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| Logo, company name  Description automatically generated | JOINT OCCUPATIONAL HEALTH & SAFETY COMMITTEE  Wednesday, May 24, 2023 12:00 – 13:00  Virtual-- Asynchronous |

**NOTES**

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| --- | --- | --- | --- | --- | --- |
|  | ***Present*** | ***Regrets*** |  | ***Present*** | ***Regrets*** |
| Robert Okashimo (Admin) | X |  | Robin Boxwell (VIUFA) | X |  |
| Dale Baumel (BCGEU) |  | X | Cheryl Cave (VIUSU) | X |  |
| Dean Cadieux (BCGEU) |  | X | Kim Sharpe (HSS) | X |  |
| Stephen Doering (CUPE) | X |  | Erin Bascom (HSS) | X |  |
| Amber Hieb (VIUFA) | X |  | Kordell Bergen (HSS) | X |  |
|  |  |  |  |  |  |
|  |  |  | Margot Croft *recorder* | X |  |

1. **Approval of Agenda**

The agenda was approved as circulated.

1. **Approval of Minutes from April 12, 2023 meeting**

Minutes were approved as circulated.

1. **Business arising from previous Minutes**

No items for discussion.

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

No follow up items for discussion.

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

No updates from local H&S Committees.

1. **Report from Health and Safety**

**Incident Report System – Kim**

Data import from Unit4 should be complete May 24, 2023. User Groups will be entered, and access to additional data is defined based on filters added. H&S will work with Prismatic to define parameters of these filters.

As well, H&S will work with Enterprise Systems to transfer current data from Stargarden into the new system so that historical data captured.

A request has been made to IT to update the H&S incident reporting website reflecting new links into the system for specific incident pathways.

Incident Reporting pathways are:

1. VIU Employees Incident Report (this link is SSO protected; linked to Unit4; IT security embedded)
2. Students/Visitors Incident Report
3. First Aid Attendant to enter First Aid Report information only – can link to the Employee and Student/Visitor Incident (Names and email addresses used to identify the link between the two).
4. Link to VIU Security Incident Report webform currently managed by Facility Services – these are not stored in the new incident system. These are managed entirely by VIU’s Security Manager.

Training on system to begin in the summer. H&S will define priority groups for Prismatic.

1. Managers as they have additional steps beyond incident reporting (investigation reporting, plus they can submit incidents for those they manage if the employee is incapacitated, for example).
2. Ancillary Services
3. Facility Services
4. All Employees (will set up a variety of dates and times throughout the summer)
5. All Faculty/Instructors – in last 2 weeks of August (will set up a variety of dated and times)
6. Managers – 2nd session in August
7. All Employees (will set up a variety of dates and times throughout September and October).

**Erin**

Emergency Planning documentation revision continues. WCB claims were higher than average over the last few months but are starting to level out to typical volumes.

**Kordell**

The Trades Safety Committee inspection for B150 (automotive) was completed with no major issues noted.

The JOHSC inspection for B200 was completed and submitted. This inspection report created quite a bit of conversation with the building occupants and other departments on campus. Questions arose over who’s responsible to pay for repairs to multi-use classrooms. Drew (Director, Campus Development) said that his department has a capital refurbishment budget to repair and upgrade shared spaces. They work on a scheduled timeframe for room updates. B200 is not due for an upgrade this year, so he asked that work orders be created for missing or damaged items and Facility Services will perform the repairs on a request basis. This highlights a couple of issues that have emerged with JOHSC investigations:

1. If the building manager or main user is not receptive to the investigation report, recommended repairs do not happen (Kordell submits the WO’s for exterior issues, the building manager or main user is responsible for the inside issues).
2. Why are building users (in this case the instructors that teach in the multi-use classrooms) not reporting these issues to Facilities themselves? There seems to be no sense of ownership from some of the user groups on campus.
3. **Jurisdictional Reports**

**BCGEU –** no report at this time.

**CUPE -** No report at this time.

**VIUFA**

* I met with VIUFA members from IT who had questions about the supply of specific safety equipment. In mid-March 2023, members of the Network Administrator’s team completed a safety plan and developed a list of safety and other equipment needed to complete their work with Wireless Access Points on campus.
* Two other requests arose out of the discussion with the Network Administrators team:
  + They would like a broader hazard assessment of their work and support in identifying what, if any, additional safety training/equipment is required to ensure best safety practices.
  + They would like an opportunity to participate in building inspections in specific relation to the spaces their team members commonly have to access for on campus work.

**Students’ Union –** No report at this time.

1. **Review of Reports**
   1. Incident Report April

The report was reviewed with no further comment.

* 1. WorkSafe Inspection Report

No reports to review.

* 1. Incident/Accident & Investigation Summary Report

The report was reviewed with no further comment.

* 1. Special Report

No reports to review.

* 1. Safety Tour Report -- Shop

The report was reviewed with no further comment.

1. **New Business**

**Committee Membership - Rob**

* With the departure of Brandon from the university, Richard Lewis, AVP Facilities has asked Rob Bauer to be one of the employer representatives on this committee.
* Nabeel Nazeer, one of the new CUPE representatives has also stepped down from the CUPE executive and will no longer be on this committee. Awaiting word from CUPE on a replacement.

1. **Information Items and Correspondence**

No items have been forwarded.

**Next Meeting**

June 14, 2023 12:00-13:00

Virtual