

## Safety in the Classroom

### Your Rights Under the Collective Agreement

Have you ever felt threatened or intimidated by a student? If you are having trouble with a student because of conduct issues, resources are available. For example, you can contact Catherine Dube (local 6014) or Jennifer Ingram (local 6017) in the office of Student Judicial Affairs, which deals with [student conduct issues](#).

While this is a good resource, it is important to know that if you ever feel threatened by a student or unsafe going to your classroom or office, you have the right to remove yourself from any situation in which you perceive an immediate threat of violence to yourself by a student. Article 20.04 of the Collective Agreement states that you also have the right to remain away from the workplace if you continue to perceive the threat.

If you find yourself in this situation:

- contact your KFA immediately; we can help you to review your options and determine the best course of action
- report the facts and relevant details to your Dean as soon as possible. ♦

## Is Your Office a Health & Safety Risk?

By John Donald Redmond, Instructor, Learning Centre and OH&S Representative, Richmond Campus

Well, the short answer is probably “no,” with the exception of a few colleagues who have odd habits. However, your office or classroom could harm your health, so one of the tasks of your KFA representatives on the Health and Occupational Safety committees on each campus is to minimize any risks to your person through a series of regular inspections of all workspaces.



Let’s take a look at what could harm you.

In office A, Instructor X has stacked his *Journal of Dickensian Penny Dreadfuls* from the floor to the ceiling so as to have convenient access to the numerous fascinating articles in that respected publication. However, has he considered what would happen in the event of an earthquake? The probable

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## Did you know?

Your OH&S Committee has prepared an Employee Safety Orientation brochure? Available online at <http://www.kwantlen.ca/hr/ohs/resources.html>



result would be, at best, a blocking of his route of escape, and, at worst, a significant reduction in his physical stature when the ton of paper falls on him.

In classroom B, the latest example of cutting-edge instructional technology has been installed for the use of Instructor Y and the edification of her eager young learners. Unfortunately, the room was built when chalk and hickory pointers were fashionable. There are cables all over the floor. As instructor Y proceeds to enlighten her charges on a particularly salient point of Newtonian physics, she trips and falls into the lap of a large fellow in the front row, waking him abruptly and causing his iPod to malfunction while bruising not only her ego, but also her nose—not a pretty sight.

Both examples are typical of hazards identified by your OH&S team, and both can easily be remedied, in the first instance by the occupant of the office moving the journals to an anchored bookcase, and in the second by a call to Facilities, who are happy to install cable guards.

So, the next time you are visited by your OH&S team, feel free to express your concerns to them, but also feel free to be pro-active and seek an informed solution of your own. ♦

## *YOUR KFA ...*

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### **Occupational Health and Safety Committee Representatives**

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Chair	Wade Deisman
Cloverdale Campus	Rob Nelson & Sven Rohde
Langley Campus	Bruce Bailey & Tony Puddicombe
Richmond Campus	John Redmond & Sandy Fraser (Stephanie St. Loe - alternate)
Surrey Campus	Wade Deisman & Nicola Soles (Alice Macpherson - alternate)

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### **Canadian Association of University Teachers Health and Safety Fact Sheets**

CAUT Health and Safety Fact Sheets including information on carpal tunnel syndrome, working in a static position, and laboratory safety are [available online](#). ♦



# Disability Management and Rehabilitation Joint Committee: Why We Matter to You

By Fraser Crinklaw, Disability Management and Rehabilitation Committee Chair, Access Programs for People with Disabilities Instructor, Langley Campus

I would like to introduce myself as the new Faculty Co-Chair of the Disability Management Rehabilitation Committee, having taken over from Ann Marie Davison. Ann Marie wrote [a wonderful article in KFACTS last year](#). I wanted to outline the work of the Rehab Committee, as it is commonly known, and highlight some key points that you might consider if you miss work due to illness or injury. The Rehab committee is composed jointly of management and union representatives: Ellen Hill, Manager of Human Resources and Benefits; Kathy Nolan, Health & Benefits Consultant; Bob Fuhr, History; Robyn Rushford, Counselor and, yours truly, Fraser Crinklaw, Access Programs for People with Disabilities.



The sole purpose of the Disability Management and Rehabilitation joint committee is to support Regular and Non-Regular Type 2 faculty members who are absent from work due to illness or injury until their return to regular duties. Several committee members, me included, have been on the committee since its inception in October 2002 because we think we are making a difference in the lives of our members at a time when they are most vulnerable.

Allow me to outline the process and contact you can expect to receive from Kwantlen's Disability Management and Rehabilitation Committee.

## What happens if I become ill or injured and am off work for several days?

If it appears that your condition is likely to keep you off work for more than 30 days, your name is provided to the Rehabilitation Committee by our Human Resources representatives on the committee. You will be sent a package of information from the Rehab Committee which includes various forms that you and your attending physician are required to complete. Please note that these forms are separate from, and in addition to, the forms you will need to complete to apply for short-term disability benefits. Please be assured that the only information the Rehab Committee receives about your medical situation is that which is noted on the application to the Rehab Committee, or that which you choose to divulge or discuss in subsequent telephone conversations with your Rehab team. Once the Rehab Committee is made aware of

### *Did you know?*

For further information on Kwantlen's sick leave benefits look at the Article 15.06 of the Collective Agreement or in the Faculty Benefit Booklet (available online at <http://kwantlen.ca/hr/employeeeresources/faculty.html>)

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your absence, you will be assigned one management and one KFA contact.

### **Will my salary be reduced if I am away ill?**

For the first 30 calendar days, you will receive full salary. Following that, you will apply to receive short-term disability benefits, provided by Manulife Financial, Kwantlen's insurance provider. For the 21-week short-term disability period, you will receive 70% pay. Following that time, if you remain disabled, you will move to long-term disability, which is also paid at 70%. Refer to article 15.06 of the Collective Agreement for specific details.

### **Will my information remain confidential?**

The work of the Rehabilitation Committee is highly confidential. All committee members are required to sign confidentiality agreements, and no information is discussed with anyone outside of the committee meetings. The committee meetings are closed; in other words, no one other than committee members attend the meetings. We meet every three weeks. Minutes are taken, but employees are only identified by a number. You can be assured that any sensitive information you provide to us will stay within the committee.

### **What happens if I am away for more than 30 days?**

You can expect contact from one, or both, of your assigned Rehabilitation Committee representatives. We will usually contact you by phone or e-mail, but sometimes we might meet with you in person to support you as you complete forms, deal with your illness, or just want to speak to a colleague. We try to be very sensitive about who is assigned to each faculty member, taking into consideration the nature of the illness, the faculty in which the person works, or even if one member of the committee knows the member who is away ill. Whether it is a union or management representative contacting you, we are there to support you—don't be afraid to ask questions!

### **Will I have to fill out all of the forms?**

Yes, you will, and so will your doctor. Kathy and Ellen are extremely knowledgeable and helpful regarding the completion of the necessary forms. However, let one of your Rehabilitation Committee reps know if you are having difficulties, and we'll do our best to assist you with the process.

### **What will happen when I feel better and am ready to return to work?**

Once you feel well enough to return to work, there is a specific process that must be followed. It is important that you consult with your doctor and that he/she provide Manulife with a medical clearance for your return. You will only be allowed to return to work when your doctor says it is okay for you to do so. To do otherwise means you often risk relapse, which is counterproductive for you, your students and Kwantlen. Frequently, employees return to work on a graduated basis, the structure of which is determined by the doctor, the employee, Manulife, the Dean and the Rehabilitation Committee team. Once the return to work plan is determined, all of



the parties meet to discuss it. Sometimes, the employee returns to work on a partial or graduated basis, working on special projects. These arrangements contribute greatly to the work of the department, while not jeopardizing the health of the employee.

I hope this helps to clarify the work and role of the Disability Management and Rehabilitation Committee. In closing, I feel very fortunate that I work in a unionized workplace which has such wonderful sick leave benefits and a Rehabilitation Committee that works for all of us. ♦

*Your KFA ...*

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## Disability Management Rehabilitation Committee

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Chair	Fraser Crinklaw, Access Programs for People with Disabilities
KFA Rep.	Bob Fuhr, History
KFA Rep.	Robyn Rushford, Counselling

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## Union Counselling

By Tally Wade, Union Counselling Committee Chair, Public Safety Communications, Cloverdale Campus

**W**hat is Union Counselling and why do I need to know about it? And who are these Union Counsellors anyway? Perhaps these are questions that just might be keeping you from getting the information you need to get help through a crisis or just deal with the everyday stresses in your life.

“Union counsellors are union members who have volunteered or are selected by their union local to be trained about the resources available in their community for workers facing workplace, personal or family challenges” ([www.uwlm.ca](http://www.uwlm.ca)). This peer-based initiative, supported by the United Way and the Canadian Labour Congress, can help workers through times of difficulty, first through identification of needs, and then by matching individual needs with the appropriate services in the community.



At Kwantlen, Union Counsellors are trained faculty members who can help by being available to listen, provide support, and identify community-based services to assist you or your family. Additionally, we can also offer workshops, information sessions or one-on-one sessions on a variety of topics and issues of interest.

Find out more about the [Union Counselling program](#) online. ♦



# Emergency Preparedness

An important improvement to emergency preparedness at Kwantlen is underway: The [Office of Emergency Planning](#) is currently working on fire drill planning, beginning with the Cloverdale campus.

The fire plan has been rewritten in consultation and collaboration with the manager of Facilities Operations and the Manager of Occupational Health and Safety. Whereas once there were two placards providing instructions to occupants in case of fire, now there are twenty-one. Photo luminescent strips have been installed in stairwells and eight to ten volunteers are being trained as floor wardens who will be equipped with safety vests, flashlights, clipboards, and two-way radios that will interface with security and facilities radios to facilitate evacuations. Five outdoor assembly areas have been designated. The first full-scale fire drill, including evacuation of the horses in the farrier barns, should take place at Cloverdale in the near future, and the drill will occur annually thereafter. Richmond campus will be prepared for a drill in early 2012, and Langley will be prepared for a drill by the end of 2012. Surrey campus will likely be prepared for its first full-scale fire drill in 2013.



**READYCAMPUS**

This planning is occurring because a year and a half ago, Kwantlen hired Guy Corriveau to open and manage the Office of Emergency Planning. Guy oversees the preparations necessary to ensure the Kwantlen community is ready for emergencies such as disease outbreaks, dangerous-goods spills, train wrecks on campus boundaries, active shooter situations, extreme weather, floods, and of course, fire. Working with external partners, including three municipal jurisdictions; two health authorities; police, fire, and ambulance services; regional emergency planning committees; and BC post-secondary emergency planning committees, Guy is preparing Kwantlen to be a READYCAMPUS™, which is both the goal and the trademarked name of our emergency preparedness program. Guy enjoys the considerable challenge of his job, and he has been grateful for the support Kwantlen leadership has provided for each of the initiatives he has implemented. ♦



## NR1 Sick Leave Fund

If you are a Non-Regular Type 1 faculty member, you can access the sick-leave fund, which operates on a first-come, first-serve basis (see article 15.07 of the Collective Agreement). The sick leave fund provides paid leave that otherwise would not be available for NR1 faculty, as the disability benefits outlined in article 15.06 apply to Regular and Non-Regular Type 2 faculty.

♦

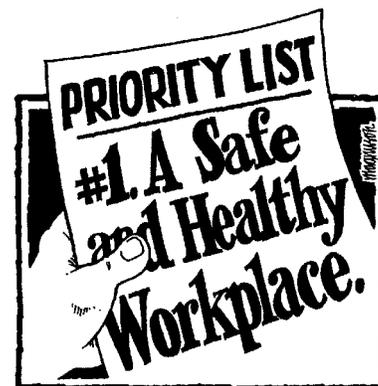


# Employee Lounge Update

Your KFA knows that an employee lounge is an important resource to maintain a healthy work-life balance and a working condition that employees should be able to expect at an institution that has been named one of BC's Top Employers.

Unfortunately, at the start of the fall semester, without consultation with employees or the Faculty Association, without notification, and without providing an alternative space, the Employer repurposed the employee lounge on the Surrey campus as a space for students. Your KFA supports students in their need for a meeting space. At the same time, employees also need a space to take breaks and to store and heat food, eat, and wash dishes. The Employer has recently installed a fridge in the faculty workroom and is looking into installing a sink in the cafeteria; however, this is a questionable long-term solution. Your KFA is in discussion with the Employer to ensure the employee lounge is re-established or replaced and is advocating that this important space not be taken away from faculty and staff on other campuses.

Have you been affected by the elimination of the employee lounge? Please email your comments to Gillian Dearle at [gillian.dearle@kwantlen.ca](mailto:gillian.dearle@kwantlen.ca). ♦



## Health and Safety Education

### A Gain for the 2010-2012 Collective Agreement

Do you know where the Designated Assembly Areas are in case of an emergency on campus? Have you ever wondered just what to do if there were an active shooter on campus? Do you wish Kwantlen provided training and information for employees on these issues? In the last round of collective bargaining, your KFA achieved a joint Health and Safety Education Committee that will develop a plan to recommend changes to how health and safety information will be communicated and how faculty are educated and trained both prior to and during the course of their employment at Kwantlen. ♦

#### *Did you know?*

If you work in an environment in which health and safety apparel or equipment are required by WorkSafe B.C., the Employer will supply these items at no cost to employees (see article 20.05 of the Collective Agreement).

#### Helpful Links:

- [Scent Awareness](#)
- [Office of Emergency Planning](#)
- [Ergonomic Checklist](#)
- [What to Do in Case of an Emergency](#)
- [What to Do in Case of an Active Threat on Campus](#)



**National Day of  
Remembrance  
and Action  
on Violence  
Against  
Women  
December 6**



Visit [www.kfa.bc.ca](http://www.kfa.bc.ca) for event details



For confidential support:

**604-599-3169**  
**uc@kfa.bc.ca**



**Issues you would like covered in KFAcTs?**

Send them to Gillian Dearle,  
Gillian.Dearle@kwantlen.ca,  
with the subject title "KFAcTs  
Editor."

**Have you recently moved?**

Send your new address to  
Erica.Reimer@kwantlen.ca

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**We're on the Web!**

Visit us at:  
<http://www.kfa.bc.ca>

Like us on Facebook!

# KFA Executive Committee

## 2011-2012

Table Officers	Phone #	Campus	Term Ends
<b>Terri Van Steinburg</b> , President	2259	Surrey	2012
<b>Joel Murray</b> , Vice-President–Grievances	2149	Surrey	2013
<b>Bob Davis</b> , Vice President–Negotiations	2151	Surrey	2012
<b>Wendy Belter</b> , Secretary–Treasurer	2006	Surrey	2013
<b>Gillian Dearle</b> , Member-at-Large	2080	Surrey	2013
Representatives	Phone #	Campus	Term Ends
<b>Douglas Torrance</b> , Science/App. Science & Hort	2158	Surrey	2013
<b>George Broderick</b> , Business	2156	Surrey	2012
<b>Cecilia Martell</b> , Humanities	2182	Surrey	2012
<b>Bev O'Malley</b> , Community & Health Studies	3148	Surrey	2013
<b>Tim Groves</b> , Trades & Technology	6164	Cloverdale	2013
<b>Larissa Petrillo</b> , Ombudsperson	2312	Surrey	2013
<b>Erling Christensen</b> , Social Sciences	2167	Surrey	2013
<b>Mark Pritchard</b> , Applied Arts	2624	Richmond	2013
<b>Diane Walsh</b> , Qualifying Studies & Access	2238	Surrey	2012
<b>Robyn Rushford</b> , Learner Support/Co-op	2794	Richmond	2013
<b>David Harvey</b> , Non-Regular Faculty	2328	Surrey	2011
<b>TBA</b> , Status of Women			2012
Committees	Phone #	Campus	Term Ends
<b>Fraser Crinklaw</b> , Disability Management and Rehabilitation	3340	Langley	2012
<b>Balbir Gurm</b> , Education Policy	2267	Surrey	2012
<b>Wade Deisman</b> , Occupational Health and Safety	3429	Surrey	2012
<b>Suzanne Pearce</b> , Pension Advisory	2197	Surrey	2012
<b>Bob Fuhr</b> , Professional and Scholarly Development	2968	Surrey	2012
<b>Bill Burgess</b> , Human Rights and International Solidarity	2658	Surrey	2012
<b>Tally Wade</b> , Union Counselling	6118	Cloverdale	2013