

UNBC JOINT HEALTH & SAFETY COMMITTEE

May 27, 2021

****Zoom Meeting****

3:00pm to 4:00pm

Participants:

Sarah Elliott, (Employer Rep)- Co-Chair
Debbie Roberts, (Employer Rep)
Ron Camp II, (Employer Rep)
David Claus, (Employer Rep)
Sean Kinsley, (Employer Rep) *Alternate*
Twylla Hamelin, (Employer Rep)
Christa Florell, (Faculty Employee Rep 1)
Saphida Migabo, (Faculty Employee Rep) *Alternate*
Shannon MacKay, (CUPE Employee Rep 1)
Aneta Douglass, (CUPE Employee Rep 1) *Alternate*
Beth Gentleman, (CUPE Employee Rep 2) *Alternate*
Narayan Koirola, (CUPE 2278 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)

Absent:

Vacant, (Employer Rep) *Alternate*
Vacant (Employer Rep) *Alternate*
Aaron Olsen, (Employer Rep) *Alternate*
Arleta Lucarelli, (Employer Rep)
Trevor Smith, (Employer Rep) *Alternate*
Lianne Tripp (Faculty Employee Rep) *Alternate 2*
Malgorzata (Mal) Kaminska, (Faculty Employee Rep)-Co-Chair
Joyce Henley, (CUPE Employee Rep 2)
Ashley Rowland, (CUPE 2278 Employee Rep 1)
Vacant, (CUPE 2278 Employee Rep 1) *Alternate*
Vacant, (CUPE 2278 Employee Rep 2) *Alternate*
Natalie de Bruyn, (Positional Resource)

Guest:

Rahim Somani, VP Finance & Administration

Meeting Co-Chair: Sarah Elliott

A. Traditional Territory Acknowledgement – Sarah

B. Chair Comments: Sarah extended a welcome to Rahim Somani the VP Finance & Administration joining the meeting as a guest.

C. Guest Speaker: VP Finance & Administration, Rahim Somani

-Rahim thanked all of the Committee members for the important work the Committee has been doing. Rahim is looking forward to the Committee's input as we move forward with future planning. You may have heard through the budget presentations and other presentations over the past few months that the University is taking a very conscious and explicit view in terms of people and development. People are who make up the institution and we are very fortunate to have many good, passionate and committed people working here that we want to work with. On this, there are two important things which will be happening that are part of the campus restart for September. The first is managing in a very effective way a level of support and comfort people will need, and the second is to start due process on the Respect in the Workplace Policy. All of those things along with the other UNBC initiatives will be the primary focus moving towards future development of people (whether staff or students). This forum has already been established with representation from all groups which is something that is very important as we move forward because even when we talk about some of the human resource policies or policies that affect people, we have conversations with different stake holder groups but this Committee has a quorum where we can have joint representation where different groups can hear each other and the different perspectives rather than making assumptions about why things are being done we can actually talk to each other and verify those things. We will be using this forum more and more from that perspective and we will be relying on your input and efforts moving forward.

-Sarah thanked Rahim. Sarah agreed with Rahim that there are representatives on this Committee from all three of our union groups plus the employer and everyone on this Committee apart from those that are resources volunteer to be on this Committee and they provide great representation for their members across the University. Rahim added that JOHS in Rahim's language means 'enthusiasm'. This is a good thing because we are all enthusiastic and passionate people working for people to benefit people in the institution create happier people.

D. AGENDA

d.1) No changes or additions to the agenda brought forward. Accepted.

E. APPROVAL OF MINUTES – April 29, 2021

e.1) No changes or corrections. Motion to approve Debbie and David- All in favour

F. BUSINESS ARISING FROM THE PREVIOUS MINUTES

f.1) **COVID-19 safety update – Sarah**
- Sarah will provide the full update when she delivers the new business item under 'I'.

G. Incident Report Summaries

g.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 noted that the near miss investigation included in this report was reported last month however this is the final copy which includes the prime Contractor's incident report. Sarah asked if anyone had questions regarding this month's report.

-Question: Were there any SOP's found for the incident reported last month when a snowmobile was started in a confined space? David confirmed he was unable to locate an SOP for this but that one was being created.

- g.2) **Review of Respect in the Workplace Investigation Statistics – Sarah for Arleta**
-Arleta was unable to make today's meeting however she reported that there are three complaints currently in process. Two were filed in March 2021 and the other is an outstanding file from 2020 that was put on indefinite hold due to complainant's personal circumstances which has now been initiated. No questions brought forward.

H. Inspection Updates

- h.1) **Building Inspections –Lydia**
-Lydia indicated that building investigations are on schedule. She needs 2 employer reps to volunteer for the 2 inspections scheduled for June (Library & Neyoh Residence). Lydia asked everyone to look at the schedule and she can move the inspection dates if needed.
- h.2) **Lab Inspection Report –Tammy**
h.2.a) Dangerous goods near miss incident -Tammy
-Tammy noted there was a near miss incident involving dangerous goods – class 6. An incident report and inspection were completed and it was determined that everything had been handled correctly. Conan added that the he, Tammy and Lydia developed a flow chart outlining protocols for staff in Shipping & Receiving to follow when handling dangerous goods received in damaged boxes. The shipper of the dangerous goods will be conducting an investigation and once Lydia or Conan have received a copy, the completed UNBC investigation will be submitted to the Committee for review.
- h.2.b) Lab inspection report –Conan
-Conan indicated that the lab inspections are up to date and no concerns raised.

I. New Business

- I.1) **Review of Respect in the Workplace Policy – Sarah for Arleta**
-Sarah read out some information provided by Arleta: Under Worksafe BC requirements we are to have a Bullying & Harassment policy in place. Here at UNBC it is called the Respect in the Workplace policy and this policy is to be reviewed annually. The policy was accepted in November 2018, we think a more fulsome review needs to be made of the policy this time round. The review is being spearheaded by HR but the JH&S Committee has a large role in the review. The document will be sent out in the Teams environment for members to conduct a review and engage their members. HR will be putting out a questionnaire consisting of nine questions that will be included in the review. Sarah read the questions aloud to the Committee and verified the questions will be posted in Microsoft Teams for reference. Be sure to consider if there are any other questions that may be pertinent for us to include in the review.

One concern previously raised is that people find it confusing that we reference the policy as a Respect in the Workplace policy. Bullying and Harassment is something that can happen to anyone and not just in the workplace. The jurisdiction under the JH&S Committee is in regards to the workplace environment and making sure that we have that policy and procedures in place however, the actual policy applies to the entire University community including students, faculty, staff, researcher's visitors and contractors on campus. A lot of the feedback we have received from students has included that they do not know where to go and why is it called a Respect in the Workplace policy. These are things to consider for our feedback to HR. HR is hoping to have a link on the Respect in the Workplace policy home page where people can directly provide their input and feedback on the policy. A summary of the feedback collected will be provided to the JH&S Committee for review and recommendations. The link to the policy and procedure along with the questionnaire will be available on the JH&S MS Teams. If everyone can access the information on MS Teams and if there is anything else that comes to mind that could be posed as questions included as part of the review, please provide your feedback for Arleta.

-Comment: Students don't know where to search for the policy because it is housed under the human resources section of our webpages – they don't understand that it refers to their behaviour as students.

-Comment: Why don't we just call it Bullying and Harassment? - Perhaps the issue is the word Workplace that the students are finding difficult so it would be important to make it all inclusive.

-Comment: Concerns were raised regarding the timeline due to faculty being elsewhere during the summer and not having the opportunity to participate in the review - We will need to be realistic and should not compromise the integrity or quality of the final document to stay current on the timelines. Be flexible with deadlines (within reason) to maintain the quality.

-Comment: Concerns raised at how this policy will differ or possibly contradict the new EDI office being established - May be pointing out the obvious but there is much more to being respectful than mistreating people. You can be neutral to people but not really be respectful. We have legal minimal requirements that need attending to. We need to be sure the University does the minimum but there are aspirations for the University that go beyond that. We may want to think about this in terms of separate modules so that as part of the Respect in the Workplace there is anti-bullying, anti-harassment; anti-discrimination but then there are things about positive communications, conflict

management around positive intent etc. This is something that HR will be working very closely with the EDI office and PEC, on how to integrate the EDI office into other policies, procedures and processes we already have in place.

-Comment: We should not rush this review, it is an important policy that we should take the time to get right - When we do the review and have some discussion we also need to be mindful of the intent. We can spend a lot of time on the problems and lose the intent. We need to remember that we cannot make everything perfect. Things will be implemented and that's when people will provide more feedback. Try to use your best judgement when providing input on this policy and procedure and be open minded to see what works and what does not. Policies and procedures are meant to streamline and facilitate the operations not to straightjacket the operations.

-No further questions or comments brought forward.

I.2) Go Forward Guidelines for UNBC – Fall Planning - Sarah

-Sarah noted that the BC Restart Plan has been released. Sarah shared her screen to show how she has put the guiding principles into a similar format for a UNBC re-start plan. Based on the four-step plan the Province put in, Sarah has expanded the steps to reflect the different environments we have here at UNBC. Each step is broken down into what are the requirements, conditions, expectations etc. at UNBC. The sector go-forward guidelines will not be available until the end of June. This document is a precursor that Sarah will put on MS Teams next week for members to access to make changes, additions, recommendations etc. If there are any areas that have been overlooked and need to identify put those in as well.

-Question: Suggestion to add the link for the BC Thrive Health Check. People may not be familiar with finding the link and just returning to campus. Sarah will have this done.

-Sarah noted that there are no real significant changes in Steps 1 to 3 until Step 4 –the reopening of the Province and the return to Campus requirements which is where we need to get to. This document will show us where we are at right now and the guiding principles document has been adapted which includes everything provided in the primer and what those guidelines are. Part of this will include plans for bringing people back to Campus which will start July 1st. The exempt group is working on an outline for supervisors to guide what the return to work looks like in regards to it being safe and supporting all of our employees. Supervisors will be provided the tools and tips from Health and Wellbeing and Human resources on how to support people coming back, how to have those conversations, and assist people with anxiety or people who may require medical accommodation. Working remotely has been a temporary measure (all be it that this has turned into a year) so more information will be provided for those people who may need to continue to work remotely and how we can support them. There is a lot of equipment taken home by employees that will need to be returned to campus and it is not possible for it all to come back the first week of September, hence two months of a transition period for employees to gradually return to campus. We cannot put that stress and hardship on departments such as IT and Facilities at the start of the semester.

-Comment: Something confusing in the primer and the guidelines are the dates. The dates align with most academic programs however not with the NMP program which has an August 1st start date.

-Comment: There are certain expectations for services to be available when the students are on Campus. Perhaps part of the planning for people returning to work should be prioritized by job functions. Sarah agreed and indicated that part of the review being performed by supervisors is the consideration of the work requirements and level of service their department/program provide to support faculty and students. If their work needs to be face-to-face then they will be returning to campus sooner than other areas.

-Comment - Once people return, we should start phasing out from COVID requirements and accommodations and move back to where people are the priority and usual operating procedures and processes are followed. Sarah added that some areas will require more people to be on campus for the fall semester whereas others may be able to work in a hybrid mode during that transition period for the fall semester.

-Comment: Outdoor requirements are not defined – should this be articulated? Sarah noted this is addressed under the organized and unofficial gatherings section of the document and that those maximum numbers are provided by the Province through the steps.

-Comment: Seems that there is some grey areas for unofficial student events, curriculum events, unofficial academic events etc. Clarification on these would be very important as the primer is different. Sarah indicated that they are working with the Province and Conference & Event Services to provide that guideline, she is expecting answers to some questions that have been brought forward to the Province soon to be included in the go-forward guidelines at the end of the month.

-No other questions or comments.

J. Round Table Discussion:

-None

MEETING ADJOURNED AT 3:53PM

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. |