**JOINT OCCUPATIONAL HEALTH & SAFETY COMMITTEE**

Wednesday, January 15, 2025, 12:00 –1:00

B255 R205 OR Virtual (Teams)

# 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 |  |
| Vacant |  | 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.

1. **Approval of Minutes from December 11, 2024**

The December agenda was approved.

### Business arising from previous Minutes

### No new business to report.

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

The committee reviewed the De-energization and Lockout General – SWP. The committee discussed employee access to breakers in classrooms and shops. Robin shared that you can submit a Work Order to Facility Services to be added to a list of approved employees to have access to breakers.

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

Cowichan

This group met last week. The committee discussed the new high school opening beside VIU. There is an open path from the new high school and the designated smoking area for VIU. There is also access to VIU grounds, Cowichan staff will monitor this situation as it unfolds.

Cowichan is on board with the idea of transitioning to a smoke-free campus. Rob asked if discussions had occurred between Cowichan and the SD regarding lockdowns. Kordell, Kim, and Scott inspected the Cowichan Campus.

1. **Report from Health and Safety**

**Kordell** – In the last month I have inspected and submitted reports for the Cowichan Trades Centre, GR Paine, Cowichan Campus and B300. I created an insurance FAQ document to address the questions that will arise from Facility Services removing the fleet vehicles from service in April.

**Kim** – Still working on the First Aid program. Has been involved in an investigation that is taking up lots of time. Kim has also been working on briefing notes, a policy document, and an implementation guide for managers to help them understand the hazards their workers face and how to mitigate the risks. H&SS needs to reassess our institutional hazards (annually), the top 10 list may change. Kim is meeting with program techs and chairs at the end of the month to implement the hazardous material sign.

**Erin** – Managing some complicated WCB claims right now, working on the Fire Safety Program, and implementation of the fire drill schedule. Erin will send out a briefing note about the new Fire Safety Program. No additional fire safety drills will be required for trade programs, but fire safety meetings will be scheduled. Sciences and Residence with be impacted with additional fire drill requirements. Erin has been reviewing many documents and working with HR to train staff on the new Return to Work Module.

1. **Jurisdictional Reports**

BCGEU – Dale and Kordell attended the Chair's meeting in December to discuss the Trades Safety Tour project. The JOHSC supports a documented process for conducting tours in high-risk areas (Trades). Dale will ask for an update at the next Chair’s meeting. Is there an internal policy for Trade tours?

CUPE – Nothing to report at this time.

VIUFA – Round 2 of layoffs has begun. HR is following a new process, which seems better for employee mental health.

VIUSU – N/A.

### Review of Reports

* 1. Incident Report – October Attachment 3
  2. Injury Report – October Attachment 4
  3. Investigation Corrective Actions Report - October Attachment 5
  4. Inspection – Milner Garden Attachment 6

### New Business

### The new Fire Safety Plan was discussed, and committee members were asked to provide comments by January 24th.

### Health and Safety Policy Review – the policy review is now available, it was sent to all members in a separate email. Amber asked if the JOHSC will have a chance to review and comment? The link to the Policy review page for VIU was posted in the Team. (<https://gov.viu.ca/policy-renewal-process/open-policy-consultation>).

### The JOHSC is identified as a group requiring consultation, which is why it was emailed directly to them. The policy can also be viewed via the link by anyone in the VIU community and feedback can be shared through that process until February 7, 2025. The JOHSC is asked to provide comments to H&SS by January 23rd.

### A new Emergency Management and Critical Incident Response Policy was developed and shared as an information item. The policy is also posted for community consultation via the link above until February 7, 2025.

### H&SS is creating a matrix for investigation responsibilities.

### Amber- asked for clarity about instructors in the classroom and what their obligation is to the students during an emergency evacuation. There was discussion about the differences between programs. For example, BCGEU has safety and emergency information embedded into their curriculum as part of the standard industry knowledge that is required for each trade. Attendance is also a mandatory part of the training/course completion for Trades programming, therefore BCGEU takes attendance. VIUFA does not have this requirement built into the curriculum although it is recommended that emergency information is discussed and possibly listed in the course syllabus. The [www.viu.ca/emergency](http://www.viu.ca/emergency) website does have reference material for faculty to refer to for emergencies, but it is important to note that faculty are responsible for the people under their supervision (Robin used the example of members of the public). VIUFA members, under the training and support from their supervisors, should be discussing evacuation procedures with students in their first class. New worker orientation is online, employees should be completing the training before their first day of work.

### Information Items and Correspondence

Emergency Management and Crisis Response Review

Adjournment