**JOINT OCCUPATIONAL HEALTH & SAFETY COMMITTEE**

Wednesday, April 10, 2024, 12:00 –1:00

B210 R385 OR [Virtual (Teams)](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NjA0ZjljM2QtZjFmMy00ODQ5LWE5ZTYtNWVkYmY2N2M0ZjNj%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)

# Notes

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | *Present* | *Regrets* |  | *Present* | *Regrets* |
| Jean Maltensen (Admin) | x |  | Robin Boxwell (VIUFA) | x |  |
| Robert Okashimo (Admin) | x |  | Sarah Segal (VIUSU) | X |  |
| Dale Baumel (BCGEU) | X |  | Kim Sharpe (HSS) | X |  |
| Dean Cadieux (BCGEU) |  | x | Erin Bascom (HSS) |  | X |
| Jannine Grant (CUPE) | X |  | Kordell Bergen (HSS) | X |  |
| Ashley Faulkner (CUPE) | X |  |  |  |  |
| Amber Hieb (VIUFA) | x |  |  |  |  |

### Approval of Agenda

The agenda was approved as circulated with the addition of staffing issues for security guards/first aid attendants to be added in New Business.

1. **Approval of Notes from March 13, 2024**

Notes were approved as circulated.

### Business arising from previous Minutes

No items from previous minutes.

1. **Follow-Up on Action Items**
   1. Members reviewed the quarterly KPI report from the incident reporting software – no comments
   2. Kordell is going to follow-up with Facility Services on the new asbestos training in VIULearn. Rob Bauer reported that Facilities already has asbestos training in place. Kordell will connect with Mark Egan to verify this training meets WBC requirements.
   3. Kordell reached out to other departments on campus (campus development, facility services, IT, accessibility services) to see if there was interest in booking a flight to make a trip to the tiwšɛmawtxʷ campus. Campus development and accessibility services responded. On further discussion, the Health & Safety department felt that it would be more beneficial to travel alone, as this would provide them with more one-on-one time with Liam and the campus employees.
2. **Updates from Local Health and Safety Committees**

Cowichan

This group met in March, the committee discussed the recent JOHSC inspection, with a focus on chemical safety/storage.

Trades and Applied Technology

This group met March 27.th It was noted that membership has declined, Dale has reached out to department heads to see if the membership list needs to be updated. The committee inspected B185 (Baking) on April 9th. Janitorial concerns were noted during the inspection. This has been raised by the program chair (Aron Weber) with Facility Services (Trevor Riddell). Some other small repairs were noted (accessibility route, fencing around the outdoor pizza oven, flooring).

1. **Report from Health and Safety**
2. The JOHSC Hazard Registry subcommittee has identified 66 hazards across campuses and those have been assessed and ranked in order of priority. Slips, trips, and falls was the top hazard. This subcommittee's work is now complete, thank you to the subcommittee for their great work. Creating programs to address those issues will start with the top 10 hazards and progress from there.

A gap analysis of hazard controls will be completed by H&S in consultation with the Hazard Registry committee members if needed. The gap analysis will let VIU know what controls are required, what VIU has in place, and what is missing, if any. The hazard controls will be embedded into the creation of each hazard control plan. Hazard control plans will the shared with and reviewed by the JOHSC before they are finalized.

The process will then transition to implementation (estimated to begin in 2025). Implementation will include completing a Job Hazard Analysis with department managers and the worker(s) to identify job tasks. It will be determined if any health and safety hazards exist within the tasks. If there are, then the appropriate VIU hazard control plan will be implemented, and the manager and worker will identify which hazard control is most reasonable to implement within the task.

1. Health & Safety is working with MARCOMM to redesign their website for easier navigation.
2. Recently, a garage door mechanism in the HEO area failed narrowly missing an instructor who was walking under it. That door that failed how now been repaired by a local company. All 9 overhead doors in B110 will be repaired in the same manner as preventative maintenance. In a previous conversation with Rob Bauer, Kordell had requested that all overhead doors be inspected and returned to an annual inspection schedule, this was set to occur in April.

***Action:*** Kordell will follow up with Dan Watt following the recent changes in Facilities to ensure this work is still being completed this month.

1. **Jurisdictional Reports**

BCGEU—Dale reported issues with the building alarms in some of the lower trades buildings.   
 - Some staff do not have codes for the alarm panels  
 - The placement of the alarms was also discussed (alarms are located some distance from the door, making it difficult for workers to get to the alarms before they are set off).  
 - ***Action*** – Jeannie will follow up with Facility Services.

-- Dale raised warden training as a recent topic of discussion in trades, Kim informed him that this will be a priority for Emergency Management in 2024/25.

CUPE—Ashley wanted to express her thanks to Facility Services for their fast response to the lighting concerns in B180.

VIUFA—Nothing to report at this time. Welcome back Amber, although she may be leaving us again.

VIUSU—Nothing to report at this time.

### Review of Reports

* 1. Incident Report – March

This report was reviewed with no further comment.

* 1. Injury Report – March

This report was reviewed with no further comment.

* 1. Investigation Corrective Actions Report -- March

The recommendation to create a notification system to flag students with previous histories at VIU created some discussion and concerns were raised. This recommendation has not been actioned yet, many departments would be involved in discussions prior to any changes occurring.

* 1. WorkSafe Inspection Reports – No report for review
  2. Special Reports – No report for review
  3. Inspection Report – B356

Due to time constraints, the group did not review the inspection report for B356. Kordell reported that the inspection did not turn up many concerns and that the involved departments were very receptive and addressed the concerns promptly.

### New Business

a. Jannine raised a Security/First Aid concern to the group. Jannine reports from discussions with the security guards that they are having staffing issues.

***Action:*** Jeannie with follow up with Mark Egan regarding security staffing concerns.

b. Revised Safety Policy was quickly reviewed

***Action:*** committee to review draft policy and make any comments before the May 2024 meeting***.***

* 1. Discussion started about non-compliance and link to conduct processes.
  2. VIU does not have a current employee conduct policy. Student non-compliance would fall under the student conduct policy.

1. **Information Items and Correspondence**

There were no information items or correspondence.

Adjournment—1:00pm

**Next Meeting**

Wednesday, May 8, 12:00-1:00

B250 R308 OR [Virtual (Teams)](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZjQ3ZmQ4NTktZjBmZC00OTQyLWE1ZDQtZTk5OGViNWJjMzhl%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)