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| Logo, company name  Description automatically generated | JOINT OCCUPATIONAL HEALTH & SAFETY COMMITTEEWednesday, February 16, 2022 12:00 – 13:00Virtual |

**Notes**

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

1. **Approval of Agenda**

The agenda was approved as circulated.

1. **Approval of Minutes from January 19, 2022 meeting**

Minutes were approved as circulated.

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

Dean C. offered his name and the committee unanimously endorsed this nomination.

1. **COVID Update**

VIU continues to follow advice and direction from PHO. Starting tonight, many restrictions will be lifted. Notable impacts for VIU include gym use, events, student housing, and the cafeteria. The Province will review COVID measures on March 15, and then again on April 12.

VIU has been allocated one rapid test kit for each student and employee who are on campus. Each kit has 5 tests. These tests are currently enroute to VIU, and H&S is working on logistics of distribution with hopes of distribution to students before next week’s reading break. It’s anticipated that there will be several dates over the next three weeks when tests can be picked up. Pick up information will be communicated through an email.

These kits are strictly for VIU students and employees. Other groups that may be on campus are eligible for test kits that will be made available to community members in the weeks that come.

There was discussion around the following—

* Test kit expiry date – currently unknown, but anticipated that these are new kits
* Guidelines around who can use tests in a kit received by an employee or student – none, the student or employee can use the kit as best suits their need
* Left over kits – to be determined

The committee recommended that communications should include a robustly worded reminder of the BCCDC guideline that if you don’t feel well, stay home even if you test negative for COVID.

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

This has been signed and posted on the JOHSC web page.

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

This has not been started yet.

* 1. Pedestrian crossing incident report (Stephen)

Facilities was notified and the measure that was put in place (out of service signs) has not lasted. The deficiency persists.

Kordell will follow up with Facilities.

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

*Powell River*

An oft-used paved pathway was noted. It is in poor condition and slippery. Although there have been no incident reports, it is an area of concern.

*Trades and Tech*

The group received numerous reports of slow updates to the VIU app and web page re campus closures. As trades programming often starts before 08:00, earlier updates are needed with an 04:30 time noted as being optimal. Further, slow snow removal on the lower campus was noted. Trades programming started on January 4, several days earlier than other classes. It was queried if Facilities knew of this date.

Some time ago, a faulty window caused injury. At the time, an inspection of similar windows was done. B200 was missed in this inspection. Facilities is following up.

Security at remote sites such as horticulture was brought up. Dean and Kordell did walk around the horticulture site and have recommendations.

*Cowichan*

Will meet on March 8. Kim will attend this first gathering, and then the team will be independent. representation including the Trades Centres. The committee of 10 members represents a majority of areas at Cowichan. Kim will provide update after that meeting.

1. **Report from Health and Safety**

***Kordell***

* 12 safety boards have been set up and 4 more installed. It appears to be a good way to engage with folks in various buildings.
* The next building inspection will be B310 in March. The plan is to do the whole building and not just the theatre area. Also plan to reach out to [ActSafe](https://www.actsafe.ca/) BC for some guidance. Robin will send along contacts with Act BC. This inspection is anticipated to take least 1.5 hours.

***Kim***

* The planning process around key Health & Safety systems that took a back seat to COVID is now being picked up again. Defining guiding documentation similar to ISO is in development. H&S is also working with IT on possible software programs that will support better and more consistent health and safety reporting

***Erin***

* Department planning and business continuity planning is underway
* Larger events are happening next month and H&S is waiting for information on occupancy changes.
* Work is being done on determining a COVID manager for the CCAA Women’s Basketball Nationals that will be hosted by VIU in March.
1. **Jurisdictional Reports**

***BCGEU***

It wasnoted that a standardization of trades facilities tours guidelines is being set up. This is needed given the large numbers of visitors coming to tour these areas each year***.***

***CUPE***

Concerns have been brought forth re cleaning. There was a reported instance where an area cleaner went on vacation for a week. During that week, there was no cleaning in the area. Rob Bauer was messaged, but the reporter felt that no action was taken.

*H&S noted that in cases such as this, they can be brought in to assist in resolution. H&S encouraged that they be brought into the conversation and would like to see the reply from Rob Bauer in order to assist in the remediation of this issue.*

***VIUFA*** no issues to report

***VIUSU*** no issues to report

1. **Review of Reports**
	1. Incident Report – January 2022

The large number of slips/falls was noted. It was observed that this trend happens every year.

H&S has reached out to Facilities with suggestions, and will apprise the committee of those suggestions forwarded. Committee members offered a number of suggestions that included: where ploughed snow is piled; enhanced announcements of closures/conditions; and risk assessment in snow closure determination.

Although unrealistic to expect zero campus risk on icy/snowy days, it was suggested that the committee may choose to bring forward concerns and work with the VP Administration on suggested improvements for winter conditions on campus.

* 1. WorkSafe Inspection Reports – no reports for review
	2. Incident/Accident & Investigation Summary Report

Again, slips, trips, and falls dominated this report. It was noted that slippery conditions signage could show where to report slippery conditions so it could be attended to. As well, this reporting information could be on safety boards so the community could be proactive in reporting areas of risk/alerting Facilities to areas where immediate attention is needed.

Committee members were further encouraged to send ideas for safety board updates to Kordell.

* 1. Special Reports – no reports for review.
	2. Safety Tour Report – B190

The checklist format for tours/reporting was commended. Kordell will apprise members of that safety tour with follow ups to identified deficiencies.

1. **New Business**

No new business.

1. **Information Items and Correspondence**

Shannon McKenzie will re-join the committee as CUPE rep.

Adjournment

13:02

**Next Meeting**

March 16, 2022 12:00-13:00

 Virtual