

Reports Attached:**CFA– Joint Health and Safety WHSEC Report, March 1, 2019****CFA - Joint Rehabilitation Committee (JRC) Report April 23, 2019****CFA - Pension Advisory Committee Report for Meeting of February 22, 2019****1) CFA– Local 01 WHSEC Report, March 1, 2019**

Submitted by David Geary & Natalia Skapski

(Updated April 24, 2019 for CFA AGM in May)

The Capilano University JOHS Joint Occupational Health and Safety Committee meets monthly.

The current committee membership is:

David W. Geary	Instructor, IIDF, SMPA, CMNS (CFA)
Charlotte Burke	Instructor, SMPA (CFA – alternate)
Graeme Kennedy	Co-Chair, Manager, Security (Management)
Norman Knopp	Systems Analyst (MOVEUP)
Jose Andrade	Emergency Management Program Assistant (MOVEUP)
Natalia Skapski	Manager Health & Safety, and Emergency Preparedness
Alexander Cochrane	Instructor, MOPA (CFA - alternate)
Chad S Johnston	Student Housing Services Manager
Chris Girodat	CSU Executive Director

David Geary GENERAL NOTES

INVESTIGATIONS : Natalia will be going over the investigations reports and will fill in corrective actions. Student incidents will be included in the chart as a way to collect data for common areas. The university keeps a salting log but we had a student break their leg slipping on ice just two weeks ago. The February snow closures were communicated in a timely fashion.

SMOKIN' : The Smoking/Vaping Policy has been under review. A survey and public meeting was held in March to unveil the 3 locations proposed for smoking/vaping shelters to come into effect in August 2019. Signs have been put out warning about this. The rest of the campus will be Smoke-free. JOHS members have been heavily involved in the Presidents Committee, policy development and change management activities.

A VIOLENCE RISK ASSESSMENT : An assessment has been made by outside consultant Kevin Ward. His draft report was tabled with the JOHS Committee for our feedback. It contains a list of recommendations that Natalia Skapski will take to the Executive Leadership Committee in May. We have started Violence Prevention training on an opt-in basis. We are developing a Safety Management System 3-year plan and this will include many of the recommendations that Kevin has made. **WE WANT YOU?** The upshot of the Violence Risk Report and Safety

Management Plan will be that we need more people to help work to make it happen. So please consider joining us.

MEASLES & MENTAL HEALTH: Health notices/info on the measles virus has been distributed to everyone on campus. Mental Health is ongoing discussion item. Happy Summer!

NATALIA SKAPSKI 2018 Report

Safety, Security & Emergency Preparedness consists of 3 members: Graeme Kennedy, Manager of Security, Natalia Skapski, Manager of Health & Safety and Emergency Preparedness and Jose Andrade, Assistant for Health & Safety and Emergency Preparedness. 2018 is the first full year of having a dedicated manager to Health & Safety and Emergency Preparedness.

Health & Safety

- Baseline Assessments
 - Conducted a baseline gap analysis of the Safety programme (based on WSBC requirements) and established priorities for 2018: Policy, Joint Health & Safety Committee, Workplace Violence Assessment, Incident Reporting & Claims, Safety Responsibilities Training, Deadly Sins, Risk Assessments/SOPs, Selected Programmes
- Joint Health & Safety Committee
 - Revised the Terms of Reference
 - Conducted training: Foundations, Investigations 1, Investigations 2
 - Conducted an internal effectiveness audit of the Occupational Health and Safety Committee (with Co-Chair and Committee members)
 - Safety campaign posters: on areas related to smoking, texting and walking, flu awareness, and dressing for the weather/slips, trips & falls (with Marketing)
- Policies
 - Revised the Safety Policy based on legislative requirements and PSI best practices.
 - Drafted an At-Risk Behavior Policy
 - Participated in drafting the Smoking Policy and Alcohols, Cannabis and Substances Policy
 - Participated in reviewing the Bullying, Harassment, and Discrimination Policy and Procedures from a WSBC perspective

SAFETY QUICK FACTS

12 Joint Health & Safety Committee Meetings

2 Joint Health & Safety Committee training sessions

22 Safety Investigations

18 Ergonomic Assessments

3 Indoor Air Quality Assessments

12 Fire Hazard signs installed on campus

62 employees received hearing tests

- Workplace Violence Risk Assessment
 - Initiated Workplace Violence risk assessment (compliant with OHS Regulation) with K. Calder & Associates, to be completed by March 2019.
- Incident Reporting & Claims
 - Revised the Employee First Aid assessment reports and Incident Reporting packages (in conjunction with HR/Disability Management and Security)
 - Revised the Investigation process to include area supervisors
 - Took over WSBC claims submission from HR
- Safety Responsibilities
 - Developed & piloted Safety Responsibilities Training – Due Diligence/Duty of Care (to be rolled out 2019)
 - Delivered Safety Responsibilities Training – Impairment to Facilities Department
- SOPs and Risk Assessments
 - Conducted 3 workshops on standard operating procedures, risk assessments and safe work procedures with Facilities employees
 - Created templates for SOPs and risk assessments
- Deadly Sins
 - Began Hazardous Materials (asbestos/lead/silica) programme, with an external hygiene consultant.
 - Began categorization and assessment of the confined space inventory as a start to the Confined Space programme, with an external hygiene consultant.
- Selected Programmes
 - Contractors: Revised and rolled out the Contractor Safety Guidelines – now conducting contractor safety orientations with each new contract; working on how to capture existing contractors.
 - Ergonomics: Established a comprehensive Ergonomics Assessment Programme, with an ergonomist on-call, for medical accommodations. Established a process to support the purchase and installation of supplies and equipment.
 - Hygiene: Normalised Indoor Air Quality testing (contracted use of an Industrial Hygienist) and other hygiene needs
 - Heat: Established a Summer Heat procedures, including Cool Rooms
 - GHS Transition: Updated CapU to the new WHMIS 205 Globally Harmonized System (hazardous materials)
 - Hazardous Materials: Updating Spill Kits in Facilities and Shipping & Receiving Hearing: Facilitated Hearing Tests for Facilities, IT, Fine and Applied Arts, Theatre and Shipping and Receiving (taken over from HR)
 - Inspections: Installed a Building Inspection software to a newly purchased table (iAuditor) and created and monitored WO for corrective actions
 - First Aid: Purchased Naxalone Kits for Security Guards, Residence and Sechelt
 - Forest Fire Safety: installed Fire Hazard Danger signs on campus
- Other
 - Participated as official observer for the BCIT Annual Disaster Exercise

- Assisted Students and Faculty at the school of Communications on Emergency response processes established at CapU and their support to members with accessibility challenges. This will form part of their CMNS453 project for this year.
- Consulted with Tourism and Recreation faculty on Safety and Risk Assessments
- Chaired the Duty of Care Committee
- Participated in the PAC on Smoking

2) Joint Rehabilitation Committee (JRC) Report

April 23, 2019

Respectfully submitted: Maggie Feist & Kirsten McIlveen

Capilano's Joint Rehabilitation Committee (JRC) is made up of two administrators/exempt employees and two faculty members. The JRC meets monthly and reviews cases of eligible faculty members who are on sick leave, short- term disability (STD) or long- term disability (LTD).

Currently the JRC members are: Melissa Nichol, HR Manager, Lyndsay Phelan, HR Advisor and the CFA representatives are Maggie Feist and Kirsten McIlveen.

HR produces a monthly spreadsheet which helps us to monitor claims and HR manages the communication with the insurance carrier.

Generally, these meetings run smoothly, the team functions well and communicates frequently between the monthly meetings as needed. The JRC members also act as a liaison between the sick faculty members and the university and we are frequently used as a resource for navigating the sick leave process. The union representatives support the members on leave primarily through phone calls and at return to work meetings.

While the number of members on sick leave or disability is fluid, the following data is for the most recent month. Currently, we help support 3 members on sick leave, 34 on Short Term Disability and 4 on Long Term Disability. We also have 4 members on Graduated Return to Work (GRTW) plans.

A joint project was to develop user friendly Sick Leave, STD and LTD FAQ's. This information is now available on the employee section of the University website in the HR and Wellness areas.

Recently, we have had a couple of members have their initial STD claims denied but when new medical information was provided both were approved. Unfortunately, we have one member whose STD was denied and the member has decided not to appeal as believes the process too onerous and instead is choosing to take unpaid sick leave.

One concern we have is around the timing of RTW meetings. For example, when we have members planning their GRTW for the fall these faculty are reliant on Manulife and HR for assistance, potentially without a CFA rep (from the JRC) for additional support, as faculty usually are on vacation until August 15th. Occasionally, the meetings have occurred after the member has returned to work and so there hasn't been an opportunity to anticipate and plan for any potential barriers to their successful return to work. Despite these concerns, overall the RTW meetings have then been a useful place for the member to assess whether their plans are appropriate and likely to remain so. We encourage members who are anticipating either a GRTW or a RTW to ask for a meeting and that they ask to have a CFA rep present if at all possible.

3) CFA Pension Advisory Committee Report for Meeting of February 22, 2019

Gordon Rudolph – PAC rep local 1

The most recent Pension Advisory Committee (PAC) meeting was Feb 22, 2109 held at the Hyatt Regency Hotel in Vancouver. PAC's role is to advise FPSE's Presidents' Council on policy and functioning matters of the College Pension Plan. The PAC committee has in attendance representatives from each member local, a representative of retired members, a liaison person from the FPSE Executive, FPSE staff, and our appointed plan trustees. The group is large, and meetings are well attended, often with only 1 or 2 regrets.

The College Pension Plan is in good financial shape. The returns on investments have the plan beating 1, 5, 10, and 25year benchmarks. Of particular import are the 10 and 25year benchmarks as these are numbers that adjust very slowly and could conceivably absorb extended – even multiyear - slow downs in capital markets. The latest financial report as of August 2018 has the plan with assets that now exceed

\$ 5 B. The plan is running at a surplus and if an actuarial valuation has the plan at over 105% funded, then regulation requires that decisions have to be made as to what to do with that surplus. This is a likely situation for our trustees in the triennial actuarial review of the plan due in May of this year. The likeliest scenario is any surplus would be transferred at that time to the inflation adjustment account, possibly with the effect of lifting the caps that are presently in place regarding annual inflation adjustments for retired members. Important to note is that even though there have been caps to the inflation adjustment amount in past ten years, the plan has been able to meet the full Canadian Price Index (CPI) inflation number in 8 of those 10 years. In the two years that the College Pension Plan cap was under the CPI number, it was only so by tiny fractions of a percent. So retirees have received virtually full inflation coverage for the past 10 years.

As of August 31, 2018 plan membership was as follows:

Active Members: 13,639 (+ 0.83% from one year earlier)

Inactive Members: 6,279 (+9.96% from one year earlier)

Retired Members: 8,052 (+ 6.23% from one year earlier)

As a pension plan 'matures' the number of retired members to non - retirees gets ever larger until an equilibrium is reached. This is a normal procession in pension plans and as years pass by, an ever greater percentage of dollars used to meet the pension promise are derived from investment activity.

The SFU Faculty Association has voted in favour of joining the College Pension Plan. This has the support of that University and at some point in the future, once liabilities and payments are sorted out, we will see the 1000+ members of the SFU Faculty Association in our group. Other research Universities in the province may follow this move. Within the mathematics of probability, larger is always better as actual outcomes match the theoretical ever more closely the larger a system is. That is why casinos like to be big, and like to spin the wheel and deal those cards as fast as they can. Our plan will never rival the Municipal Pension Plan behemoth in size, but this will grow our plan with an influx of new members.

Responsible investing highlighting ESG (environmental, social, and governance) concerns were part of the educational portion of the meeting. This is a very broad umbrella of concern, a lot of which are

pursued by our plan through BC Investment (BCI) which in turn does the actual investing of funds for the family of five public sector pension plans. Professional organizations well versed with ESG concerns, largely using a strategy of engagement and proxy voting in corporate decision - making are the themes and trends used by our plan, through BCI, in reaching ESG goals.

ESG discussions often move to quickly focus on climate change concerns, and often the meetings at this point will experience a couple lengthy monologues from committee members on the dire projections of climate change. Presenters and committee members are challenged on this issue, and discussion of divestment ensues. Trustee Paul Ramsey (former BC Finance Minister) noted that we often need to think about who we are asking to do things for us. Portfolio managers with the fiduciary duty to look for investments to meet the pension promise are probably those that can't meet the larger climate change agenda. Investment managers, or even individual corporations, are probably as well not going to solve a global problem. The demonization of specific companies has always been a bit of a puzzle. It is reminiscent of clients blaming sex trade workers for crime or moral decay in society. Though climate change imperatives always loom large in the engagement process, and improvements are being made, meeting large scale climate change objectives globally (such as limiting global warming to a 2 degree increase this century) will take fundamental individual and societal change and perhaps better be seen as a role of world governments to effect.

On the matter of divestment, it would be a safe observation to say that the general philosophy of our Board and BCI that engagement has the better chance for change in corporate practices. When a divestment occurs, the problem doesn't cease. The asset is passed to someone else, and the ESG concern continues, though now with no ability to address it. And probably with new investors that have less concern of the ESG matter that caused the divestment to occur in the first place. One wonders if divestment stopped people from smoking tobacco in BC, or did government regulation play the lead role.

The 2009 abolishment of mandatory retirement, and its ramifications for our plan and member demography is matter of ongoing study and discussion. Detailed reports on transitions to retirement were given in 2013 and 2016 at FPSE AGMs looking to establish in part, longitudinal data lines. A subcommittee of PAC has been tasked with updating the data in the 2016 report. At that time, no trend line to a new normal for retiring age was indicated by the data, except to say the 60-65 and the 65 + age cohorts in our faculty groups are growing. Perhaps the update in 2020 might see some kind of new equilibrium showing up, or indications to such. The topic generates interesting viewpoints from committee members, some matters beyond the purvey of PAC concern. The only financial impact on the College Plan is that once a member hits age 71, federal law requires that the pension must be granted as colleagues 71+ are no longer contributing members of the plan. At present this age cohort only represents 0.7% of our faculty, though with no stabilization of a new normal in this age group it would appear that this percentage will increase into the future. At this stage data collection for future policy decisions seems to be a useful thing PAC can exercise in these post-2009 years.

The next meeting is scheduled for the fall of 2019, exact dates TBA. The committee meets twice a year and plans on doing a traditional Friday evening/ Saturday 2 day meeting, followed by a long one day meeting the following February.