

AGENDA



Meeting:	IBPAC Joint Health and Safety Committee	Date & Time:	Monday, November 16, 2020, 2:00 p.m.
	Microsoft Teams		
Chair:	Dan Langham		
Attendees:	Cam Miller Dan Tremblay Janelle MacPherson Kenney Tricia Baldwin Julia Stoud Aaron Holmberg Brittainy Bonnis		
Guest	Sandra Jeffers		

1. Call to Order	
2. Approval of the Agenda Mover: Aaron Seconder: Dan	✓
3. Business Arising from the Minutes <ul style="list-style-type: none"> Co-chairs The committee discussed the role of the Co-Chair positions and it was determined that Aaron (employee rep) and Janelle (management rep) would serve as Co-Chairs for at least the first year. A follow up meeting will be set up between Dan Langham and Aaron and Janelle to discuss the Co-Chair role in more detail.	
The committee was provided with the process for reviewing and approving minutes after JHSC meetings as per the Terms of Reference, to ensure that the information that is posted is up to date. The committee was asked to review the minutes from the last meeting and to provide comments to S. Jeffers so they can be updated if necessary and then approved and posted.	

<p>Members were asked to also indicate if they have no comments.</p> <ul style="list-style-type: none"> • Certification Training It was noted the company that usually provides the in-person certification training is now providing the training in a Zoom or Teams platform. The committee was provided with a brief overview of the process and it was further noted that the committee should have at least one worker and one Management member certified but the training is available to all members who are interested. There is no cost to the individual or the department(s) for the training as this cost is paid by EHS. Once EHS has confirmed dates they will be sent to committee members and EHS will register members who are interested. Aaron, Janelle and Tricia confirmed they will be taking the training and others can attend if they are interested. • Orientation Session - Inspecting for COVID items The committee was informed that EHS recently provided a training session for JHSC members specific to conducting inspections during Covid-19. It was noted this training might be of interest to members, especially when travelling to different buildings to conduct inspections where the Covid protocols may be different from IBCPA. EHS will be posting a recording of this training to their website shortly and details will be sent to all committee members. 	
<p>4. COVID-19 Updates</p> <p>The committee was provided with an updated on Covid-19 from an overall university standpoint. Plans have been developed are in place for the fall and everything is going well so far and these plans will continue over the next couple of months. It was noted that the university is closely monitoring the KFLA and provincial requirements and case updates to determine if there will be an impact on the university's current strategy. It was further noted that with the recent spike in cases in our region the next couple of weeks will be important in determining if we need to make changes to our current strategy.</p> <p>It was further noted that the university is currently focused on planning for the winter term and what we need to do in a predominantly virtual world.</p> <p>Committee members noted they are also planning for spring/summer in the various departments. At the IBCPA programming continues to be predominantly virtual and is consistent to what other units and universities are doing. There was additional discussion related to the number of members who can be on stage (29) and in the audience (40) at this time in</p>	

<p>the IBPAC and protocols for ensuring the safety of performers. It was noted that the faculty had contacted KFLA and was following their direction in relation to not having any practice space on campus at this time.</p> <p>The committee further discussed the options for students to practice and noted some churches and other community organizations have offered space for students to practice and a letter was also drafted that the students could present to their neighbors regarding the necessity for one hour practice sessions on an ongoing basis. The committee noted how important it is that the students are able to practice in order to continue to refine their skills. It was also noted it is similar to athletes who need to be able to practice or they lose their skills and stamina.</p> <p>It was noted that Aaron is currently working on a document on how students can do virtual sessions and remote stream from anywhere. He is happy to share this document with the rest of the committee once it is finalized.</p> <p>The committee also discussed the process for ensuring faculty have access to the facility and noted there are forms to be completed at the Dan School of Music and Isabel uses the same process as bookings.</p>	
<p>5. Workplace Inspections</p> <ul style="list-style-type: none"> • Results from recent inspections <p>The committee discussed the inspection schedule for the rest of the year and noted they will be using the buddy system with both Aaron and Cam conducting the inspections together. It was noted that the Safety Officer had conducted the monthly safety inspection in the month of October but the first JHSC inspection was conducted Friday, November 13th and the next one is scheduled for December will be conducted on Friday, November 27th .</p> <p>The committee discussed the process for reviewing the inspection reports once inspections have been completed and it was noted most committees discuss the reports at their next meeting. Dan Langham noted he would send a couple of examples of the inspection templates used by other committees. It was also noted that a copy of each inspection report should also be sent to EHS for their records. The committee noted future inspections will be scheduled 1 to 2 days before the next meeting when possible so the committee can discuss any issues at the meeting.</p> <p>The committee discussed the front entrance to the facility and that originally there was to be heating under the stone tiles to help melt snow</p>	

<p>and ice but that had been removed due to budget constraints. The slope that was to ensure the heating could be installed below the tiles was not removed and it was noted this is an issue for the facility as it becomes quite slippery. It was noted Tricia had reached out to PPS to discuss this as their salting/sanding schedule can be problematic with snowfalls and shows often occurring at different times. It was also noted that PPS was very responsive last year but this is an issue that will be ongoing. It was noted the committee should reach out to Matt Barrett to discuss options for a more permanent process for that entrance.</p>	
<p>6. Other Business</p> <ul style="list-style-type: none"> • Facility evacuation drill <p>The committee discussed the need to ensure they are conducting annual evacuation drills and training for students, staff and faculty. It was noted that once a year inspections may be difficult for members to participate due to conflicting schedules. The committee noted that it might be possible to conduct two drills per year. The committee noted the facility could aim for conducting the next drill in September. The committee discussed targeting the drill to those members who would be on site at that time and looking at creating a presentation for others to view. The committee also discussed the necessity for conducting an evacuation drill during the winter months as there are additional issues that are specific to that time of year.</p> <p>There was also a lot of discuss around ensuring that students and everyone else that is on site are aware of the emergency exits and outside gathering areas. The committee noted the importance of ensuring that all members are provided with this information when they are on site. The committee was also encouraged to reach out to James Dick who is the Fire Safety Coordinator at EHS as he might be able to provide some additional information. Aaron will connect with James Dick and report back to the committee.</p>	
<p>7. Adjournment</p> <p>Mover: Dan T. Seconder: Tricia. Meeting adjourned at 3:02pm.</p>	