

Central Okanagan – Kelowna Campus
Joint Occupational Safety and Health Committee - Meeting Minutes

June 5, 2018. Room P113
10:00 am – 11:30 am

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| Co-Chairs: | Worker Co-Chair: H. Carson, Student Services, BCGEU-SS Employer Co-Chair: M. McCrea Silva, Facilities & Business Services, Employer | | |
| Members: | Name | Portfolio / Division | Representation |
| | J. Korcok | Faculty – Chemistry | OCFA |
| | D. Petrie | Facilities & Business Services | Employer |
| | K. Markle | Arts & Foundational | BCGEU – SS |
| | D. Rubadeau | Business Administration | OCFA |
| | K. McKenzie (alt.) | Facilities & Business Services | BCGEU – SS |
| | M. Peissard | Vocational Trades | BCGEU – VI |
| | D. Gronlund | Vocational Trades | BCGEU – VI |
| | B. Piontek (alt.) | Facilities & Business Services | Employer |
| M. Beerkens (arrived 10:40) | Software & Support Services | BCGEU - SS | |
| Guests | C. Battersby R. St Onge | | |
| Regrets | N. Darling | Trades Dean’s Office | Employer |
| Resource | A. Kortzman E. Pecheanu | Resource Recorder | |

STANDARD AGENDA ITEMS

Establish quorum

- Quorum confirmed and M. McCrea acted as meeting Chair
- Welcome guests: C. Battersby, R. St. Onge

Approval of Agenda & Previous Minutes

- Agenda approved (D. Petrie and M. Peissard) with addition “Supervisor Training” – J. Korcok
- April Minutes approved (J. Korcok., M. Peissard)
- May Minutes approved (D. Petrie, M. Peissard)

STANDARD INFORMATION ITEMS

First Aid report

Incident Reports May

- Students: 5 first aid only; 4 medical
- Additional details provided by M. McCrea

The outstanding action items report was reviewed and updates provided.

Strategic Planning

Wellness Committee (D. Petrie)

- No update at this time
- Mental Health First Aid – committee formed; specifically for helping students; training will be offered

Inside Okanagan Submission Schedule

- Open for now

BUSINESS ARISING

1. Inspection Sign-up sheet

- Each inspecting team to have one worker and one employer representatives
- Sheet passed around for members to sign up

2. Prevention of Workplace Violence

- H. Carson and K. Markle participated in training session offered by BCGEU
- H. Carson handed out a summary and provided additional details
 - Policy and procedures must be in place
 - Staff has to be trained to recognize potential risk
 - Same rules apply as to any other risk/hazard
- Discussion around the level of risk in post-secondary institutions, and OC specific:
 - Students of varied backgrounds
 - Unlike schools/high schools, OC has a large number of mature students
 - Intimidation factor experienced by female professors in particular (D. Rubadeau)
 - Late evening classes, bus loop, diversity & students increases risk
 - Overall increase of mental health issues
 - Lack of study space around campus – behaviour issues can be observed
 - Professors usually talk to the Dean when something happens, but not necessarily submit a report
 - Departments keep track internally on challenging students
 - Provincial level meetings – verbal violence in the workplace is increasing; there is a lack of policy or lack of awareness re policy and procedures (J. Korcok)
- M. McCrea includes this type of information (reporting) in the orientation
- Information overload during orientation sessions – employees & students do not retain all of it
- Orientation is not mandatory
- Some type of refresher to be provided? – See Inside Okanagan submissions, OCAD submissions
- OC has a VTRA team (Violence, Threat and Risk Assessment) that deals with situations once a (Security Incident) report is submitted
- Co-chairs will look into what policies/procedures are in place, identify gaps and report back

3. Committee Yearly Self-assessment

- Self-assessment questionnaire completed by co-chairs was presented to the committee
- Discussion around the Yes answer on the self-assessment
 - Suggestion: include an option to indicate improvement, rather than a Yes. The document does not contain directions on what/how to improve (M. Beerkens)
 - Two aspects of the assessment: 1) complying with regulations and 2) committee effectiveness
 - The compliance factor is clear and easily measurable
 - The effectiveness factor implies a high level of interpretation
 - M. Beerkens cannot endorse the current assessment tool.
 - Areas that need improvement should be identified for tracking purposes

- The self-assessment checklist could be improved by adding rubrics, sliding scale and room for comments
- The self-assessment checklist is on the agenda for review at the June 18 Joint JOHS Co-Chairs meeting
- WCA Regs. 3.26 "... acceptable as long as you answer the questions on their list" – the questionnaire used contains all questions on the WSBC document. The document has been sent to WSBC and approved by a WSBC officer
- Discussion around Question 29
 - J. Korcok: not one letter has been written in the last year
 - Co-chairs are looking more for collaboration with the Employer and prefer not to use the written recommendation/21-day letter as a first step
 - Disagreement on whether a written recommendation/21-day letter is a first step or not
 - Example: Wellness Committee – still not created
 - Does the Employer have the authority to create a committee?
- Self-assessment is not intended to provide guidance – that is done at the Strategic Planning session

New Business

1. Supervisor Training (J. Korcok)

- Supervisor training was one of the topics discussed during the Strategic Planning sessions. At that time it was decided not to ask for this training to be mandatory, but rather encourage supervisors to attend specific courses
- HR advised that OC does not currently keep track of supervisor training completed
- HR is developing a number of online courses to be taken by (new) employees; supervisor training may be included in this type of course offering (trackable; completion confirmed)
- D. Rubadeau: the committee can be considered negligent for not bringing this issue to the employer's attention; JOHS has a legal responsibility to write the 21 day letter
- J. Korcok: WCA 117 "*supervisors... must be knowledgeable*"; Canada Labour Code: "*supervisors... adequately trained*" (detailed in 19 subsections). Conclusion: supervisor training is mandatory
- J. Korcok moved that the JOHS committee write a 21 day letter to the employer recommending the supervisor training be made mandatory (training in WorkSafe regulations plus Okanagan College policies and procedures) and records of completed training to be kept. The letter can include suggestions on details for training options. Second: D. Rubadeau. PASSED.

Additional Discussion:

- OC Safe app – not many additional uploads. M. McCrea will have a presentation table at Connections (both days); cards will be handed out; hopefully Jim H. will mention the app (and the table) in his presentation (since a separate presentation was not approved)

Next meeting: Tuesday, July 3, 10 a.m., P113.

The meeting concluded at 11:25 am Minutes taken by E. Pecheanu

| KLO CAMPUS JOHS COMMITTEE ACTION ITEMS updated June 5, 2018 | | | |
|--------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|-------------------------------|
| 2015-09-04 | Inspection of Shower Deluge and Eye Wash stations | | |
| <i>Sept 02, 2015</i> | Facilities Management (S Robinson) will be sent the recommendation for written response to the co-chairs. | C Hayman to assist Co-Chairs | Within 21 days = Sep 23, 2015 |
| <i>Sept 23, 2015</i> | Email response issued: baseline testing will establish level of effort to complete and identify any non-compliance of unit install and performance | S Robinson | complete |
| <i>Oct 7, 2015</i> | A thorough inspection of each unit is underway for flow rate, temperature and installation criteria (height, distance from obstacles, within 55' from hazard, etc). A status report will be shared with all Campus Committees | S Robinson | complete |
| <i>Nov 17, 2015</i> | Results of baseline testing are posted under Committee inspections on OC website: 1 unit to be installed; 2 units to be replaced; 3 unit temp to be adjusted or tank to be replaced. | C Hayman | Complete |
| <i>Dec 7, 2015</i> | Monthly inspections will require formal documentation of duties to determine who can be assigned responsibility to perform | S Robinson | underway |
| <i>Dec 9, 2015</i> | Members are encouraged to review the inspection details including assessment criteria per the WSBC regulations and ANSI standards, methodology and priority rating posted on the JOHS Committee website page in Nov: http://www.okanagan.bc.ca/Health_Safety_Committees.html | All members to review and seek clarification if required | Before the next meeting |
| <i>Jan 13, 2016</i> | Of the 6 units identified College-wide for urgent replacement, 2 can be addressed in-house prior to April 1 st . Other repairs and improvement to units, such as flow and temp, are underway. A New Initiative has been submitted for an additional FM staff to complete the monthly testing (60-70 hrs/mth @ 1hour per unit + travel time). Updates and a review of priorities should be maintained with the Chairs of Depts. (Chemistry, WET, Biology) requesting the original review. Consultations will be held prior to work commencing regarding access to classrooms and timing, etc. in line with standard FM procedures and via the Reg Dean. Other works to be scheduled in the summer. | S Robinson, FM & C Hayman, HSEMS | On-going |
| <i>Feb 3, 2016</i> | All high risk issues have been corrected (high water temp and low flow) | P Csandl | Complete |
| <i>Feb 15, 2016</i> | Identification of standard eye wash, combo units and signage to ensure consistent installation at all OC locations moving forward | S Robinson | Complete |
| <i>Feb 15, 2016</i> | A wall mounted unit will be installed in Autobody/Collision on an interim basis and in the Vernon Chem bunker on a permanent basis | S Robinson | Before March 31 |

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| <i>Mar 2, 2016</i> | Autobody installed yet Vernon postponed until location is approved by FM electricians | P Csandl | Before March 31 |
| <i>April 6, 2016</i> | Eyewash station in Vernon Bunker installed | FM | complete |
| <i>April 19, 2016</i> | Five (5) eyewash stations purchased with year-end funds, but no funds to install yet (OC staff not certified to perform the work). Request for capital funding not yet confirmed | S Robinson, FM | underway |
| <i>May 3, 2016</i> | An auxiliary staff hired to do the monthly testing throughout the summer. Noncompliant units need to be replaced on a priority basis (Automotive purchased one unit) Installation of 5 units purchased at year end needs to be scheduled. | G. Kershaw/FM | Underway |
| <i>June 7, 2016</i> | Testing is being done starting June 7 | FM | Underway |
| <i>September 13, 2016</i> | Permanent position hired for ongoing maintenance and testing – Casey King; toolkit, testing procedures were created by auxiliary. On Sept 20, a local rep will meet with FBS re supplying generic parts for older eye wash and shower deluge units where parts are no longer available. | G. Kershaw/FM | Underway |
| <i>October 4, 2016</i> | C. King is taking over from R. Oliynyk. Acklands-Grainger : the generic parts kit will accommodate updates for 80-90% units | G. Kershaw, FM | Underway |
| <i>Nov 8, 2016</i> | Progressing very well. Some units will req. extensive repairs most likely to be completed by March 31, 2017 | G. Kershaw, FM | Underway |
| <i>Jan 10, 2017</i> | 70% of units are in regular testing phase. Extensive repairs on the rest; quotes requested from contractors. | G. Kershaw, FM | Underway |
| <i>Feb 7, 2017</i> | On track; will be complete by the end of March; more infrastructure work needed to ensure all eye wash and shower deluge stations are working; Roland Oliynyk is training Casey King and then Casey will take over; testing will be placed on a monthly PM. | D. Peterson | Underway |
| <i>Mar 7, 2017</i> | Most installation complete; capital plan for infrastructure | G. Kershaw | End of March |
| <i>Apr 4, 2017</i> | No update | | Next mtg. |
| <i>May 2, 2017</i> | Station hardware has been upgraded as required to meet new code. All stations are now tested monthly. Monthly testing has highlighted some stations with pressure and temperature deficiencies which are being catalogued. Additional budget was requested for the current fiscal year. List of units and implementation plan will be provided for next meeting. Occupant education and outreach plan also being developed. | R. St. Onge (by email) | Underway |
| <i>June 6, 2017</i> | R. St Onge provided a detailed report (attached) See minutes for details. | R. St Onge | Underway |
| <i>July 11, 2017</i> | R. St Onge will be asked for update | R. St Onge | Aug. mtg. |
| <i>Sept 12, 2017</i> | Moved to October | R. St Onge | Oct. mtg. |
| <i>Oct 12, 2017</i> | Moved to November | R. St. Onge | Nov. mtg. |

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| <i>Feb 6, 2018</i> | Vernon – completed; Salmon Arm – to be completed during spring break; KLO – to be completed by March 31. Final report in April | R. St. Onge | Apr. mtg. |
| <i>Apr 3, 2018</i> | Not completed by March 31, 2018 as OC required site specific asbestos report which is only now complete; new proposed completion date is end of April or first week in May. 5 stations to be completed (Trades) | R. St. Onge | By May mtg. |
| <i>May 1, 2018</i> | R. St. Onge is away; update to be provided in June | R. St. Onge | June mtg. |
| <i>June 5, 2018</i> | Still waiting for approval of RCA budget. Portable stations in place where necessary. | R. St. Onge | August mtg. |
| 2017-02-04 | Health and Safety Manual Update | | |
| <i>Feb 7, 2017</i> | Health, Safety and Emergency Management is aware of the request. Updates will begin when possible. | | |
| <i>Apr 4, 2017</i> | E. Pecheanu to send co-chairs link to webpage for clarification on manual status and purpose | | By May mtg. |
| <i>May 2, 2017</i> | A3 group is currently reviewing the content. A. Kortzman will provide update next meeting | A. Kortzman | June mtg. |
| <i>June 6, 2017</i> | A3 group is continuing the review | A. Kortzman | Underway |
| <i>July 11, 2017</i> | A3 group is continuing the review | A. Kortzman | Underway |
| <i>Sept 12, 2017</i> | A3 group is continuing the review | A. Kortzman | Underway |
| <i>Oct 12, 2017</i> | 50% complete – Mame is working on this | A. Kortzman | Nov mtg. |
| <i>Feb 6, 2018</i> | With management for final review before posting online | Management | Underway |
| <i>March 6, 2018</i> | Same | Management | Underway |
| <i>Apr 3, 2018</i> | Same. M. Beerkens asked that if management makes any changes, that the document be returned to the JOHS Committee for review | Management | Underway |
| <i>May 1, 2018</i> | Latest draft will be emailed to committee members; all to email feedback to M. McCrea. | All members | By June mtg. |
| <i>June 5, 2018</i> | Received feedback from one person. In progress. | M. McCrea | August mtg. |
| 2018-01-01 | Overflow parking lot lighting (Evangel) – OC funds? | | |
| <i>Jan 9, 2018</i> | Co-chairs to present the issue to management | Co-chairs | By Feb. mtg. |
| <i>Feb 6, 2018</i> | No update. Co-chairs still to meet with management | Co-chairs | March |
| <i>March 6, 2018</i> | Management will meet with Evangel Board to find a solution to improve lighting (no date set yet) | Management | Underway |
| <i>Apr 3, 2018</i> | Check with management to see if meeting has taken place. | Management | Underway |
| <i>May 1, 2018</i> | There is a commitment to upgrades (lighting, snow removal, line painting) | Management | Underway |
| <i>June 5, 2018</i> | We will make some lease improvements; lighting and line painting – ASK GRAHAM ABOUT THIS | D. Petrie | Underway |
| 2018-04-01 | Scent Free Policy | | |
| <i>April 3, 2018</i> | Co-chairs will discuss options with management. | M. McCrea-Silva | Underway |

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| <i>May 1, 2018</i> | Poster to be updated; information will be presented at the new employee orientation. Discussion around cultural issues with international students. Cultural Liaisons should be involved. | H. Carson | Underway |
| <i>June 5, 2018</i> | Workout etiquette posters in the gym. Process: gym monitors will contact the cultural liaison to help share info with students. | H. Carson | Underway |
| 2018-05-01 | Ventilation in gym change rooms | | |
| | To inquire on the ventilation situation in gym change rooms | H. Carson | June mtg. |
| <i>June 5, 2018</i> | Work order submitted in January for ventilation issues; faulty blower motor replaced twice since then; vents cleaned June 4; engineers advised that fan exhaust is now increased by 20%. | H. Carson | CLOSED |
| 2018-06-01 | Violence in the Workplace – policy/procedures | | |
| | Policy/procedure and gaps re reporting threats/risk situations at OC | Co-chairs | July mtg. |