**JOINT OCCUPATIONAL HEALTH & SAFETY COMMITTEE**

Wednesday, February 12, 2025, 12:00 –1:00

B250 R308 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* |
| Derek Mann (Admin) |  | X | Robin Boxwell (VIUFA) | X |  |
| Robert Okashimo (Admin)  | X |  | Mathews Tharakan (VIUSU) |  | X |
| Dale Baumel (BCGEU)  | X |   | Kim Sharpe (HSS) | X |  |
| BCGEU - Vacant |  |   | 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.

1. **Approval of Minutes from January, 2025**

The January agenda was approved.

### Business arising from previous Minutes

### Committee members have now had the opportunity to review the Fire Safety Plan and the new Health and Safety Policy.

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

The committee reviewed the Working Alone or in Isolation Program. We discussed the working alone function in the Safety App as well as working alone procedures for employees who are working alone at home. Teams chat was noted as an effective check-in tool.

1. **Updates from the Local Health and Safety Committee**

No Local Safety Committees met in January.

1. **Report from Health and Safety**

**Kordell** – Continued work on the first aid program, A ‘Team’ has been created for all first aid attendants and OFA’s. This will be used for communications, supply requests, and inventory tracking. I have been creating and updating content for the H&S website.

**Kim** – Almost finished the H&S policy review process. Kim is involved in many investigations right now. The first aid working group will meet in the next few weeks to review OFA’s, First Aid Attendants, stipends, and training costs. The group will have representation from all campuses and various departments with the goal of creating more consistent processes around first aid provision and reviewing stipends.

Naloxone – Kim received an update today; ongoing management of the Naloxone Program will be overseen by the Wellness Clinic in Student Affairs. Robin – shared that VIUSU has provided free naloxone training sessions for students and staff. H&S has sent naloxone training information from Island Health to Student Affairs.

**Erin** – The Fire Safety Plan was reviewed by the committee in January and will go up on the website in the next few weeks. Erin has been finalizing the fire drill schedule with the President's Counsel. Most buildings will require one drill per year, which will be covered with Shake Out. Labs require 4 drills per year; 1 will be Shake Out, 3 will be Fire Safety Meetings. Residence requires 2 drills per year. The Emergency Policy is under review, some minor updates are occuring.

1. **Jurisdictional Reports**

BCGEU – Report good feedback from members about communications for snow closures. Some slips and falls related to the snow were on the IR’s. Reminder, if students or staff don’t feel comfortable driving in severe weather, they can connect with their manager or instructor and stay home.

CUPE – Jannine reported lots of snow closure feedback from members, with the opinion that the campus could have been closed earlier on Monday. Members appreciated that VIU stayed closed Wednesday morning to give staff additional time to clear snow and rest.

VIUFA – Robin noted that snow is consistent in February in Nanaimo and that the Theatre may not approve evening rentals in February going forward.

Amber – Approached by a member about weather conditions, they reported that the campus had icy patches, while city sidewalks were salted. Staff should report their grounds concerns to Facility Services. It was also mentioned that yellow bins are located all over campus with ice melt in them that anyone can use. We discussed add the locations of these bins to the interactive map and adding a reminder in the Digest about self-salting slippery locations. The best method to report slippery conditions on campus is to call Facility Services (6500).

Members asked about the new phone plan for campus, concerns were raised around the removal of accessible landlines in classrooms, hallways, and offices. There were concerns that in an emergency, employees would not have access to a landline phone, and the cellular network may not work. Erin and Kim worked with IT in December and identified the need to create a VIU telephone standard. This has been reviewed with IT with the recommendation to retain a landline in the lobby buildings. Details of the plan are still being worked out with IT. Eventually, Teams calling will replace landlines for most employees. Teams lines can call 911 or the RCMP.

VIUSU – N/A.

### Review of Reports

* 1. Incident Report – January
	2. Injury Report – January
	3. Investigation Corrective Actions Report - January
	4. Inspection – Building 300 & Cowichan Campus

### New Business

###  1. Preferred day and time for JOHSC meetings (currently second Wednesday of the month, 12 – 1pm)

### The committee has always worked around the union's schedule and group majority. Kordell will send out a poll to committee members.

###  2. Preferred day and time for Inspections (currently first or second Tuesday of the month, 10 – 11am)

###  Kordell will send out a poll committee members.

###  3. Make it Safe conference March 13th in Nanaimo. JOHSC members receive 8 hours annually for related training.

### Information Items and Correspondence

Adjournment