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| Logo, company name  Description automatically generated | **JOINT OCCUPATIONAL HEALTH & SAFETY COMMITTEE**  Wednesday, September 14, 2022 12:00 – 13:00 Virtual |

# Agenda

#### Approval of Agenda

1. **Approval of Minutes from August 17, 2022 meeting** Attachment 1

#### Business arising from previous Minutes

No business arising from previous minutes.

#### Follow-Up on Action Items

* 1. **Safety Training Matrix**

#### Updates from Local Health and Safety Committees

1. **Report from Health and Safety**

#### Jurisdictional Reports

***BCGEU CUPE VIUFA VIUSU***

#### Review of Reports

* 1. Incident Report – August 2022 Attachment 2
  2. WorkSafe Inspection Reports
  3. Incident/Accident & Investigation Summary Report Attachment 3
  4. Special Reports
  5. Safety Tour Report – Student Housing Attachments 4A, 4B

#### New Business

9.1

Outdoor Events (Robin)

1. **Information Items and Correspondence**

#### Next Meeting

Wednesday, October 12

12:00-13:30

Virtual

# Notes

|  |  |
| --- | --- |
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Attachment 1

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | ***Present*** | ***Regrets*** |  | ***Present*** | ***Regrets*** |
| Kristine Monk (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) |  | X | Erin Bascom (HSS) | X |  |
| Stephen Doering (CUPE) |  | X | Kordell Bergen (HSS) | X |  |
| Shannon McKenzie (CUPE) | X |  |  |  |  |
| Amber Hieb (VIUFA) | X |  | Margot Croft *recorder* | X |  |

#### Approval of Agenda

Agenda was approved as circulated.

#### Approval of Minutes from July 2022 meeting

Minutes were approved as circulated.

#### Business arising from previous Minutes

No business arising from previous minutes.

#### Follow-Up on Action Items

* 1. **Safety Training Matrix**

H&S is developing a safety training matrix for VIU. Committee members were asked to identify some general hazards in their respective areas to assist in the development of this matrix.

It was proposed the H&S team pre-populate this matrix and bring it back to the committee so that possible gaps can be identified, and any additions can be discussed.

Amber will also email Kim directly with some proposed additions.

#### Updates from Local Health and Safety Committees

Local Health & Safety committees are still on summer hiatus.

#### Report from Health and Safety

##### Kordell

* Monday’s inspection of student housing buildings last Monday revealed minor deficiencies. Notes will be presented at the next meeting.
* Upcoming inspections include B330 (Art Gallery) and B375 (hatchery/tank farm).Other suggestions are welcome and can be entered in the Teams document.
* Committee members are invited to join the Health & Safety table at the Connect Fair on September 1. COVID rapid test kits will be handed out. If you are able to join, even for an hour, contact Kordell.

##### Erin

* A cyber security tabletop exercise was held in July with a small group of mostly IT folks. Part 2 of this exercise is anticipated to be held in September and will include the first group as well as members of the EOC (emergency operations committee) and then another exercise with the senior management team later in the fall. It’s intended that these exercises will result in the development of further processes.
* A meeting with student housing folks to work on plan for displaced students is upcoming and a tabletop exercise will be developed around that situation.

Back-to-school COVID messaging for students was asked about. H&S has met with Communications last week to make updates to [the COVID information page](https://adm.viu.ca/health-and-safety/covid-19). This page gives general guidelines with links to provincial resources. Similar messaging will be going out in upcoming issues of the Digest and the Pulse.

#### Jurisdictional Reports

***BCGEU*** no report

***CUPE*** no concerns at this time. ***VIUFA*** no concerns at this time. ***VIUSU*** no report

#### Review of Reports

* 1. Incident Report – July 2022

No questions or concerns were raised.

It was questioned that as homelessness issues increase in the downtown area, does this result in more

incursion onto VIU properties. H&S doesn’t have the ability to report out on that at this time but is monitored by the Safety officer. It’s hoped that new software may show any patterns that may occur. Current indications seem to show that there’s been more transient activity in Cowichan, but not so much on the Nanaimo campus. It was noted that consideration of transient activity, its indicators, and what tracking could look like is an important element.

* 1. WorkSafe Inspection Reports No report
  2. Incident/Accident & Investigation Summary Report No report
  3. Special Reports No report
  4. Safety Tour Report – B360

This report has been forwarded on to the Dean, Science and Technology and to Facilities to address concerns. Kordell noted that he makes work orders for perimeter issues and that Facilities has been great at taking care of these requests and has been terrifically proactive. Interior issues lie with deans, and there’s currently no feedback /follow-up on this. This gap is being worked on.

#### New Business

No new business was brought forward.

#### Information Items and Correspondence

It was decided that Wednesdays over the noon hour continue to be an optimal time for the committee to meet. A link will go in JOHSC Teams calendar.

Adjournment 12:20