Employer Rep) *Alternate*
Kerry Roberts, (Employer Rep)
Trevor Smith, (Employer Rep) *Alternate*
Joyce Henley, (CUPE Employee Rep 2)
Saphida Migabo, (Faculty Employee Rep) *Alternate*
Navjot Kaur, (CUPE 2278 Employee Rep 2) *Alternate*

Meeting Co-Chair: Sarah Elliott

Chair Comments: Twylla is joining by teleconference. Welcome to new Faculty Representative Malgorzata Kaminski; New CUPE 2278 representatives John Anku, Dorna Sobhani, Navjot Kaur, and returning as an alternate for CUPE 3799, Beth Gentleman. Introductions round table.

Sarah asked to double check on the new member's emails before they leave today and she will send out the information package for new members regarding education requirements, up-coming courses etc.

A. AGENDA

- a.1) Request to add Pandemic Planning under new business. Erik Jensen
- a.2) No additional changes or additions to the agenda.

B. APPROVAL OF MINUTES – January 30, 2020

- b.1) No changes to the minutes –motion to accept Erik & David

C. BUSINESS ARISING FROM THE PREVIOUS MINUTES

19-009) 2019 Sub-Committee Project Group Reports – Sarah

- Floor opened for groups to provide updates.
- Group 5 - Bullying & Harassment and Safety Survey group: Meeting on Monday to prepare survey questions for review by UNBC Privacy Officer and then preparations to launch the survey.
- Sarah will forward the list of sub-committees to new committee members in case there is interest in participating.
- Nothing new to report from remaining groups.

20-001) Recommendation to the Employer for Safety Training Officer Position – Sarah

- Recommendation has not yet been put forward it was delayed for the revised reporting structure. Now that safety reports direct to Geoff Payne, this can now be put forward.
- Question asked about checklists – the checklist is being completely revamped and Lydia will be working with the HR rep to put together.
- Question – if HR is handling the checklist, who will have input? Sarah confirmed that the checklist actually sits with Safety. Safety will be involved with changes and will bring it back to the JHS for review.
- Comment – sorting out the key request process is important.

D. Incident Report Summaries - Sarah

1) **Review of the Worksafe and other classified incident reports for First Aid Incidents; Safety Investigations; & Other Reports sent to members for review.**

-There are two safety investigations, one was provided to members. The other is still under investigation and could have resulted in a serious injury. This has involved a lot of time and there will be lots of recommendations that will come out of the investigation. Sarah gave a special thanks to both Aaron and Maik for their participation in the investigation.

-Sarah wanted to mention that the number of slip and falls have significantly reduced this year. Unsure if they are not happening or not being reported? David and group have been working hard to mitigate the snow removal and sanding using the new process put in place this year. People seem to be using the penguin walk example and wearing proper footwear.

2) **Review of Respect in the Workplace Investigation Statistics – Sean for Kerry**

- Kerry was unable to attend today, Sarah does not believe there have been anything new reported. Kerry did not provided Sean with any updates.

E. Inspection Updates

1) **Building Inspections – Lydia**

-Inspections are due to start and Lydia will send out the sign-up list to the new committee members. Lydia asks members to sign-up for two inspections per year. Reminder emails and calendar invites are set-up one month before the inspection.

-Question – are there specific checklists used for the inspections? Lydia verified the building inspection checklist is sent to members prior to the inspection date.

-Question – are employees in the area being inspected asked if they have any safety concerns in their specific area? Lydia verified that people in the vicinity are asked but she would encourage people to report safety concerns immediately rather than wait for the annual inspection.

2) **Lab Inspection Report – Conan**

-Lab inspections are caught up.

F. New Business

1) **Pandemic Plan – Erik Jensen**

-Erik asked about the pandemic plan that seems to have been removed from the Safety web page.

-Sarah indicated that the Safety web page has a dedicated link for the Corona Virus which hopefully everyone saw the announce message on. As post-secondary emergency planners we contacted BCCDC and we also contacted the Ministry because when something big like this comes out, post-secondary institutions are the forgotten group. We contacted these groups and set a committee up. Sarah has a telephone conference this afternoon in which Dr. Bonnie Henry participates in. We take our direction and recommendations working through the BCCDC and Northern Health –the entity for the area we work in. If there are any changes to the recommendations or practices that differ to what has been put on the website those changes will be updated. Pandemic plans were removed from the Safety web page as they were over a decade old and not current. Part of what is being done by the post-secondary emergency planners is working on these types of documents together. Sarah is working closely with UBC largely due to our shared programs with UBC. Sarah is hoping that the work she has done to update pandemic plan will be sufficient enough to have it reposted on the website and distributed out to the university's community.

-Erik noted that the old plans that were developed during the SARS outbreak were from 2007 & 2009 and were the last time the plans were looked at. Those plans worked in stages in terms of response. Sarah noted that they are working on reducing quantity in the plan to make the sections and levels of activation clearer. One of the big concerns with post-secondary is the expectation with residence that we quarantine. Many of us are restricted and unable to truly quarantine which would involve a separate HVAC system for each suite or area. In our current buildings and at the age they are at, we do not have that ability. They have approached Dr. Henry and brought in the Ministry to discuss the unrealistic expectations that are being placed on institutions when what is being required cannot be physically accomplished. They are now working with Northern Health on how and what can be put in

place that will work. There is still no connection between UNBC and COVID-19 and there are no cases in Northern BC currently reported which is good news.

-Erik mentioned a discussion from the UK reporting plans for institutions to possibly close down for a couple of months which our old pandemic plan addressed as well. This would present lots of challenges from the academic side. Many conferences take place in the spring and summer as well.

-Sarah acknowledged this is why the post-secondary emergency planners group was set up. We are a higher risk population compared to the school districts and former plans were based on a lot of assumptions that post-secondary institutions cannot complete.

Chris mentioned that we have field season coming up very quickly. Sarah indicated that this came up at the Safety Department meeting and she will be reaching out very shortly.

G. Other Comments or Discussion: -None

MEETING ADJOURNED AT 1:34pm

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	Lydia Troc	Working with HR on a new option and process. To be presented to JH&S.
5) 20-001	Recommendation to the employer for a Safety Training Officer Position	Bethany Haffner & Sarah Elliott	Sarah to write a letter to the employer with consultation from Bethany
6) 20-002	Posting of revised pandemic plan	Sarah Elliott	Sarah to have reposted on Safety's web page once rewritten.