UNBC JOINT HEALTH & SAFETY COMMITTEE

September 26, 2019

1:00pm to 2:00pm

Charles J McCaffray Hall – Senate Chambers

Participants:

Sarah Elliott, (Employer Rep)- Co-Chair
Shannon Wagner, (Employer Rep)
Aaron Olsen, (Employer Rep) *Alternate*
Kerry Roberts, (Employer Rep)
Twylla Hamelin, (Employer Rep)
Christa Florell, (Faculty Employee Rep 1)
Annie Booth, (Faculty Employee Rep 2)
Tammy Klassen-Ross, (Faculty Positional)
Helen Lapp, (CUPE Employee Rep 1)- Co-Chair
Deb Schweder, (CUPE Employee Rep 1) *Alternate*
Beth Gentleman, (CUPE Employee Rep 2)
Richard Pattinson, (CUPE Employee Rep 2) *Alternate*
Bethany Haffner, (CUPE Employee Rep 3) *Alternate*
Conan Ma, Chemical Safety Officer (Resource)
Jennifer Skaar – (Recording Secretary)

Absent:

Barb Daigle**,** (Employer Rep) *Alternate*
Erik Jensen , (Employer Rep)
Mark Dale (Employer Rep) *Alternate*
David Claus, (Employer Rep)
Sean Kinsley**,** (Employer Rep) *Alternate*
Trevor Smith, (Employer Rep) *Alternate*
Chris Jackson (Faculty Employee Rep) *Alternate*
Alina Constantin, (Faculty Employee Rep) *Alternate*
Maik Gehloff**,** (Faculty Positional) *Alternate*
Natalie de Bruyn, (CUPE positional)
Lydia Troc– Health & Safety Manager, (Resource)

Meeting Co-Chair: Helen Lapp

Introduction & Welcome:

Tammy Klassen-Ross – new Lab Safety Committee Chair / Faculty Positional JH&S Committee Member
Beth Gentleman – new CUPE employee rep replacing Liz Dunn who has changed positions

A. AGENDA

a.1) No changes or additions to the agenda – all approved

B. APPROVAL OF MINUTES – August 29, 2019

b.1) No changes to the minutes –motioned to accept

C. BUSINESS ARISING FROM THE PREVIOUS MINUTES

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

Project Group 1 – Committee Promotion of- Culture Change/ Health Promotion on Campus
-The group has not yet had an opportunity to meet.

Project Group 2 – Committee Outreach to the UNBC Community
- A representative was not available to provide an update.

Project Group 3 – Field Safety Documentation & Forms
-Unable to meet yet due to scheduling and looking to coordinate with Faculty from the Field Safety Committee.

Project Group 4 – Re-Orientation & On Going Education for Existing Employees
-Group met in August and has a meeting scheduled for October 4th.

Project Group 5 – Bullying & Harassment and Employee Safety Survey
- The group met and came up with tasks they would like to do and what external resources would be required. The group plans to run a survey to address all groups on campus without reinventing the wheel and one that can be recycled every couple of years, which will help to indicate if the education and training are working. They have another meeting scheduled for the end of October.

19-016) Animals on Campus Policy & Procedures Draft - Sarah

Sarah asked to defer to a later meeting due to time constraints with a busy term start up. She will send out a draft to Committee members and open for discussion.

D. Incident Report Summaries - Sarah

Review of the Worksafe and other classified incident reports for First Aid Incidents; Safety Investigations; & Other Reports sent to members for review.
-No questions brought forward.

E. Inspection Updates

1) **Building Inspections – Sarah**

-Building inspections are up to date and thank you to everyone who signed up to participate on the remaining inspections. Sarah suggested that Tammy or Beth could accompany as an additional person on a building inspection for training if their schedule works.

2) **Lab Inspection Report – Tammy**

-Lab inspections have been continuing and no issues have come up.

F. New Business - None

G. Other Comments or Discussion:

-Sarah asked an Employee Rep volunteer to assist with a safety investigation taking place right after the meeting for an employee injury that occurred yesterday. Annie volunteered.

-Helen noted that there was discussion previously concerning fire alarm evacuation procedures being delivered by Faculty to classes at the start of the semester – did this go forward? Sarah confirmed that Lydia met with the Chairs ahead of time and Faculty delivered the message to their classes at the start of this month. Shannon complimented Lydia for having met with the Chairs in advance of this roll out.

-Richard was recently on a walk around Campus and noticed that he could only locate 5 muster stations and wanted to bring to Safety's attention that they are not easily located and the sign for #5 is not very legible. Sarah indicated that installation of new signage is being planned. If there are signs that can be replaced now before the frost, those will be done and the rest will be done in spring 2020.

-Question – why are there muster stations if the evacuation procedures do not advise you to go to a muster station? Aaron commented that muster stations are helpful to direct people to a safe place where they are out of the way of emergency traffic and personnel. Sarah commented that when there is a fire alarm in a building you are to vacate the building by either relocating to a different building not in alarm or exiting to outside. Muster stations are not just about fire alarm evacuations; they could be used for other purposes.

-Suggestion to have the fire evacuation procedures re-worded as the current instructions state to go to a muster station. Sarah acknowledged that there is work to do for the emergency operations but suggested that the Committee could use the building inspections as an opportunity to check the evacuation plans for the building.

MEETING ADJOURNED AT 1:23pm

ACTION ITEMS

Item #	Description	Who	Action
1) 19-002	Terms of Reference Review	All Members	Review - October 2019
2) 19-009	2019 Committee Projects	Individual Project Groups	On going
3) 19-016	Animals on Campus Policy & Procedures Draft for Committee Review	Sarah Elliott	November 28, 2019