Joint Occupational Health & Safety Committee
Meeting Minutes

Name of Committee: Athletics & Recreation
Worker Co-Chair: Laurier Primeau/Jenny Black
Employer Co-Chair: Barry Eccleton / Dan Cooper

Date: May 8, 2018
Time: 9:15 am – 10:30 am
Location: Rugby Pavilion

AGENDA:
1. Roll Call
2. Determination of Quorum
3. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes
4. Additional Agenda Items, Review Actionable Items from Local Safety Team (LST) Minutes & Approval of Agenda
5. Review Centralized Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents
   - Monthly Incident List & Statistical Summary Report
6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)
7. Review Education and Training
8. Ongoing Business – Status of Action Items
9. JOHSC Formal Recommendation Letters & Regulatory Inspections
10. New and Other Business
11. Next Meeting
12. Meeting Adjournment

1. ROLL CALL

<table>
<thead>
<tr>
<th>Worker Representatives</th>
<th>Association/Union</th>
<th>Work Location</th>
<th>Present</th>
<th>Regrets</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yuji Samata</td>
<td>CUPE 116</td>
<td>Fields</td>
<td>✔️</td>
<td>☐️</td>
<td>☐️</td>
</tr>
<tr>
<td>Calista Valente</td>
<td></td>
<td>DMC student worker</td>
<td>☐️</td>
<td>✔️</td>
<td>☐️</td>
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<tr>
<td>Jenny Black</td>
<td></td>
<td>WMG</td>
<td>✔️</td>
<td>☐️</td>
<td>☐️</td>
</tr>
<tr>
<td>Laurier Primeau</td>
<td></td>
<td>Varsity coach</td>
<td>☐️</td>
<td>✔️</td>
<td>☐️</td>
</tr>
<tr>
<td>Sheri Clarke</td>
<td>CUPE 116</td>
<td>Aquatics</td>
<td>✔️</td>
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<td>☐️</td>
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<tr>
<td>Karen Palfrey</td>
<td></td>
<td>Boat House</td>
<td>✔️</td>
<td>☐️</td>
<td>☐️</td>
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<tr>
<td>Alisa Reyes</td>
<td></td>
<td>SRC</td>
<td>✔️</td>
<td>☐️</td>
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## 2. DETERMINATION OF QUORUM

a. A minimum of 4 members;

b. Worker representatives (faculty and staff workers who do not exercise managerial functions) and employer representatives (management workers who exercise managerial functions);

c. At least half of the members must be worker representatives;

<table>
<thead>
<tr>
<th>Employer Representatives</th>
<th>Work Location</th>
<th>Present</th>
<th>Regrets</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barry Eccleton</td>
<td>Arena</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Dan Cooper</td>
<td>Facilities</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>James Tait</td>
<td>Thunderbird Park</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Robin D’Abreo</td>
<td>Varsity</td>
<td>☐</td>
<td>☑</td>
<td>☐</td>
</tr>
<tr>
<td>Jason McManus</td>
<td>Recreation</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Andrew Miller</td>
<td>Aquatics</td>
<td>☑</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Resources/Guests</th>
<th>Work Location</th>
<th>Present</th>
<th>Regrets</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kavie Toor</td>
<td>Athletics &amp; Rec</td>
<td>☐</td>
<td>☑</td>
<td>☐</td>
</tr>
<tr>
<td>Linda Roseborough</td>
<td>Risk Management Services</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

*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.*

<table>
<thead>
<tr>
<th>Is there quorum for this meeting</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

## 3. APPROVAL OF PREVIOUS JOHSC MEETING MINUTES

*(Statement to indicate minutes of previous meeting have been read & acknowledged and to record any corrections to it)*

Moved by: Dan
Seconded by: Jenny

- List amendments to minutes

Are the minutes approved?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>
4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

- (List additional agenda items)

4 A. REVIEW ACTIONABLE ITEMS FROM LST MINUTES (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.

- No actionable items noted

Is the agenda approved? Dan & Jenny

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>✅</td>
<td>❌</td>
</tr>
</tbody>
</table>

5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

See attached incident report:
- Monthly Incident List & Statistical Summary Report (For any general CAIRS information that requires discussion or action, please record under “New Business” e.g. make note of trends etc. Any incident specific items and follow up requests are to be listed below)

(* See Legend at end for Priority and Status Codes)

<table>
<thead>
<tr>
<th>Item # (Use CAIRS Incident ID # and Incident Date)</th>
<th>Priority</th>
<th>Action Plan (Actions Taken/Need to be taken)</th>
<th>Assigned To</th>
<th>Follow up: Date Pending</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>121589-18/03/16 C</td>
<td></td>
<td>Worker showed signs of a cold. Worker was off sick and returned with doctor’s note for absence. Worker reported that they were advised that poor air quality in the work place was likely the cause. Further investigation needed April 25 Air quality was tested in the works office. Awaiting results</td>
<td>Jenny</td>
<td>May 12</td>
<td>IP</td>
</tr>
<tr>
<td>121735-18/04/20 C</td>
<td></td>
<td>Worker was finger loosening bolts on the start block and pinched finger between the inside wall of the block and the bolt. <strong>Action:</strong> Remind staff to consider task and seek assistance as required. Action: Confirm procedure is in place for moving dive blocks</td>
<td>Andy</td>
<td>Apr 20</td>
<td>IP</td>
</tr>
</tbody>
</table>
5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

<table>
<thead>
<tr>
<th>Item # (Use Inspection #)</th>
<th>Priority</th>
<th>Action Plan (Actions Taken/Need to be taken)</th>
<th>Assigned To</th>
<th>Follow up: Date Pending</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC</td>
<td>B</td>
<td>Expiry tags of fire extinguishers needs to be tagged with Bldg Ops</td>
<td>Dan</td>
<td></td>
<td>C</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

☐ No actionable items noted

6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)

Distribute inspection checklist(s) and report(s) for meeting and use this table to record discussion and new recommendation(s)

<table>
<thead>
<tr>
<th>Item # (Use Inspection #)</th>
<th>Priority</th>
<th>Action Plan (Actions Taken/Need to be taken)</th>
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<th>Follow up: Date Pending</th>
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<td></td>
<td>C</td>
</tr>
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</table>

* GI- General Inspection

7. REVIEW EDUCATION AND TRAINING

(General discussion, confirm all training is up-to-date, etc. For all actionable items please list below)

<table>
<thead>
<tr>
<th>Item # (ED-yy/mm/dd-01)</th>
<th>Priority</th>
<th>Action Plan (Actions Taken/Need to be taken)</th>
<th>Assigned To</th>
<th>Follow up: Date Pending</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>17/08/05</td>
<td></td>
<td>Andy to take Joint Educational Training. To be completed within 6months. Linda to send Andy info</td>
<td>Linda</td>
<td></td>
<td>IP</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Andy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17/10/03</td>
<td>D</td>
<td>Safety Day - Wednesday October 3, 2018 at 8:00 am – 1:30 pm. This event provides an excellent opportunity to bring members of JOHSCs and LSTs together to interact with each other. The day will have engaging speakers talking about various safety related topics. There will also be vendors and information booths set up for the duration of the</td>
<td>All</td>
<td></td>
<td>N</td>
</tr>
</tbody>
</table>
7. REVIEW EDUCATION AND TRAINING

| Event | JOHSC members can use this event to count toward their entitled 8 hours of additional education. Space is limited so please RSVP here to attend. Lunch will be provided. |

*ED – Education and Training*

8. ONGOING BUSINESS – Status of Action Items

<table>
<thead>
<tr>
<th>Original Item #</th>
<th>Priority</th>
<th>Action Plan (Actions Taken/Need to be taken)</th>
<th>Assigned To</th>
<th>Follow up: Date Pending</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-17/08/17</td>
<td>B</td>
<td>Accident Incident Reports for Visitors and Non Workers</td>
<td>Jason, Barry, James, Jenny</td>
<td>Jun 2018</td>
<td>IP</td>
</tr>
</tbody>
</table>

**Past:** To avoid additional information and an investigation being required from the CAIRS online report click visitor/witness/incident only/no injury. Near misses and accident or incidents requiring further medical treatment should be entered into CAIRS. Staff who are involved in extreme emergency situations should also be considered.

There is a gap with third party users and varsity athletics incidents. CAIRS is not reporting elements properly. Jenny, Jason, Barry and James make up the subcommittee reviewing incident reporting.

**Present:** Peter Joseph is working to update CAIRS with new reporting systems which he is hoping to unveil in April.

1. Structural flow chart needed – Incident, accident, first aid
2. Terminology being developed
3. New system to be piloted with Camps and rolled out facility wide in fall.
8. **ONGOING BUSINESS – Status of Action Items**

<table>
<thead>
<tr>
<th>Date</th>
<th>Action Item</th>
<th>Status</th>
<th>Future</th>
</tr>
</thead>
</table>
| 2-17/08/17 | Varsity Coach Travel – 12 Passenger Van                                     |        | - Past: Varsity coaches are concerned with how many student athletes are driving to events. Linda has confirmed that there are no concerns regarding the rental of 12 passenger vans as far as UBC or ICBC are concerned.  
- Future: Information can be found on UBC website travel and field safety.  
  [https://travelfieldsafety.ubc.ca](https://travelfieldsafety.ubc.ca)  
  [https://travelfieldsafety.ubc.ca/vehicle-travel/](https://travelfieldsafety.ubc.ca/vehicle-travel/) | Laurier Linda Robin Dan | May, 2018 | C |
| 3-17/08/17 | Liability Insurance                                                         |        | - Past: When teams rent vehicles out of country UBC insurance does not cover liability insurance. When booking a car rental in the US staff are encouraged to obtain a voucher code and book with Enterprise Rent a Car. UBC liability coverage is a secondary insurance that will be active after a minimum liability coverage has been obtained. No liability insurance is covered on credit card insurance. When traveling outside of the US/Canada there is no liability insurance coverage. Laurier confirmed that an optional third party insurance option is available for $5/day. Laurier has requested a review of the current insurance plan.  
- Present: The JOHSC identified that the levels of insurance coverage are the safety issue and not economics. Subcommittee formed – Laurier, Jason and Robin to determine what levels of insurance are required by the university for coverage to the states and to report back to the JOHSC.  
- Future: Dan to request a meeting with Boathouse, Varsity, Recreation and Blossom. | Laurier Jason Robin Linda Dan | June, 2018 | IP |
8. **ONGOING BUSINESS – Status of Action Items**

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
<th>Description</th>
<th>Responsible</th>
<th>Due Date</th>
<th>Type</th>
</tr>
</thead>
</table>
| 4-17/12/12 | E      | **Past:** Jason to investigate if Word Press would be a viable option to post meeting minutes.  
**Future:** LST virtual board representing 6 local teams will be complete in May and will contain the following:  
1. Local team minutes 3 months  
2. Important notices facility wide  
3. Hazard reporting | Jason       | May, 2018  | IP    |
| 5-17/12/12 | C      | First Aid training  
**Past:** 2 hour Save a Life course. Barry to follow up with Legal and report back with more info. Subcommittee formed to determine when risk assessment is needed.  
**Present:** LST’s are asked to identify the following:  
1. What first aid training qualifications are needed with regards to duties performed?  
2. What level of first aid is needed and who would be most suited to participate?  
Jason confirmed from a legal stance Save a Life training is not sufficient for anyone in the role of providing first aid.  
**Future:** Dan to contact Ian McGregor to be contacted for possible third party assessment. Tabled | Barry  
Jason  
Dan  
LST  
Jenny  
James | Jun, 2018  | IP    |
| 6-18/03/13 | C      | **Requirements for Job Specific Training Documentation**  
Job specific training is the training required to carry out tasks related to the job. When the results of a risk assessment for a particular task identifies that the risk due to a hazard can be minimized by training, it is crucial that this training is documented. This will enable due diligence to be proved. To help facilitate this process, RMS has created a Job Specific | Dan       | Jun 2018  | IP    |
8. **ONGOING BUSINESS – Status of Action Items**

| Training Documentation template which can be accessed on the RMS Website. |
| Present: Training matrix needed for when training is mandatory or optional. Linda to send Dan examples. Review in process. |
| Hello Cert (subitup) to be implemented to track certifications |

* ED – Education and Training   * GI – General Inspection   * NB – New Business

9. **JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)**

<table>
<thead>
<tr>
<th>Item # (use Recommendation #)</th>
<th>Priority</th>
<th>Discussion and/or Action Items</th>
<th>Assigned To</th>
<th>Date of Issue</th>
<th>Date to be Completed</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>E.g.: CODE-REC-2017-01</td>
<td></td>
<td>For all JOHSC Formal Recommendation Letters and Regulatory Inspections (Provincial Regulators including but not limited to WorkSafeBC, and Federal Regulators including but not limited to Transport Canada). Note ALL Regulatory Inspections, even if issued to another department. Make sure to refer to any applicable incident, investigations or other related occurrences by item #. DO NOT MOVE OUT OF THIS SECTION – this section is to be used to ensure employer is responding within 21 calendar days. Once correspondence is complete item can be removed. NOTE: Item # that correspondence pertains to should remain in the “Ongoing Business” and updated with any additional information until fully resolved.</td>
<td></td>
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* REC – Recommendation Letter
### NEW & OTHER BUSINESS

- General discussion items (list actionable items below)

<table>
<thead>
<tr>
<th>Item # (NB-yy/mm/dd-01)</th>
<th>Priority</th>
<th>Action Plan</th>
<th>Assigned To</th>
<th>Date to be Completed</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>17/05/08</td>
<td></td>
<td>JOHSC to send out near miss reporting reminder to LST. Linda to send some observation templates on a manual reporting system for non-computerized staff.</td>
<td>Barry Linda</td>
<td>June</td>
<td>N</td>
</tr>
<tr>
<td>AC 17/05/08</td>
<td></td>
<td>RMS to aid AC in developing new procedures for weekly delivery of Hydro Chloric Acid</td>
<td>Andy Linda</td>
<td>June</td>
<td>N</td>
</tr>
</tbody>
</table>

*NB – New Business

### NEXT MEETING

**Date:** June 12 2018  
**Time:** 9:15am  
**Location:** UBC Aquatic Centre

### MEETING ADJOURNED

**Time:** 10:14am

**LEGEND**

<table>
<thead>
<tr>
<th>PRIORITY:</th>
<th>STATUS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>N</td>
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<tr>
<td>B</td>
<td>R</td>
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<tr>
<td>C</td>
<td>C</td>
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<tr>
<td>D</td>
<td>IP</td>
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<tr>
<td>E</td>
<td>RF</td>
</tr>
</tbody>
</table>
Monthly Distribution and Posting of Approved Meeting Minutes (Required):

- Responsible VP
- Responsible Managing Director/Dean
- All JOHSC members
- Internal Communications Person
- Risk Management Services ubcsafety.committee@ubc.ca
- Posted on any Safety Bulletin Boards (if applicable)