# Joint Occupational Health & Safety Committee Meeting Minutes

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| **Date:** | November 17, 2021 | **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 |

| 1. **ROLL CALL** | | | | | |
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| **Worker Representatives** | **Association/Union** | **Work Location** | **Present** | **Regrets** | **Absent** |
| Debbie Dennis | Registrar, JOHSC Secretary | Arbutus |  |  |  |
| Candice Cook | Student Services Representative | Grant, Milward |  |  |  |
| Elliot Carlson | CUPE Local 3886, Operations & Resilience alternative | 7B |  |  |  |
| Lisa Yaremcio | Office of the VP & CFO | Castle |  |  |  |
| Melanie Armstrong | Bookstore Assoicate, co-chair | Library |  |  |  |
| Moira McDonald | RRUFA representative, DAG representative | SJB |  |  |  |
| Sharon McMillan | Lab Representative | SJB |  |  |  |
| Roberta Sweline | Supervisor of the Custodial/Housekeeping Department | 7B |  |  |  |
| Greg Higgs | Gardener | 7B |  |  |  |

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

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| 1. **DETERMINATION OF QUORUM** | | |
| 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 | No |

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| 1. **INTRODUCTIONS** |
| * Greg is our newest member. |

| 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 | |
|  | | | | | | |
| Are the minutes approved? | | | | Yes | | No |

| 1. **ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA** | | |
| --- | --- | --- |
| * Agenda was approved by Debbie Dennis and seconded by Greg Higgs | | |
| **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.*   * Work order for windows that couldn’t open in millward has been completed. * Work order on protruding nails in the gatehouse has been completed. * Work order for House 27’s office rug pocket spaces has been completed * Room 112 of the Auditorium is currently in process. * What is the reason for centralized bins on campus and for diverting items of waste to recycibles and compost areas? * Safety Officer had answer to four questions that were asked in relation to garbage in the library and staff members concerns:  1. There were concerns that staff members had to remove their personal garbage without gloves for protection   The University will provide the Library team with gloves on a monthly basis   1. There were concerns that staff members are being advised to wash their hands immediately after disposing their garbage when there are no water stations in close proximaty to waste bins   Staff members are being advised that they can either wash their hands in kitchen sinks, or bathrooms   1. There are staff concerns over washing their hands at the same place where they wash their dishes in the kitchens   Staff members are being advised to wash their hands in the bathroom instead of the kitchens or the where they wash their dishes   1. There were concerns that wastebins in the library are not centralized. Can they be located in a more centralized location?   The university currently has 4 or 5 separate bins at each location as a part of the sustainable program. A request has gone through to order more for Library staff.   * Centralized waste bins will continue on campus. Custodial/Housekeeping will not be going to each office to pick up individual waste. * There are staff concerns that the waste/garbage disposal initiative does not accurately reflect health any safety concerns. More clarity was requested on the procedure and why it has been implemented. * HR and the Safety Officer will follow up with the waste/garbage disposal concern for next JOHSC meeting. * JOHSC will be provided with information of how a procedure, practice, initiative and policy is created and the differences between them.   No actionable items noted | | |
| Is the agenda approved? | Yes | No |

| 1. **REVIEW REPORT OF FIRST AID & ACCIDENTS/INCIDENTS/HAZARDS:** | | | | | |
| --- | --- | --- | --- | --- | --- |
| What is the timeline of an investigation of an incident and what are the roles of the worker rep?   * When an incident is being investigated sometimes not all of the info is available before its submitted to WorkSafe BC. What is the timing to submit a report to WorkSafe BC and do we have the ability to revise the original investigation? * Link to OH&S web-page re: Accident and Incident Investigations: <https://humanresources.royalroads.ca/incidentaccident-investigations> * HR to follow up on having more reps in JOHSC from CUPE. There is a need to be able to engage those people and to make them participate as JOHSC members. It will be beneficial for investigations to have multiple worker reps from different departments/teams.   When the weather was bad on the 15th, a pole was leaning forward by the Boathouse. The hazard was addressed accordingly by the Safety Officer. | | | | | |
| **Date** | **Summary of Issue** | **Action Plan**  **(Actions Taken/Need to be taken)** | **Assigned To** | **Follow up: Date Pending** | **Status** |
| 06-Oct-21 | Patient was walking and stepped off the road into the bushes a short distance. She trod on a hidden wasp nest resulting in multipe stings. | Provided ice packs and applied topical benadryl to the stings. Patient returned to work. | Security | No follow up required | Completed |
| 07-Oct-21 | Patient tripped in the washroom and struck his wrist on the sink. No bleeding, bruising, or swelling present, just sore. | Applied a tensor bandage and provided an icepack. Patient returned to work. | Security | No follow up required | Completed |
| 28-Oct-21 | Patient walked into a door striking her head just above the right eye leaving a small bump. | Advised patient to report back if any concussion symptoms developed. Patient returned to work. | Security | No follow up required | Completed |

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| **Monthly Summary (Accidents/Indicents and Hazards)** | | | | |
| **Type** | **Last year,**  **(October)** | **Current Year, (October)** | **Year to Date** | **YTD Last Year** |
| **Total reported** | 1 | 3 | 21 | 15 |
| **# Requiring First Aid** | 1 | 2 | 17 | 13 |
| **Medical Aid/Doctor/Emergency Visit** | 0 | 0 | 6 | 9 |

| 1. **REVIEW OF BUILDING INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)** | | | | | |
| --- | --- | --- | --- | --- | --- |
| No actionable items noted | | | | | |
| **Item** | **Priority** | **Action Plan**  **(Actions Taken/Need to be taken)** | **Assigned To** | **Follow up: Date Pending** | **Status** |
| The Fire Safety plan cabinet was not locked in the Dogwood Building | C | The fire safety plan cabinet has been locked by Security | Safety Officer | N/A | Completed |
| Room 112 (storage room) in the Auditorium requires “Housekeeping” | C | Reached out to Tony Boydell | Safety Officer | N/A | In Progress |

| 1. **REVIEW EDUCATION AND TRAINING** | | | | |
| --- | --- | --- | --- | --- |
| (General discussion, confirm all training is up-to -date, etc. For all actionable items please list below)   * Not enough JOHSC members are currently completing their training. There are 8hrs of mandatory training each year. | | | | |
| **Date** | **Action Plan**  **(Actions Taken/Need to be taken)** | **Assigned To** | **Follow up: Date Pending** | **Status** |
| November 17, 2021 | HR to look into how Bystander training can be completed as a group remotely | HR | N/A | Not Started |
| November 17, 2021 | HR will compile a suite of training for JOHSC in the new year (2022) | HR | N/A | Not Started |

| 1. **ONGOING BUSINESS – Updates** | |
| --- | --- |
| **Item** | **Update** | |
| COVID-19 | * Rapid testing is still ongoing. Every staff member has to fill out a declaration status form and either register on the thrive app or send an email to the privacy officer. * HR has updated their website and their information of COVID-19. Staff members should refer to the universities resources or government website for answers to questions related to COVID-19. * Signage has been removed around campus for Step 3. The only posted signage is the “wear a mask” signage. The university currently has an exception of those who wish to bring down their mask to speak if they are not heard during a conversation. They must however, pull up their mask once the conversation is ended. * If staff members are in a shared office space with just their employee group and there is no public precense, they may sit at their desks without their masks | |
| Emergency Planning Group | * October’s shakeout exercise went well. The areas that need improvement include more warden training, culture of accepting and communication. * A report will be created with updates on how the shake out went for the JOHSC meeting in December | |
| Sexual Violence Committee | * No updates. | |

| 1. **NEW & OTHER BUSINESS** | | | | |
| --- | --- | --- | --- | --- |
| **Items** | **Action Plan**  **(Actions Taken/Need to be taken)** | **Assigned To** | **Date to be Completed** | **Status** | |
| **Crossroads Articles** | **November** – Ergonomics – Gina Williams  **December -** Drinking and Driving – Undetermined |  |  |  | |

| 1. **NEXT MEETING** | |
| --- | --- |
| Date: | December 8, 2021 |
| Time: | 10:30 am -12:00 pm |
| Location: | MS Teams |

| 1. **MEETING ADJOURNED** | |
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| Time: | 11:36 |

**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](mailto:Richard.1doyle@royalroads.ca)
* Posted on any Safety Bulletin Boards & [RRU OH&S webpage](https://humanresources.royalroads.ca/joint-ohs-committee)