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| Logo, company name  Description automatically generated | JOINT OCCUPATIONAL HEALTH & SAFETY COMMITTEE  Wednesday, January 19, 2022 12:00 – 13:00  Virtual |

**Notes**

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|  | ***Present*** | ***Regrets*** |  | ***Present*** | ***Regrets*** |
| Kristine Monk (Admin) | x |  | Robin Boxwell (VIUFA) | x |  |
| Robert Okashimo (Admin) (C) | x |  | Cheryl Cave (VIUSU) | x |  |
| Dale Baumel (BCGEU) | x |  | Kim Sharpe (HSS) | x |  |
| Daryl Pushor (BCGEU) |  | x | Erin Bascom (HSS) | x |  |
| Stephen Doering (CUPE) | x |  | Kordell Bergen (HSS) | x |  |
| Chris Alemany (VIUFA) | x |  | Margot Croft *recorder* | x |  |

1. **Approval of Agenda**

The agenda was approved as circulated.

1. **Approval of Minutes from December 21, 2021 meeting**

Minutes were approved as circulated.

1. **Business arising from previous Minutes**
   1. Nominations/volunteer for the JOHSC Co-Chair Faculty and Staff representative

The co-chair position role/expectations/benefits were outlined. Members were encouraged to consider taking on this committee responsibility. The matter will be further discussed at the February meeting.

1. **COVID Update**

VIU continues to follow the recommendations, advice, and orders of BC’s Public Health Office (PHO). Some of these include maintaining in-person instruction; educating folks to be fully vaccinated; following VIU protocols; limiting non-instructional in-person non-education events; doing daily safety checks; and continuing to work with the local health office to minimize outbreaks.

VIU awaits instruction from the PHO on testing options. It’s anticipated that there will be a specific strategy for post‑secondary institutions.

The province is moving toward a self-management model with limited testing and no contact tracing being done by PHO. VIU’s site links directly to the BC CDC for specifics on quarantining and related best practice as this information. This ensures that the most recent information is always available. VIU’s site can be [reviewed HERE](https://adm.viu.ca/health-and-safety/covid-19).

The PHO has made revisions on orders instated on December 22, 2021. H&S will work with the VIU gym for reopening on January 20.

1. **Follow-Up on Action Items**
   1. Committee self-evaluation document

This document is in the signing stage of the process and will be completed next week.

* 1. Briefing note for SMT re off-campus workplace orientation

This note is in development.

1. **Updates from Local Health and Safety Committees**

The Trades area and Powell River committees are slated to meet next week.

Support documentation has been sent to Cowichan to assist with set up with their H&S committee.

1. **Report from Health and Safety**

***Kordell***

* A Building Inspection Schedule sheet has been created and is available for committee suggestions. The Theatre building (310) is on the radar, and B325 is one that needs to be reviewed. It was suggested that B340-345 be reviewed when construction is complete.
* The first wave of 20 safety boards is in the installation process. Nine safety boards have been installed and Kordell will update those next week. Five more will go up shortly. The larger target is to have a safety board in every VIU building.

Stephen noted that the pedestrian crossing lights are not functional at the entrance to Parking Lot N by B305, and that this is an ongoing deficiency.

***ACTION***

Stephen put together an incident report that includes timelines so that this matter can be reviewed more fully.

***Erin***

Erin is working with Student Housing on updated isolation plans, and return to play with Athletics.

***Kim***

Sanitation stations are in place for computer areas. These stations will now be maintained by Facilities. There is also new signage to accompany stations.

1. **Jurisdictional Reports**

***BCGEU*** a safety meeting will be held for the first time in two years.

***CUPE*** no items to report at this time

***VIUFA*** There is some concern around students/faculty unable to attend class in person because of family members ill with COVID. It was further noted that planning for convocation on campus may necessitate a H&S inspection soon as well as clarification of occupancy restrictions as well as other H&S considerations for all parties involved in planning.

***VIUSU*** no items to report at this time**.**

1. **Review of Reports**
   1. Incident Report – December 2021

This report was reviewed and the number of slip on ice incidents was noted.

* 1. WorkSafe Inspection Reports – no reports to be reviewed
  2. Incident/Accident & Investigation Summary Report – November, December 2021

It was noted that in February, HR’s Manage Here continuing education series for managers will take part in a seminar Due Diligence. This is a two-part seminar, offered by BC Government’s Employers’ Advisers Office, and is described as follows:

*This 90-minute webinar will discuss the elements of due diligence. Managers and Supervisors will gain a better understanding of the legislative and regulatory requirements necessary to demonstrate due diligence in their workplace. This webinar may also be of interest to Human Resource and Health & Safety practitioners (including Joint Committee Members).*

*Topics covered in this webinar include:*

*• Components of Due Diligence,*

*• Identify some of the legal requirements,*

*• Address safety responsibilities in the workplace,*

*• Resources*

As there are a few gaps in incident reporting, it’s anticipated this seminar will be result in better and more timely reporting. These are online and open to members of this committee. Registration and seminar outlines are available here: <https://eao-employersseminars.labour.gov.bc.ca/>

* 1. Special Reports – no reports to be reviewed
  2. Safety Tour Report – no reports to be reviewed

1. **New Business**

There were no new items of business.

1. **Information Items and Correspondence**

Claudette has stepped down from the committee. A CUPE replacement will be forthcoming.

Daryl has stepped down from the committee. Dean Cadieux will re-join the committee as Daryl’s replacement.

Adjournment – 12:40

**Next Meeting**

February 16, 2022 12:00-13:00

Virtual