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| Logo, company name  Description automatically generated | JOINT OCCUPATIONAL HEALTH & SAFETY COMMITTEEFriday, June 24, 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) | x |  | 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 |  |  |  |
| Amber Hieb (VIUFA) | x |  | Margot Croft *recorder* | x |  |

1. **Approval of Agenda**

Approved as circulated.

1. **Approval of Minutes from May 26, 2022 meeting**

Approved as circulated.

1. **Business arising from previous Minutes**

No business items.

1. **Follow-Up on Action Items**

No action items for follow up

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

Cowichan – recently held their monthly meeting. They are investigating solutions to glare from plexiglass screens that hinders the ability to see who is approaching a desk. Will take a break until September. Chatting about plexi-glass barriers. Not required, but if folks enjoy it and it works well, then no reason to take it down. They will look at it on a case-by-case basis. They find that glare from the plexiglass makes it difficult to see folks coming up to the desk. To be investigated further for solutions that work.

Powell River will meet July 21.

Other committees are on summer break.

1. **Report from Health and Safety**

Erin

Kordell travelled to Powell River for inspection. This report will be included in next month’s agenda.

Powell River’s Culinary program has moved to a new location in downtown Powell River. Kordell has made some recommendations.

It was noted that the current process of simply emailing inspection reports to deans/department heads is being reviewed. Typically, there is limited response to those emails, so adding a follow-up meeting to the inspection with deans and/or area heads is being explored with the intent of achieving more robust implementation. There will be a meeting with the folks from B325 in September. Similarly, a meeting with the Associate Dean and Culinary to discuss Powell River recommendations and develop strategies is scheduled. To this point, these meetings are being well received with strong participation.

The committee supported this shift in building inspection process.

Erin will be doing a training session on emergency management as a precursor to the cybersecurity tabletop exercise in July.

1. **Jurisdictional Reports**

***BCGEU*** no report at this time

***CUPE*** no report at this time

***VIUFA*** no report at this time

***VIUSU*** Installation of panic buttons in the VIUSU building is being explored. VIUSU is working with Mark Egan on this**.**

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

The incident of a person trapped in elevator was discussed. How long this person was trapped was queried and that time was indeterminant from the report. It was noted that elevators do have back up power.

Further, there was another elevator incident in the VIUSU building where the elevator dropped and then was stuck. The elevator occupant called for assistance using the elevator emergency phone as response was swift.

It was observed that:

* Elevator calls go to VIU’s 24-hour alarm monitoring.
* The elevator contractor is always called for an inspection after an incident.

* 1. WorkSafe Inspection Reports—no report for this month
	2. Incident/Accident & Investigation Summary Report—no report for this month
	3. Special Reports—no report for this month
	4. Safety Tour Report – B325

B325 houses an eclectic mix of uses and the report outlines an extensive and varied list of remediations to be made. Peter Diamante (chemical safety) has inspected building and made recommendations. Welding representative, and Facilities will be called in to make recommendations on other various aspects of this building.

As noted earlier, there will be a follow up meeting with Dean and relevant chairs to go over required actions.

1. **New Business**
	1. VIU Employee safety training matrix

HR has asked that a matrix for institutional safety training has been requested. This matrix would show what safety training would be needed for areas, or more specific job descriptions. In this way, it’s anticipated that training can be more responsive.

First steps are expected to review safety themes across the university to determine safety training need. When this is met, a more granular model is expected.

The committee is asked to begin to consider the general hazards in their respective areas.

* 1. Concerns re windstorms (response to May 18 windstorm)

The May 18 windstorm demonstrated that some strategies around communication in similar events are needed. A meeting will be held in a few weeks with Facilities and Communications as to how these hazards can best be communicated, as well as how to prepare , how to manage an evolving situation as far as possible when it does occur as well as who should be monitoring it, and when EOC should become involved.

Rob will update the committee after this meeting between Communications and Facilities has been held.

1. **Information Items and Correspondence**

The August meeting will be asynchronous. An agenda/comment document will be set up on Teams and the committee will have several weeks to read and make comments.

Adjournment 13:00

**Next Meeting**

July 2022

Asynchronous (watch for link to a Teams document)