Attachment 1

**JOINT OCCUPATIONAL HEALTH & SAFETY COMMITTEE**

Wednesday, September 13, 12:00 –1:00

B180 R138

# NOTES

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | *Present* | *Regrets* |  | *Present* | *Regrets* |
| Rob Bauer (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) chair | x |  | Erin Bascom (HSS) | x |  |
| Stephen Doering (CUPE) | x |  | Kordell Bergen (HSS) | x |  |
| Ashley Faulkner (CUPE) |  | x |  |  |  |
| Amber Hieb (VIUFA) | x |  | Margot Croft *recorder* | x |  |

***NO QUORUM***

1. **~~Approval~~ Review of Agenda**

The agenda was reviewed as circulated with the addition of the following to be added to New Business:

* Tours in the Trades area
* CCR app
* Ricoh machines being moved around campus.

1. **~~Approval~~ Review of Minutes from August, 2023**

Minutes were reviewed as circulated with no changes suggested.

1. **Business arising from previous Minutes**

No items for discussion.

1. **Follow-Up on Action Items**
   1. Smoking during drought conditions (Kordell)

The briefing note on this topic was sent to Emily H recommending the following:

1. Temporary closure of two designated smoking areas deemed high risk between June 1-September 30 annually (unless the province deems fire risk in Nanaimo as low).
2. Permanent removal of three concrete ashtrays behind housing buildings 5, 7, and 9. Alternate concrete ashtrays are available in concrete courtyards in front of these buildings. (this has support of VIU housing)
3. Maintenance of outdoor ashtrays (to ensure removal flammable materials).
4. Security services increase patrol frequency around smoking locations during periods of extreme risk.

It was noted that there was follow up on the first two recommendations.

It was discussed that the student pub smoking site – deemed a high-risk area – was not part of VIU’s authority and that posted signs were being ignored. Further, the ashtray placement is not the required 6m distance from the doorway as outlined in WorkSafe regulations.

Further observation was that signs in other areas were also being ignored by both students and employees.

Possible strategies to mitigate non-compliance included outlining alternate areas where smoking is permitted.

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

*Trades & Technology*

Dean stepping away from the Trades and Tech Safety group so Dale will be taking over the chair of that group.

The group will meet next week.

*Cowichan*

This group met yesterday and highlights from that meeting will be included at the next JOHSC meeting.

*B210*

Emergency response and the upcoming Shakeout were the main foci of this meeting.

Other local groups will be meeting next week.

1. **Report from Health and Safety**

*Centre of Reconciliation Excellence (Daycare)*

Construction of this site has commenced. The evacuation area located in that area was not communicated by the project manager. He was reminded of this oversight and alternate evacuation sites will be communicated to those affected. It was also noted that the current smoking area outside of the Welding building may need to shift given that it is in proximity to the intended entrance to the daycare. Early discussion of options is intended for a smooth transition.

*Shakeout*

Preparation for Shakeout has underscored the need to address gaps in the emergency warden group and recruitment is underway to address this. It was noted that there is online training for Emergency Wardens as well as an [online handbook](https://adm.viu.ca/sites/default/files/emergency-warden-manual-viu-2022-12-22.pdf). It was further recognized that VIUSU would have its own emergency procedures as it is not under VIU’s authority. However, emergency response information and best practice will be shared. This will be done via email [info@viusu.ca](mailto:info@viusu.ca).

*B305 fire alarm*

There was some ambiguity in communication that occurred for this event. Although most protocols were followed, the runner sent to give the all clear was difficult to identify. It’s intended that more official language and identification will be employed in future situations.

*Incident reporting system*

This new system roll out and use is going well. Some details are still being sorted, but these are a quick and easy fix. Although training has been offered to departments, there is limited uptake as most folks find the system is very intuitive and simple to use. is going pretty well.

Standardized programming continues.

1. **Jurisdictional Reports**

*BCGEU – nothing to report at this time.*

*CUPE– nothing to report at this time.*

*VIUFA– nothing to report at this time.*

*VIUSU – nothing to report at this time.*

1. **Review of Reports**
   1. Incident Reports – August

There was some discussion around the MVA related to a class field trip. It was observed that both the field trip risk assessment and the incident report were completed well. The only possible addition for that field trip assessment (and others) may be to include that if students are unable to find a ride or drive themselves, a bus be used for participants, and that if students do drive, that they comply with motor vehicle act rules.

It was suggested that examples of good field trip risk assessments be shared with other departments as appropriate.

* 1. WorkSafe Inspection Reports – Milner Gardens

This was just a drop in and no compliance orders were received. A notation regarding changes to WorkSafe regulations was made, and this topic will be discussed by Mark Egan at the October JOHSC meeting. Additionally, a safety board will be installed at Milner. It was remarked that these surprise inspection reports are coming back in a positive light.

* 1. Incident/Accident & Investigation Summary Report

No comments were made.

* 1. Special Reports – No report for review
  2. Safety Tour Report – B250 Office Inspection

It was observed that this building had almost no need of remedial safety actions.

1. **New Business**
   1. Tours in the Trades area

A presentation by the TAT Safety Committee around standardization of safety practices for tours visiting shop areas was made to TAT chairs at a spring 2023 meeting. It was presented and emphasized that there should be a designated area for visitors delineated by floor markings as well as PPE items such as hi viz vests and safety glasses for both safety and identification.

It was suggested that the cost for visitor PPE could be a barrier to uptake. This has been researched and estimated to be around $625.

It was suggested that the TAT Safety Committee work with H&SS to assist in moving this proposed initiative forward. That a risk assessment for visitors to identify hazards be done for documentation as well as a comparison of similar industry best practice in this area was further recommended.

* 1. CCR app

Robin shared that a new student-centered app notes an indirect number to reach VIU security.

***ACTION***

Kim will follow up with the CCR folks to correct this.

It was shared that the VIU Safety app was highlighted by the Arts & Humanities dean at a recent department meeting. The app got positive reviews from that group.

* 1. Ricoh machines being moved around campus

Stephen observed that just one employee was moving a copier and that the size/weight of the copier should have resulted in that being a 2-person task thus he assisted.

It was advised that Stephen and the employee document this incident as a near miss in the reporting tool.

**Information Items and Correspondence**

*JOHSC Scheduling for 2023-2024 (Margot)*

The committee voiced a desire to have in-person meetings. Wednesday is the day that fits for most. The committee was asked to indicate which Wednesday of the month (first, second, or fourth) would work best. When this is determined, a room will be sought, and invitations sent out. Meetings will be all in person or all virtual as there isn’t consistent infrastructure to facilitate hybrid meetings.

*Comings and Goings*

* Ashley Faulkner will join the committee as a CUPE representative.
* Cheryl Cave who has been involved with the committee for many years will step down and Sarah Segal will take on the VIUSU representative ex-officio position. The Chair thanked Cheryl for her many years of service to this committee.

It was suggested the Terms of Reference be reviewed for the possibility of an alternate stepping in for non-voting members.

Adjournment

1:10

**Next Meeting**

Wednesday, October TBD

12:00-1:00