**JOINT OCCUPATIONAL HEALTH & SAFETY COMMITTEE**

Wednesday, November 20, 2024, 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 |  |
| 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.

1. **Approval of Minutes from October, 2024**

The October agenda was approved.

### Business arising from previous Minutes

### No new business to report.

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

The committee reviewed the new Ladder Safe Work Procedure.

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

Cowichan

This group met last week. The transition of the first aid program from Security to Health & Safety was discussed. Also discussed was the institution wide switch from Nortel/Mitel to Teams calling. The Cowichan campus is being used as a pilot, so far the response has been positive.

1. **Report from Health and Safety**

**Kordell** – Bringing the first aid program up to standard has consumed much of my time. The first aid room on the Nanaimo campus (120) has been organized, with expired supplies and garbage being bagged up and either donated or thrown out. Kim and I have created an inventory of what supplies we have and we will be ordering additional supplies to meet the new WorkSafeBC requirements. The AED’s on all campuses were reviewed as part of the first aid program. We have 16 AED’s, 9 of the 15 require new parts or servicing. These AED’s have been removed from service. I have ordered the needed parts and expect them to arrive by next week.

**Kim** – Kim has also been working on the first aid program to ensure that VIU is compliant. Kordell and Kim cleaned out the first aid room (expired supplies). Some updates we will be making to the first aid program include supply management, inventory tracking and ordering, access to the first aid room, responsibilities, and the onus on first aid attendants concerning supply use and restocking. We discussed first aid training payment and stipends.

Dale – since security has level 2 first aid, will this remain the same in trades? Kim – this is under review, we are currently compliant with WorkSafeBC. The group discussed if we want VIU to provide a higher level of care for our students. Kim discussed first aid stipends and how many employees receive them but don’t perform first aid.

Ashley – schedules the HEO instructor's first aid training, she was surprised that the site was rated as moderate and thinks from a duty of care standpoint that we should have one level 2 attendant on site, Ashley was surprised that the site only requires a level 1. Kim mentioned that the Forestry Fundamentals program is our only high-risk activity and that all Advanced Education in BC is considered low-risk because we are a teaching institution, and not performing the highest-risk activities. The activities are performed in a controlled environment. First Aid training costs are not consistent across the university. Woss Forestry Fundamentals - WFP provides first aid to our one employee in Woss, this program is done now for the year.

Amber – asked about faculty first aid requirements and field trips. Kim answered that we do anticipating changes to the risk assessments for student field trips. We will need a first aid assessment for each trip that occurs, this will provide first aid coverage for our employees. Instructors will not need to redo assessments for annual trips that don’t change.

Erin – mentioned that previously there was disparity over treating students like workers, this made VIU ‘over’ first aided. We used to consider students in trades as workers.

**Erin** – Shakeout occurred on October 17th, Erin received minor negative feedback about alarms. Erin will send out the calendar invite for next year’s Shakeout in January. Erin is also working on Fire Safety Plans and the Emergency Management Policy.

Robin – mentioned that communication for Shakeout was great this year, specifically before the event, and concerning accessibility concerns, good job, Shakeout gets better every year.

Ashley – asked when Health & Safety had last been to the HEO site (Timberlands). Kordell spoke with Andrew Coles about First Aid on Monday. Kordell and Kim have been out to the site twice in the last year and will be visiting again on November 28th.

1. **Jurisdictional Reports**

BCGEU – Nothing to report at this time.

CUPE – Nothing to report at this time.

VIUFA – Robin spoke about a project that he has been working on to organize monthly meetings with shop techs on campus. So far he has met with techs from the academic programs but would like to connect with the trades shops as well.

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

### Amber asked if H&S has noticed more conflicts on campus, and if so why. Kim – it is hard to say, especially with the new reporting process, there may be a higher level of comfort in reporting bully & harassment now that the accuser can remain anonymous to the accused.

### Ashley commented on how impressed she was with the state of the main house at Milner. The building was well maintained, emergency equipment was up-to-date and the site was accessible. Impressive for a 100 year old structure. Kim mentioned that Geoff was working to remove the remaining asbestos in the building.

### Information Items and Correspondence

### We will review the Terms of Reference and do our Annual Assessment at the December meeting. We will also discuss the co-chair position.

Adjournment