|  |  |
| --- | --- |
| Logo, company name  Description automatically generated | JOINT OCCUPATIONAL HEALTH & SAFETY COMMITTEEWednesday, November 9, 2022 12:00 – 13:00Virtual |

**Notes**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | ***Present*** | ***Regrets*** |  | ***Present*** | ***Regrets*** |
| Kristine Monk (Admin) |  | x | Robin Boxwell (VIUFA) | x |  |
| Robert Okashimo (Admin) | 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**

The agenda was approved as circulated.

1. **Approval of Minutes from October 12, 2022 meeting**

Minutes were approved as circulated.

1. **Business arising from previous Minutes**

No business arising from previous minutes.

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

No action items for follow up

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

Kim met with the Cowichan group yesterday. Most of this meeting was devoted to a debrief of the Shake Out event. There was some concern around mass notification strategies and how they did and didn’t work. It was noted that this event is a great time to practice drop cover hold and to be aware that apps and other notification systems may not work in an actual earthquake.

The recent meeting with the folks at teew-shem-awt-xw (PR) also centred around Shake Out.

A query regarding who makes announcements in emergency events was brought up. It was noted that there are a variety of individuals who know how to push out notifications so that no one person needs to be on campus at a given time.

1. **Report from Health and Safety**

Kordell –

A reminder of the B255 building inspection on Monday, November 14 at 10:00. Robin and Stephen intend to join.

Erin –

Noted that Shake Out feedback comes from a variety of sources. A small group will be coming together tomorrow to review suggestions received – the first time this style of review has been done. It’s anticipated that a final report will be made available to the committee and wider community. Building a Shake Out web page with FAQs is being explored for next year.

Kim –

No updates at this time.

1. **Jurisdictional Reports**

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

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

***VIUFA*** Robin and Amber met to discuss H&S matters but otherwiseno report at this time

***VIUSU*** no report at this time

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

The report was reviewed.

It was noted that at the outlined incident in the theatre that Security was on site very quickly and dealt with matter very efficiently.

It was observed that the curved stairs to from the library to common area were icy/slippery yesterday and that Stephen did slip but was uninjured. A call to Facilities was made and they were able to provide ice melt for the area. In the time it took for a response to remediate conditions, Stephen ensured folks knew the area was hazardous.

It was suggested that a bucket of ice melt in high-risk areas that could be applied by whoever may be in the area would be beneficial.

***ACTION***

Kordell will reach out to Facilities to see if this is possible.

* 1. WorkSafe Inspection Reports

*No reports to be reviewed*

* 1. Incident/Accident & Investigation Summary Report

*No investigations were necessary this month*

* 1. Special Reports

*No reports to be reviewed*

* 1. Safety Tour Report – B375

Several recommendations were made in this report. As the recipients are always looking for improvement, these recommendations were welcomed with some already implemented. It was also observed that a passive ventilation system in an area that is sometimes used as a lab is not acceptable. It’s been strongly suggested that these areas not be used as labs as they are not set up for that purpose.

1. **New Business**
	1. Committee Training Opportunities (Kim)
* University-specific safety training at UBC <https://courses.cpe.ubc.ca/browse/wpl/srs-external>
* 2023 Western Conference on Safety: <https://wcs.pacificsafetycenter.com/2022/05/26/2023-western-conference-on-safety/>  -In person for 2023 -- 1, 2, or 3-day options. In Vancouver.

For the committee’s information. The above-noted sites offer some interesting opportunities for committee member professional development and engaging in one or more of these opportunities is recommended. As well, members are encouraged to share any development opportunity they may come across.

* 1. Annual Evaluation of the Committee (Margot)

A reminder of this evaluation was made to the Committee. Typically, the co-chairs go through and fill in this document. It is then shared with the Committee a few days before meeting, and then discussed at the December meeting with any recommendations by the Committee included in a final draft. This model will be followed for this year’s evaluation.

* 1. Upcoming Work Safe Report (Erin)

On October 12 a WorkSafe report asking if requirements were being met for bullying and harassment at VIU was received. It would appear this was the result of a questionnaire that asked about harassment being completed, though not based on any specific event. Nevertheless, it prompted an investigation by Work Safe, and VIU was asked for an investigation report and follow up. An investigation was completed and submitted. Work Safe will be sending a final report with no follow up actions. This final report will be shared with the Committee as well as posted on the H&S web site when it arrives.

1. **Information Items and Correspondence**

No information items or correspondence were forwarded.

**Next Meeting**

Wednesday, December 14 -- 12:00-13:30

Virtual