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| Logo, company name  Description automatically generated | JOINT OCCUPATIONAL HEALTH & SAFETY COMMITTEE  Wednesday, December 14, 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) | 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**

Agenda was approved as circulated

1. **Approval of Minutes from November 9, 2022 meeting**

Minutes were approved as circulated.

1. **Business arising from previous Minutes**

2022 Annual Evaluation of the Committee

The evaluation tool was reviewed with committee members. All are asked to take a longer look and make any comments where further clarification or explanation may be desired [LINK HERE](https://viucanada.sharepoint.com/:w:/s/viu_teams_JOHSC/EdB6n9CA7alEnUKauOHGdREBafHXYNshBvjKc7HczkeJog).

In the interests of timeliness, the committee is requested to complete this by Friday, December 16.

Areas of note include the following—

* New software around incident management will be introduced in the new year. This will allow for a more consistent and better managed system as well as better data analysis. Resulting reports will allow hot spots that may rise to be more easily identified.
* Thanks to Kordell for coordinating and to committee members for participation in regular building inspections.

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

Ice melt in high-risk areas (Kordell)

This is in progress. CUPE and Facilities are on board with this trial initiative. Four locations have been identified for a trial of this initiative: the door by the IT area (B305), stairs by 305, in front of Welcome Centre (B300), and between B210 and B205. If the trial goes well, it will be expanded.

The following areas were noted as having high potential for ice slip/fall risk:

* Walkway at the north end of 180 where the curve that comes down from gym
* Entrance to B150

Members were encouraged to email and/or put in a work order to Facilities for areas that need attention.

This initiative will be monitored, and an update will come at a later date.

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

No recent meetings have been held.

1. **Report from Health and Safety**

Erin

*(on behalf of Kim)* The practicum/work experience working group completed recommendations to the Provost’s office. Next steps will be to meet with the Centre for Experiential Learning to integrate this training.

Kim and Erin went to Cowichan and reviewed that campus’s emergency response procedures. They also visited the Cowichan Trades Centre to review Shakeout responses.

Erin is currently working on general emergency response details.

Kordell

No updates that this time.

1. **Jurisdictional Reports**

***BCGEU***  Noted that the app and website weren’t updated in a timely way during the last snow day. Although it was Friday, for the Trades area it’s helpful to have notices each day that the campus is or is not open so students coming from areas well outside of Nanaimo (where road conditions can be very different) can make travel decisions, and so instructors can make arrangement to have online class components.

***CUPE* –** It was noted that during a late snow closure on campus B180 was not locked. Although the protocol of locking buildings during a campus shutdown is a question for Facilities, it was advised that if a building needs to be locked, that security can be contacted. As well, members are encouraged to report if areas are open when they would better be locked.

***VIUFA* --** The mask recommendation on the VIU web page was much appreciated.

***VIUSU* --** nothing to report at this time.

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

The report was reviewed with no further comment.

* 1. WorkSafe Investigation Reports

Bullying and Harassment

This report has been resolved. Whether the report was intentional is unclear, but Health & Safety noted that VIU could do better in this area and is working with HR to do so.

Welding

Health & Safety received a call from a WorkSafe Occupational Hygienist. Some students who have graduated from Trades programs and have gone on to jobs in the lower mainland have taken the VIU exposure program with them although each workplace is supposed to have its own plan. Be that as it may, a change in exposure protocol happened in March 2022, and WorkSafe became aware, through this sharing of plans, that VIU needs to update its exposure program from 2019. Dale was asked to share with his students that each workplace should have its own plan, though are welcome to use VIU materials as a guide.

Further, this prompted a discussion with VIU counsel about disclaimers on these kinds of materials, so several good things were set motion because of this report.

* 1. Incident/Accident & Investigation Summary Report

October, November

This was reviewed with no further comment.

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

1. **New Business**
   1. 2023 Meeting Dates/Times (Margot)

The current virtual schedule of monthly lunch time meetings on Wednesdays continues to work for members. It was noted that a once-a-year face-to-face would be good.

1. **Information Items and Correspondence**

No information items or correspondence were forwarded.

**Next Meeting**

January 11, 2023 12:00-13:30

[Virtual](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NThjYmJmYTctNGE2OS00MTBjLTk1MWMtMjI5MTc4MmQxNGVh%40thread.v2/0?context=%7b%22Tid%22%3a%22128dfef5-fdd5-4cfc-be19-3679ed0271ce%22%2c%22Oid%22%3a%22a849f3bc-e6aa-4d30-b6c7-156320608cbc%22%7d)