# Joint Occupational Health & Safety Committee Meeting Minutes

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| **Date:** | January 12, 2022 | **Worker Co-Chair:** | Melanie Armstrong |
| **Employer Co-Chair:** | Gina Williams |
|  |  | **Recorder:** | Lorisha Bühler |

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| **Time:** | 10:30 am |
| **Location:** | MS Teams |

**AGENDA:**

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| 1. Roll Call
2. Determination of Quorum
3. Introductions
4. Approval of Previous JOHSC Meeting Minutes
5. Additional Agenda Items, Review Actionable Items
6. Review Reports
* Accidents/Incidents & First Aid Report
* Hazard Reports
1. Review Building Inspections
 | 1. Review Education and Training
2. Ongoing Business – Updates
* Diversity Action Group – Moira
* Emergency Planning Group – Jennifer
* Sexual Violence Prevention Group – Melanie
* Crossroads Article
1. New and Other Business
2. Next Meeting
3. Meeting Adjournment
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| 1. **ROLL CALL**
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| **Worker Representatives** | **Association/Union** | **Work Location** | **Present** | **Regrets** | **Absent** |
| Debbie Dennis | Registrar, JOHSC Secretary | Arbutus | [x]  | [ ]  | [ ]  |
| Candice Cook | Student Services Representative | Grant, Milward | [x]  | [ ]  | [ ]  |
| Elliot Carlson | CUPE Local 3886, Operations & Resilience alternative | 7B | [ ]  | [ ]  | [x]  |
| Lisa Yaremcio | Office of the VP & CFO | Castle | [x]  | [ ]  | [ ]  |
| Melanie Armstrong | Bookstore Associate, co-chair | Library  | [x]  | [ ]  | [ ]  |
| Moira McDonald | RRUFA representative, DAG representative | SJB | [x]  | [ ]  | [ ]  |
| Sharon McMillan | Lab Representative | SJB | [x]  | [ ]  | [ ]  |
| Roberta Sweline | Supervisor of the Custodial/Housekeeping Department | Garry Oak | [x]  | [ ]  | [ ]  |
| Greg Higgs | Gardener | Garry Oak | [ ]  | [ ]  | [x]  |
| Jeff Wright | Gardener | Garry Oak | [x]  | [ ]  | [ ]  |
| Fred Havekotte | Charge Hand Maintenance and Operations | Garry Oak | [ ]  | [ ]  | [x]  |
| William A. Black | Associate Director, Operations | Garry Oak | [ ]  | [ ]  | [x]  |

| **Employer Representatives** | **Work Location** | **Present** | **Regrets** | **Absent** |
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| Aaron Segall | 7B | [ ]  | [ ]  | [x]  |
| Gina Williams  | Millward | [x]  | [ ]  | [ ]  |
| Christine Thaler | LIC | [x]  | [ ]  | [ ]  |
| **Advisors/Guests** | **Work Location** | **Present** | **Regrets** | **Absent** |
| Pamela MacIntosh-Snell | Millward | [x]  | [ ]  | [ ]  |
| Richard Doyle | 7B | [x]  | [ ]  | [ ]  |
| Rob Cox | Millward | [x]  | [ ]  | [ ]  |
| Ron Granados + Baden Milligan | 7B | [ ]  | [ ]  | [x]  |
| Baden Milligan | 7B | [ ]  | [ ]  | [ ]  |

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| 1. **DETERMINATION OF QUORUM**
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| 1. A minimum of 5 members;
2. Min 3 Worker representatives (faculty and staff workers who do not exercise managerial functions) and 2 employer representatives (management workers who exercise managerial functions);
 |
| Is there quorum for this meeting*\* If quorum is not met, the meeting does not qualify as a monthly meeting. The monthly meeting will need to be rescheduled within the same month.* | Yes[x]  | No[ ]  |

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| 1. **INTRODUCTIONS**
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| * Dale Mintenko – Add
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| 1. **APPROVAL OF PREVIOUS JOHSC MEETING MINUTES**
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| *(Statement to indicate minutes of previous meeting have been read & acknowledged and to record any corrections to it)* |
| * Move to adopt minutes.
 | Moved by: |  Gina Williams | Seconded by: |  Roberta Sweline |
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| Are the minutes approved? | Yes[x]  | No[ ]  |

| 1. **ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA**
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| **A. REVIEW ACTIONABLE ITEMS FROM SPREADSHEET (if applicable)** |
| *Place actionable items under Accident/Incident Investigation, Safety Inspections, Correspondence, New Business etc. as applicable and assign proper item # for further discussion/action.* [x]  No actionable items noted |
| Is the agenda approved? | Yes[x]  | No[ ]  |

| 1. **REVIEW REPORT OF FIRST AID & ACCIDENTS/INCIDENTS/HAZARDS:**
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| The worker who injured themselves on December 6, 2021 while cutting with scissors was later reinjured because they did not wear gloves on the job.Where can staff members access protection gloves?* There are various gloves with different types of cut protection stored in the seacans in Garry Oak building. Though they prevent injury, they do not always work. There are times when someone is wearing certain gloves and the gloves may get cut through. It is important nevertheless that when the work calls for it, the worker needs to wear gloves whilst cutting.

The problem is that some people lose dexterity when using gloves. * It’s important for the worker to get to know what type of glove they want to use.

How do we get the message out there that gloves are available during work? * Managers are required to have those talks with their staff regardless of the environment.
* Security will keep a supply of generic safety equipment in their office for staff to sign out.
 |
| **Date** | **Summary of Issue** | **Action Plan****(Actions Taken/Need to be taken)** | **Assigned To** | **Follow up: Date Pending** | **Status** |
| December 6, 2022 | Patient was holding velcro in his left hand while cutting it with scissors held in the right hand. He snipped the end of his left middle finger.  |  Cleaned and disinfected wound and dressed it with butterfly closure, finger tip bandage, and finger cot. | Security  | N/A  | Resolved  |
| December 16, 2022 | Patient was moving boxes. She turned while holding a box and jammed her fingers between the door and the box. | Provided an icepack for minor bruising, swelling, and abrassion. | Security | N/A | Resolved |

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| **Monthly Summary (Accidents/Indicents and Hazards)** |
| **Type** | **Last year,** **(December)** | **Current Year, (December)** | **Year to Date** | **YTD Last Year** |
| **Total reported** |  0 |  2 | 23 |  17 |
| **# Requiring First Aid** |  0 |  2 | 19 | 15 |
| **Medical Aid/Doctor/Emergency Visit** |  0 |  0 |  6 |  10 |

| 1. **REVIEW OF BUILDING INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)**
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| [x]  No actionable items noted * Rec centre is looking great
* Headerhouse and green house are looking great
* Elevator signage was missing in the hallway, on the second floor
* We can do more visits to ensure storage is secured on the wall
* 014C – missing an eyewash bottle
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| **Item** | **Priority** | **Action Plan****(Actions Taken/Need to be taken)** | **Assigned To** | **Follow up: Date Pending** | **Status** |
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| 1. **REVIEW EDUCATION AND TRAINING**
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| * New JOHSC members need to complete the training within 6 months
* JOHSC members need to complete their training separately. Other than the initial part of the awareness, when you move on to the webinar piece, you have to do it as an individual so you can both get certificates of completion. Once completed, the certificates are then saved in the JOHSC folder and your employee file. It’s important to complete all of JOHSC training because the certificates qualify you to be able to engage in certain investigations and it supports the work of the committee.
* Custodial staff will go undergo “wearing proper safety equipment” training in January as a refresher.
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| **Date** | **Action Plan****(Actions Taken/Need to be taken)** | **Assigned To** | **Follow up: Date Pending** | **Status** |
|   |   |   |   |   |

| 1. **ONGOING BUSINESS – Updates**
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| **Item** | **Update**  |
| COVID-19 | * COVID-19 communication about RAPID testing and what is happening on campus will be coming out via email. Rapid testing has been suspended, however, the nurse is still available for anyone who has not self declared.
* Recognizing the current situation, the university will have COVID-19 tests available to people on campus including staff and students. If students/staff want to be tested and know whether they are positive or negative, they can go once a week maximum. Supply of tests are short at the moment but more will be distributed through the BC government in the upcoming weeks/ Currently, the university is focusing on having take home tests available for students, only.
* The direction the university has received is if an individual thinks they have COVID, they should stay at home. The only person that should be going to the nurse is someone who thinks they have been in contact with someone with COVID-19 and wants reassurance that they don’t have covid.
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| Emergency Planning Group | N/A |
| Sexual Violence Committee | Next meeting is being held on Feb 23, 2022 |

| 1. **NEW & OTHER BUSINESS**
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| **Items** | **Action Plan****(Actions Taken/Need to be taken)** | **Assigned To** | **Date to be Completed** | **Status** |
| **Crossroads Articles**  | Slips, Trips and Falls | Richard Doyle  | January |  Not Started |
| **Crossroads Articles**  | There was a discussion among members whether the Crossroads articles are the most efficient way to get Occupational Health and Safety information out to RRU community members. The Operations and Resilience team currently undergo a variety of workplace safety training where they discuss topics such as incident reporting, incident management, fall protection, working in confined spaces etc. The Safety Officer will gather information to send to HR for internal OHS training. An important aspect to remember is that if the university decides to do internal OHS training, they have done their due diligence. Faculty members and students may also want to take part in JOHSC training if ceritifcation is possible (ex. Hotel Management Course --- WHMIS training). There was discussion as to how JOHSC information can be best delivered and there was a suggestion by a member, through the Admin Community of Practice or hosting a lunch and learn session. Another suggestion was through campus conversations. A suggestion was brought forward to draft a one page of rationale and to save it on the o-drive for community members to search and review |   |   |   |
| **Communication** | There was confusion among staff members about signage around campus when the roads were closed due to poor weather conditions. What is the timeline of when the roads are cleared?Security begins checking the road conditions at 4:00am. After that, they contact the snow plow. The snow plow arrives according to a set of priorities. Security then calls Ron Granados at 6:00am about the safety of the roads where he then makes a decision and contacts the OAC by 6:30am.Can there be more barriers for less confusion?The problem about placing more barriers around campus is that the snow plow driver has to get out of his truck each time to move the barriers which then slows down the clearing process.Who looks after communication regarding signage?Christine Thaler will escalate the issue about the placement of signage and how the university can better inform staff to Ron Granados .The best way to come on campus is through Belmont gate because it remains open on weekdays.   |  |  |  |

| 1. **NEXT MEETING**
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| Date: |  February 9, 2022 |
| Time: | 10:30 am -12:00 pm |
| Location: | MS Teams |

| 1. **MEETING ADJOURNED**
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| Time: |  11:55pm |

**Priority Legend (Building Inspections)**

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| **Class A (Major):** | Likely to cause permanent disability, loss of life, and/or extensive loss of structure, equipment or material. Repairs should be done immediately |
| **Class B {Serious):** | Likely to cause serious injury, temporary disability, or disruptive property damage. Repairs should be done within days. |
| **Class C (Minor):** | Likely to cause minor, non-disabling injury, or non-disruptive property damage. Repairs are planned on a longer-term basis, within weeks to months. |

**Monthly Distribution and Posting of Approved Meeting Minutes (Required):**

* AVP Human Resources
* Responsible Managing Directors/Deans
* All JOHSC members
* Safety Officer Richard.1doyle@royalroads.ca
* Posted on any Safety Bulletin Boards & [RRU OH&S webpage](https://humanresources.royalroads.ca/joint-ohs-committee)