Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: University Administrative Units JOHSC

Worker Co-Chair: Patrick Wong
Employer Co-Chair: Greg Martyn

Date: May 22, 2018

Time: 9:00 am
Location: Risk Management Services Rm 344, Donald Rix Building

AGENDA:

1. Roll Call
2. Determination of Quorum
3. Review of Terms of Reference
4. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes
5. Additional Agenda Items, Review Actionable Items from Local Safety Team (LST) Minutes & Approval of Agenda
6. Review Centralized Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents
   - Monthly Incident List & Statistical Summary Report
7. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)
8. Review Education and Training
10. JOHSC Formal Recommendation Letters & Regulatory Inspections
11. New and Other Business
12. Next Meeting
13. 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>Patrick Wong</td>
<td>AAPS</td>
<td>Building Operations</td>
<td>✔️</td>
<td>☐️</td>
<td>☐️</td>
</tr>
<tr>
<td>Hailey Young</td>
<td>AAPS</td>
<td>Risk Management Services</td>
<td>✔️</td>
<td>☐️</td>
<td>☐️</td>
</tr>
<tr>
<td>Robert Morton</td>
<td>AAPS</td>
<td>Athletics &amp; Recreation</td>
<td>✔️</td>
<td>☐️</td>
<td>☐️</td>
</tr>
<tr>
<td>Karen Ranalletta</td>
<td>CUPE 2950</td>
<td>CUPE 2950 Office</td>
<td>✔️</td>
<td>☐️</td>
<td>☐️</td>
</tr>
<tr>
<td>Jed Cheng</td>
<td>CUPE 2950</td>
<td>Financial Operations</td>
<td>✔️</td>
<td>☐️</td>
<td>☐️</td>
</tr>
<tr>
<td>Lyn Pedro</td>
<td>CUPE 2950</td>
<td>Green College</td>
<td>☐️</td>
<td>✔️</td>
<td>☐️</td>
</tr>
</tbody>
</table>
Joint Occupational Health & Safety Committee
Meeting Minutes

Employer Representatives | Work Location | Present | Regrets | Absent
--- | --- | --- | --- | ---
Greg Martyn | Office of the VP Research & Innovation | ☑ | ☐ | ☐
Debbie Wilson | Pensions, Human Resources | ☑ | ☐ | ☐
Ana-Maria Hobrough | DAE Services Development & Alumni Engagement | ☐ | ☐ | ☑
Michael White | Campus & Community Planning | ☐ | ☑ | ☐
Grant Miller (Alternate for Michael White) | Campus & Community Planning | ☑ | ☐ | ☐
Tammy Brimner | Office of the Vice President Finance & Operations | ☑ | ☐ | ☐

Resources/Guests | Work Location | Present | Regrets | Absent
--- | --- | --- | --- | ---
Bruce Anderson (Resource) | Risk Management Services | ☑ | ☐ | ☐
Paul Nakagawa (Resource) | Risk Management Services | ☑ | ☐ | ☐
Shirley Lim (Recording Secretary) | Pensions, Human Resources | ☑ | ☐ | ☐

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;

Is there quorum for this meeting
* 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.

   Yes ☑
   No ☐

3. REVIEW OF TERMS OF REFERENCE
   - It was suggested that a version date be included in the Terms of Reference (ToR) document but sections listing representatives and department names removed so that the ToR does not need to be voted on whenever there is member turnover. The suggestion was adopted by the committee members.
   - Committee members’ Education and Training will be tracked in the meeting minutes. Risk Management will provide the details to be included in Appendix A.
   - Worker and Employer Co-chairs were elected. The committee agreed that the two Co-chairs will coordinate and take turn chairing the meetings. Therefore, no alternate Co-chairs will be elected.
3. REVIEW OF TERMS OF REFERENCE

- Move to adopt Terms of Reference. Moved by: Karen Ranalletta Seconded by: Robert Morton

4. APPROVAL OF PREVIOUS JOHSC MEETING MINUTES

- Minutes from the last University Health and Safety Committee (UHSC) on March 27, 2018 were reviewed and four items were carried forward for updates/review/discussion.

1. Building Emergency key plans are set up by building contractors and are often not updated as departments undergo renovations. It is the responsibility of Local Safety Teams to review the plans’ accuracy as part of their inspections and to recommend updates when required (item 119 in UHSC March 27 minutes).

2. Risk Management updated that plans are underway to further develop a dedicated 24-hour Occupational First Aid (OFA) Level 2 support for the campus. This dedicated support will provide quick on-site assessment of injuries at work (item 120 in UHSC March 27 minutes).

3. June 19 is the Annual EOC activation exercise. There will not be any campus-wide emergency exercise, but Risk Management will conduct a simulation (item 121 in UHSC March 27 minutes).

4. October 3 will be Safety Day (item 124 in UHSC March 27 minutes).

- No amendments to the UHSC March 27, 2018 minutes.

- Move to adopt minutes. Moved by: Greg Martyn Seconded by: Robert Morton

Are the minutes approved?

Yes ☑️ No ☐

5. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

- No additional agenda items.

5 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.
5. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

☑ No actionable items noted

Is the agenda approved?  Yes ☑  No ☐

6. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

See attached incident report:
- Monthly Incident List & Statistical Summary Report

(* 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>121612-18/03/07</td>
<td>E</td>
<td>Corrective action taken, no further action required.</td>
<td>N/A</td>
<td>N/A</td>
<td>C</td>
</tr>
<tr>
<td>121733-18/04/23</td>
<td>E</td>
<td>Corrective action taken, no further action required.</td>
<td>N/A</td>
<td>N/A</td>
<td>C</td>
</tr>
<tr>
<td>121817-18/05/08</td>
<td>C</td>
<td>Employee felt a sharp pain in his left knee when he was walking down the stairs from the second floor to the main floor.</td>
<td>June 26, 2018</td>
<td>IP</td>
<td></td>
</tr>
</tbody>
</table>

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

No workplace safety inspections to review.

☑ No actionable items noted

<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>
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<tbody>
<tr>
<td>N/A</td>
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* GI- General Inspection
8. REVIEW EDUCATION AND TRAINING

<table>
<thead>
<tr>
<th>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>ED-18/05/22</td>
<td>C</td>
<td>Risk Management Services to contact Shirley Lim to coordinate training dates. All JOHSC members need to complete eight hours of training within the next six months.</td>
<td>RMS</td>
<td>6 months from May 22, 2018</td>
<td>IP</td>
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</table>

*ED – Education and Training

9. 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>N/A</td>
<td></td>
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</table>

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

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

<table>
<thead>
<tr>
<th>Item #</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>N/A</td>
<td></td>
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*REC – Recommendation Letter

11. NEW & OTHER BUSINESS

Discussion on CAIRS Reports
- A committee member commented that supervisors should be more objective when recording accidents/incidents on CAIRS. This could be tied to how questions on the reporting system are formulated and how information is recorded. The committee also suggested that a mechanism be put in place to ensure completion; supervisors should close off the cases they started.
11. NEW & OTHER BUSINESS

<table>
<thead>
<tr>
<th>Item #</th>
<th>Priority</th>
<th>Action Plan (Actions Taken/Need to be taken)</th>
<th>Assigned To</th>
<th>Date to be Completed</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>NB-yy/mm/dd-01</td>
<td>N/A</td>
<td></td>
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</tbody>
</table>

*NB – New Business

12. NEXT MEETING

Date: June 26, 2018
Time: 9:00 am
Location: Risk Management Services Room 344

13. MEETING ADJOURNED

Time: 10:00 am

LEGEND

<table>
<thead>
<tr>
<th>PRIORITY:</th>
<th>STATUS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>N</td>
</tr>
<tr>
<td>B</td>
<td>R</td>
</tr>
<tr>
<td>C</td>
<td>C</td>
</tr>
<tr>
<td>D</td>
<td>IP</td>
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<tr>
<td>E</td>
<td>RF</td>
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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)