Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Student Development & Services
Worker Co-Chair: Ana Miranda
Employer Co-Chair: Carol Naylor
Date: September 19, 2018
Time: 10am
Location: Pair Meeting room, Old Admin Building

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 Central 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 Recommendation Letters (Correspondence)
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>Simon Chen</td>
<td>M&amp;P</td>
<td>Student Health – UBC Hospital</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Katerina Marta</td>
<td>CUPE 2950</td>
<td>Ctr for Community Eng Learning – CIRS building</td>
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<tr>
<td>Ana Miranda</td>
<td>CUPE 2950</td>
<td>International Std Dev’t – UBC Life Bldg.</td>
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</tr>
<tr>
<td>Levonne Abshire</td>
<td>M&amp;P</td>
<td>Wellness Promotion – CIRS/Student Life</td>
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</table>
Joint Occupational Health & Safety Committee
Meeting Minutes

Employer Representatives | Work Location | Present | Regrets | Absent
---|---|---|---|---
Carol Naylor | SD&S – Sr. Directors Office – Old Admin Building | ☑ | ☐ | ☐
Dickson Ng | Access & Diversity – Brock Hall | ☑ | ☐ | ☐

Resources/Guests | Work Location | Present | Regrets | Absent
---|---|---|---|---
Adam Goulding | RMS | ☑ | ☐ | ☐
Teela Narsih | RMS | ☑ | ☐ | ☐
Tlell Elviss (Administrator) | SD&S – Phoned in for meeting | ☑ | ☐ | ☐

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. APPROVAL OF PREVIOUS JOHSC MEETING MINUTES
   (Statement to indicate minutes of previous meeting have been read & acknowledged and to record any corrections to it)

- Move to adopt minutes. Moved by: Dickson Seconded by: Simon
- List amendments to minutes
  - No amendments noted. Tlell will upload minutes to Sharepoint and distribute.

Are the minutes approved?

Yes ☑ No ☐

4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA
   - No additional items.

4A. REVIEW ACTIONABLE ITEMS FROM LAST MINUTES (if applicable)
   *Place actionable items under Accident/Incident Investigation, Safety Inspections, Correspondence, New Business etc. as applicable and*
4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

<table>
<thead>
<tr>
<th>assign proper item # for further discussion/action.</th>
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Is the agenda approved?

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
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5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

- Monthly Incident List & Statistical Summary Report *(make note of trends etc. For any general CAIRS information that requires discussion or action, please record under “New Business”. 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 #)</th>
<th>Priority</th>
<th>Date</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>
</table>
| 122121 (122126)                   | C        | June 28, 2018 | • Review of Incident Report  
• Agreement that corrective actions have been taken.  
• No further action needed. |             |                        |        |
| 121704/1217 05                    | C        | April 17, 2018 | ACTION: Check to ensure the final corrective action has been taken.  
Previous notes  
• Ana has emailed supervisor and is waiting to hear back.  
• Supervisor is currently out of the office so there may be a delay. Will check on this at next meeting.  
New information:  
• Has been in touch with supervisor twice but have not yet received confirmation that corrective action has been taken.  
• Was noted as completed in CAIRS in but requires an updated report.  
ACTION: Ana will try one more time to confirm corrective action | Ana        | October       | IP      |
5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

<table>
<thead>
<tr>
<th>121992/1219 89</th>
<th>June 12th, 2018</th>
<th>Carol</th>
<th>October</th>
<th>IP</th>
</tr>
</thead>
</table>

Notes from previous meeting for record:
- Was reported in 48 hours by employee and supervisor
- Recommendation to leave out gender in supervisor report.
- Accident caused by employee leaving door to cabinet open and then bending down.
- Resulted in a visit to the doctor and recommendation to rest. Missed work for half day Friday and then was okay to return to work on Monday.
- Supervisor report needs to be updated to reflect doctor was seen and time was away from work.

New Information:
- Carol reached out to manager to update. Confirmed it is updated but will go back into CAIRS and look to confirm it is done.

ACTION: Carol will follow-up with supervisor to ensure this is included in supervisors report and check in CAIRS to ensure it has been done.

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

<table>
<thead>
<tr>
<th>Item # (Use Inspection #)</th>
<th>Priority</th>
<th>Discussion/Comments/Recommendations</th>
<th>Assigned To</th>
<th>Follow up: Date Pending</th>
<th>Status</th>
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<tbody>
<tr>
<td>GI-Rix-17/09/13</td>
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</table>
| GI-SHS-18/07/26            |          | • Inspection completed with new checklist that was updated.  
• A few things identified and need addressing. | Simon/Teela | October | IP                |
### 6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)

- Exit sign – directs in a roundabout and non-intuitive way
- No predesignated meeting area posted. In Vancouver Coastal Health this is not part of protocol.
- Not a lot of safety orientation – trying to address with admin. Suggestions provided and awaiting response.
- Ergonomics – not lots of resources available.
- Bookshelves – not secured and with heavier items on top. Requesting this be addressed.
- Inspections will likely happen quarterly with only 2 LST members.
- Advice from RMS to transfer comments from inspection report into the larger inspection report as what was completed is not the full inspection but a partial section.

- For reference, blank copies of the inspection template will be on [http://safetycommittees.ubc.ca/](http://safetycommittees.ubc.ca/). Could provide with follow-up email to all LST.
- Want to trust LSTs for follow-through. Choose those that are concerning to follow-up on.
- SHS – tricky because of sitting with VCH. Same with CIRS.
- Would be helpful to have corrective action logged in longer report template.

**Primary JOHSC**: Life, Brock, and OAB – only add these to SharePoint.

**ACTION**: Teela will update on primary JOHSC decisions. **UPDATE** - We will be the Primary JOHSC for SHS. - COMPLETE

**ACTION**: Simon will update the corrective actions in longer inspection template.
### 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 #</th>
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<th>Discussion/Comments/Recommendations</th>
<th>Assigned To</th>
<th>Follow up: Date Pending</th>
<th>Status</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>All up to date. No actionable items.</td>
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</table>

*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>
</table>
| NB-18/04/18 - 01 | C        | ACTION: All JOHSC members to find date/time for 15-min presentation at an upcoming staff meeting and email Carol/Ana - Complete  
Status of Unit Presentations:  
• Student Health Services: Still outstanding  
• Access & Diversity: Completed  
• Counselling: Completed  
• CCEL: Completed  
• Health Promotion: Completed  
• CSI&C: Still outstanding  
• Student Comms – Still Outstanding  
• International Student Development – Completed  
Goal is to be done by end of August. Still 3 to be completed. Carol to schedule.  
ACTION: Carol and Ana will meet to refine presentation a bit further for | Carol | October | IP |
## 8. ONGOING BUSINESS – Status of Action Items

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Complete Status</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
<td>ACTION: Carol to coordinate the final 3 unit presentations.</td>
<td>COMPLETE</td>
<td></td>
</tr>
<tr>
<td>ACTION: Ana will draft an email template for all to use, along with a few resources including first aid number, how and when to report incidents, website link to SD&amp;S JOHSC minutes</td>
<td>COMPLETE</td>
<td></td>
</tr>
</tbody>
</table>

**Previous notes:**
- Overall, email looks really good.
- Discussions about how we will use email. Decision made to send to all Directors to distribute to their areas. This allows them to review with staff, forward, and print portions for posting.
- Of particular importance are the Emergency numbers and mobile first aid number as not everyone aware of these.
- Also important is the overview of what training and orientation all UBC workers need. This should be sent to all staff so they can review and ensure they have what is required.
- Request to include extension number for mobile first aid (i.e. 2-4444). Ana will make the update.
- Discussion about which aspects of the email should be linked to the website directly, in case there are updates. In case of emergency we want them going to the most current and updated information.
- Agreement that having some information in the email is helpful – emergency numbers, website, role of JOHSC. And links through the email to information that may change.
- Recommendation to put website higher in the email and indicate that the website is the most current information.
- Goal is to send this email, along with the PPT, after each presentation as follow-up.
- Will ensure that our JOHSC has communicated the important
### 8. ONGOING BUSINESS – Status of Action Items

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Action</th>
<th>Completion Status</th>
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</table>

- This email does not replace resources already created for what to do for students or staff/faculty in crisis (Green folders for both these groups). JOHSC is not looking after student safety so we don’t want to create confusion. Recommendation we remove those pieces and link out to Green Folder PDFs as a resource from this email.

**New Information:**

- New email draft emailed around
- Very reduced email content and simplified.
- Plan is to send this presentations with PDF of presentation.

**ACTION:** Ana to update email based on above feedback - COMPLETED

**ACTION:** Ana/Carol to review Green Folder documents and will revise email to link out to that information. – Decision made to no longer include this information in email. COMPLETE

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Action</th>
<th>Completion Status</th>
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</thead>
<tbody>
<tr>
<td>OB-18-05-16-01</td>
<td>E</td>
<td>ACTION: Dickson will confirm dates for Brock Hall</td>
</tr>
<tr>
<td>OB-18-05-16-01</td>
<td>E</td>
<td>Inspection has now been completed on portions of Brock Hall. Dickson has sent in Access &amp; Diversity report.</td>
</tr>
</tbody>
</table>

**UPDATES - Status of Inspections:**

**Inspection Process:**

- When inspection reports come in, our JOHSC will have Ana and Carol review them for any concerns or items for discussion. They will add those items to our next meeting agenda. We won’t have all JOHSC members read all reports unless something is flagged by the JOHSC Co-Chairs (Carol and Ana)
8. **ONGOING BUSINESS – Status of Action Items**

- **OAB** – Carol to send around completed report.
  
  **ACTION** – Carol to follow-up with LST Chair to receive report. – COMPLETE.

- **Brock** – Completed portions of the building. Could we get the completed reports for areas that are done?
  
  **ACTION**: Dickson to follow-up with Scott Price to get the inspection reports that are currently available as they are still slowly working on inspections and taking it in smaller chunks. – IN PROGRESS

- **CIRS** – Tim Heron speaking with LST and in process of planning date.
  
  **ACTION**: Katerina to confirm date of inspection with Tim when available – IN PROGRESS

- **Hospital** – Completed July 6th.

  **Previous Discussion:**
  Coastal Health confirmed Student Health Services could use UBC inspection template. So Student Health can now proceed with revising template to suite their work location.

- **UBC Life**

  **Previous Notes**: COMPLETE
  Still in process of putting together LST
  **ACTION COMPLETE**: Levonne to follow-up with Rob Morton about progress in creating LST and clarify any confusion on roles/process. Teela interested in attending their next LST meeting when scheduled.
  - Some done – reports requested from Rob and Katie. Ana will request for them to upload to Sharepoint.
8. **ONGOING BUSINESS – Status of Action Items**

<table>
<thead>
<tr>
<th>Code</th>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NB-18/03/21-05</td>
<td>E</td>
<td>NEW ACTION: Ana will request reports for those units in UBC Life in which inspection has been completed.</td>
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<tr>
<td></td>
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<td>ACTION: Determine who is the Building Emergency Director (BED) and Floor Wardens are in each building. Pull together a list for our JOHSC areas. If there is nobody, bring that info back to JOHSC too.</td>
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<tr>
<td></td>
<td></td>
<td>Progress made on this – still awaiting BED name for UBC Life.</td>
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<td></td>
<td></td>
<td>All others have now been noted in spreadsheet. Adam</td>
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<td></td>
<td></td>
<td>Confirmed: Rob Morton will be the Building Emergency Director for UBC Life.</td>
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<td></td>
<td>ACTION: Carol to check with SD&amp;S Directors on appointment of BED for Brock Hall.</td>
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<tr>
<td></td>
<td></td>
<td>Confirmed: Scott Price will take on this role when his office moves back to Brock Hall in October from IBLC.</td>
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<tr>
<td>OB-18/06/20-05</td>
<td>E</td>
<td>SharePoint</td>
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<td></td>
<td></td>
<td>○ ACTION: Carol to schedule presentation for September with Amber (she was not available for our August meeting).</td>
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<td>○ ACTION: Invite LST Chairs to attend Amber’s presentation.</td>
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<td>COMPLETE</td>
</tr>
<tr>
<td>NB-18/06/20-06</td>
<td>E</td>
<td>ACTION: Find a replacement for Joanne. Ideally a CUPE rep if possible. Carol will check on this.</td>
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<td></td>
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<td>- Also may consider having alternates.</td>
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<td></td>
<td>- Katerina away for next meeting. As long as Levonne is here we will attempt to find a replacement.</td>
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</table>
8. **ONGOING BUSINESS – Status of Action Items**

<table>
<thead>
<tr>
<th>Item</th>
<th>Priority</th>
<th>Discussion and/or Action Items</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>be okay.</td>
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<td></td>
<td></td>
<td>- Possibly will consider a representative from CSI&amp;C but the likely positions are vacant or in transition right now.</td>
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<td></td>
<td>Carol will check again. Ana/Carol will discuss possible alternate member who is a worker rep from CUPE 2950.</td>
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</table>

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

9. **JOHSC RECOMMENDATION LETTERS (CORRESPONDENCE)**

<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>
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<tbody>
<tr>
<td></td>
<td></td>
<td>No recommendation letters of correspondence needed</td>
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</table>

*REC – Recommendation Letter

10. **NEW & OTHER BUSINESS**

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<thead>
<tr>
<th>Item #</th>
<th>Priority</th>
<th>Discussion and/or Action Items</th>
<th>Assigned To</th>
<th>Date to be Completed</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>NB-18-08-01-01</td>
<td>E</td>
<td>Melissa Lafrance in HR to come to our JOSHC and make a presentation about workplace health resources. Similar to Abigail did for Ergonomics but would focus on resources available to support employees, particularly EFAP. ACTION: Ana will invite her to our October 17 meeting. Ana confirmed Melissa will present at our next meeting.</td>
<td></td>
<td></td>
<td>C</td>
</tr>
</tbody>
</table>
### 10. NEW & OTHER BUSINESS

| NB-18-09-19-01 | E | **WorkSafe BC Inspections**
UBC has received 2 new inspection reports from WorkSafe BC.  

1. Hazardous spill – delivery driver knocked a box of solvent off back of truck and into loading bay.
   
   WorkSafe has asked that we participate in the investigations since it was at a hospital site. Relationship to potential spaces we oversee.
   
   Do we have any connections to potential for possible similar incidents in our areas? Are there any considerations we should make in terms of corrective action or education given our work areas?
   
   - Given largely office based unit without large delivery or supply chain work, nothing to be done from our end.

2. 2nd report indicates that WorkSafe may consider UBC as multiple worksites. UBC disagrees and has requested a review of the order. Likely will receive response by end of December. Under review – we will wait and see.

| NB-18-09-19-02 | E | **Safety Day:** If you haven’t yet registered, please register soon.  
Attending from our JOSHC are: | | C |
10. NEW & OTHER BUSINESS

<table>
<thead>
<tr>
<th>NB-18-09-19-03</th>
<th>E</th>
<th>Do we want to nominate an LST for an award?</th>
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<tbody>
<tr>
<td></td>
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<td>Consensus was we don’t yet have enough sense of what they are doing so not this year but perhaps next year.</td>
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</table>

| E | Upcoming CAIRS Workshop – next Thursday, September 27th. Co-Chairs and Admin recommended. Carol/Ana hope to attend sometime before December. |

*NB – New Business

11. NEXT MEETING

Date: October 17th, 2018
Time: 9am
Location: PAIR meeting room, Old Admin Building

12. MEETING ADJOURNED

Time: 10:40

LEGEND

<table>
<thead>
<tr>
<th>PRIORITY:</th>
<th>STATUS:</th>
</tr>
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<tbody>
<tr>
<td>A</td>
<td>Critical/Life threatening/high probability</td>
</tr>
<tr>
<td>B</td>
<td>Urgent/moderate probability of re-occurrence</td>
</tr>
<tr>
<td>C</td>
<td>Important/low probability of re-occurrence</td>
</tr>
<tr>
<td>D</td>
<td>Reminders</td>
</tr>
<tr>
<td>E</td>
<td>Information</td>
</tr>
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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)