

UNBC JOINT HEALTH & SAFETY COMMITTEE

November 26, 2020

****Zoom Meeting****

1:30pm to 2:30pm

Participants:

Sarah Elliott, (Employer Rep)- Co-Chair
Shannon Wagner, (Employer Rep)
Debbie Roberts, (Employer Rep)
David Claus, (Employer Rep)
Arleta Lucarelli, (Employer Rep)
Twylla Hamelin, (Employer Rep)
Christa Florell, (Faculty Employee Rep 1)
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)
Beth Gentleman, (CUPE Employee Rep 2) *Alternate*
Dorna Sobhani, (CUPE 2278 Employee Rep 1)
Navjot Kaur, (CUPE 2278 Employee Rep 2)

Absent:

Vacant, (Employer Rep) *Alternate*
Vacant (Employer Rep) *Alternate*
Aaron Olsen, (Employer Rep) *Alternate*
Sean Kinsley, (Employer Rep) *Alternate*
Trevor Smith, (Employer Rep) *Alternate*
Helen Lapp, (CUPE Employee Rep 1)- Co-Chair
Vacant, (CUPE 2278 Employee Rep 1) *Alternate*
Navjot Kaur, (CUPE 2278 Employee Rep 2) *Alternate*
Tammy Klassen-Ross, (Positional Resource)
Conan Ma, Chemical Safety Officer (Resource)

Committee Resource:

Lydia Troc– Health & Safety Manager, (Resource)
Natalie de Bruyn, (Positional Resource)
Jennifer Skaar – (Recording Secretary)

Meeting Co-Chair: Sarah Elliott

A. Chair Comments: Question was raised: Where can the latest PHO order be found? Sarah advised that the order provided by the PHO is verbal but that the breakdown of the order is posted on the B.C. Emergency Preparedness and Response web pages. Sarah provided the link: <https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-recovery/covid-19-provincial-support/restrictions#pho-order>

B. AGENDA

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

C. APPROVAL OF MINUTES – October 29, 2020

c.1) Correction in section d.2) Missing the word 'not'. ...a fixed occupancy could **not** be determined.
c.2) No other 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**

- Sarah is very cognisant of how busy everyone's schedules are which has not left time for people to start working together in their groups. Sarah will have the list of the sub-committees resent and will table until January 2021.
- Sarah has set up a group for the JH&S Committee in Microsoft Teams this will allow us to set up the sub-committees within the team allowing people to work within their group directly. The invite for the group will come out before the next meeting.

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

- This update partially leads into the new business item for daily check-in protocols. As you are aware, when new PHO orders come in, as a post-secondary institutions (PSI's) we have to wait for clarification and interpretation from the Ministry. The Ministry was in touch last night in regards to the interpretation of the orders, as an essential service, not all of the PHO orders apply to PSI's, much like the school districts we are furnished an exemption to some of the orders. Dr. Payne will be sending an update soon. The clarification provided was in regards to masks – masks are now mandatory in all indoor public space. As a PSI this would pertain to all common areas of campus (stairways, elevators, hallways, washrooms, communal space (such as the library), and the atriums). This means everyone must wear a mask in all public spaces on campus unless they are exempt. Classrooms and theatres however, are **not** considered public space and have been set-up to meet distancing requirements. This means that once you enter a classroom and are seated, masks may be removed until it is time to exit.

-Any questions on COVID in general – none heard.

d.3) **Statistics on the number of employees who have completed the UNBC COVID-19 Training**

-Arleta was able to confirm that 300 employees have completed the COVID training which leaves about 900 who have not. The requirement for completion was if you were working on campus.

-Question: Is there anything in place for those who have not completed the training such as removing FOB access to the facility or notice that they are not permitted to return to campus until the training has been completed? Arleta verified nothing has been set-up.

-Comment: When accessing the training, you cannot use your UNBC sign in. Perhaps if this could be streamlined or another email with instructions was sent out, people would be more inclined to complete. It was not an easy process accessing the material.

-Comment: As a new employee, it was not possible to complete any of the safety training as none of my information had been loaded in.

-Arleta will work with Continuing Studies to make the access smoother and once that is sorted she will send out another reminder notice.

-Comment: Part of the challenge is that the Continuing Studies system was built in isolation of IT and because IT was brought in later, there is not seamless integration into the UNBC single sign in system. Not speaking for IT but as an observation to go back and do it now would essentially be starting over and IT has a multitude of priority projects on the go now.

-Question: How easy is it for supervisors to get a list of their staff which shows who has and has not completed the course? Arleta confirmed they can produce a list, email a request to Char in HR (charlene.trenholm@unbc.ca) and she can pull a list for your department.

-Comment: Employees can take a screenshot of their final results to show to a supervisor.

-Comment: A list of all employees in my department was emailed to HR for to request verification of who had completed the training. The list received back from Nicole & Elliot was inaccurate. It showed that the majority of the employees had not completed the training however employees had taken a screenshot which contradicted the report provided by Continuing Studies. The initial trouble shooting for pulling the reports may have been resolved. Arleta asked that the request list be sent in so she can check in with Nicole and confirm it this has been fixed.

Comment: Perhaps long term we should involve IT before we go forward. If people have trouble logging in then they are going to give up before they get started.

Comment: Could this be delivered via Blackboard? It is a program everyone is familiar with and could house all courses available to employees. Arleta does not know why the Continuing Studies platform was selected as opposed to Blackboard as she was not part of the process. Arleta will get some history on how the selection process was decided upon and get back to the committee.

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**

- The last report Arleta provided was in September as she missed the October meeting. At that time she reported there were four complaints one of which had been resolved. There has been nothing new reported for October and November, one more has been resolved and two remain.

-Sarah added that the non-HR reports, two complaints have been received and both have been resolved. One was an informal resolution at the request of the complainant and after investigation of the other, the allegation was unfounded.

F. Inspection Updates

f.1) **Building Inspections – Lydia**

- inspections are on track, five left to do. The inspections are being saved on the <g>-drive for anyone who would like to review.

-No questions or comments.

f.2) **Lab Inspection Report – Lydia for Tammy & Conan**

-Conan reported at the last lab safety meeting that lab inspections are up to date.

G. New Business

g.1) Meeting dates and times - Sarah

- Does the last Thursday of the month from 1:00pm to 2:00pm still work for everyone? Thumbs up – none opposed. We will continue with this schedule in the New Year.

g.2) Daily check-in protocol for employee's – Sarah

- Part of the new protocols through WorkSafe BC included employee check-ins prior to attending the work place. This has changed from the previous requirement to post health check signage. The update from the Ministry is that we must now move further in regards to this documentation. The onus is on the employee to report and we have to now track that the employee is reporting before they come into the workplace that they are not exhibiting any symptoms or didn't meet any requirements. It is incumbent on the employee to report that the daily health check has been completed, whereas the employer should remind everyone to adhere to the requirements. This matter was brought up as a discussion within JOHS in the spring, in the event that the declaration became a reporting requirement. As per the previous discussion JOHS had thought that a simple fillable form from The COVID-19 webpages (similar to that of an ergonomics request) could be created that would auto generate a confidential email to a designated account. The information contained will only be accessed to assist Public Health for contact tracing purposes and would be deleted after 30 days. As an employer we are not collecting any personal information about workers, specially the responses to health check questions.

Question: Where is the requirement to complete a check-in if you are healthy? I see the requirement to report if you are showing symptoms but not the check-in?

-Arleta read out the PHO order while Sarah accessed the WorkSafe BC requirement.

The Nov 19, 2020 order has been clarified for worker responsibilities. Sarah provided the link on the WorkSafe's site: <https://www.worksafebc.com/en/about-us/covid-19-updates/health-and-safety/health-checks>. The requirement states that workers are to review the list of symptoms as shown on the health check poster, they need to complete the daily health check and inform their employer that they have done so using the health check method that has been created. Previously, PSI's had taken the view that it was sufficient to have the notification on the entry doors but the new order now changes this to a requirement. This will be a daily requirement – every time you come to a campus or worksite.

Question: Is possible to put a reminder notice regarding the health check requirement next to the posters on the exterior doors? Sarah will speak to marketing about changing the information.

-Sarah asked if anyone had other suggestions to the method being proposed that may be easier or quicker for all employee groups to adhere to.

Comment: Sign in sheets could be used in each space confirming that the health check was completed – this would eliminate the need to log onto a computer. Sarah commented there are a few issues with using paper sign in sheets. They would not be centrally collected, everyone would see other people's information and the sheet could be damaged, lost, or destroyed.

Comment: Is the intention for employees to complete the check prior to arriving on campus? Sarah advised that it is not intended for people to be queuing at the doors on their phones prior to entry. A self-assessment based on the BCDC's symptoms of COVID-19 should be performed prior to arriving on campus but that employees could log in to complete the health check declaration prior to starting their day.

Question: Is it possible to have a reminder message pop up on your computer as soon as you sign in or perhaps loaded into everyone's calendar as a reminder? Is this something IT could do?

Comment: There are more people working remotely than on campus and a reminder message would go out to everyone regardless of where they were working. Another option rather than an email would be a message on the home page of the UNBC website –although not everyone goes to the webpage every day. Ideally, there could be something that populates as soon as you log into your computer.

-the consensus from the group was that the idea of a reminder message by email or through computer log in would be a great solution however consideration needed to be given to the project constraints that IT are under at the moment.

Comment: It is a matter of public health and very important that it gets done. Establishing an automatically generated email that would go out each morning as a reminder would not be difficult.
 Comment: This is not just specific to the public sector, it applies to all employers and it will become the culture. It is not just us that need to do this - everyone employed will have to do this. Will it be made clear that this requirement will apply to all staff regardless of the location or campus you are working from such as the Hospital, if you are doing UNBC business, you will need to complete the checklist. Sarah noted that the requirement is for employees to complete the checklist before entering the workspace, however, UNBC has employees that work at sites that are not owned or operated by UNBC so our employees would need to adhere to the check-in requirements of the specific facility they are attending.

Comment: Is it possible to set this up on an app for mobile devices? Sarah advised that unfortunately most of the apps for this type of check-in will not work in B.C. because of the stringent Privacy Laws. Question: Will the UNBC Safe app allow for this to be installed? Sarah did make this inquiry however there would be an additional cost for this service and none of our counterparts in B.C. that also utilize the SafeApp have signed up for this yet. Perhaps long term this may be an option but we need a more immediate solution to meet the current PHO orders.

Motion: recommendation to be made to Presidents Executive Council that the daily health check declaration as described above be initiated in order for UNBC to adhere to the requirement that a written health check declaration be completed by workers before entry. All in favour, none against and no abstentions.

g.3) **Safety Hazard Discovery – Sarah**

-Sarah gave kudos to Lydia and Natalie who uncovered a safety hazard during a building inspection yesterday at the Bio-Energy Plant. Sarah requested an employee member to participate in the investigation at 10am tomorrow (Friday 27th). Beth volunteered.

H. Round Table Discussion:

-No other comments brought forward.

MEETING ADJOURNED AT 1:45pm

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 on online delivery format.