Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Faculty of Education JOHSC
Worker Co-Chair: Vicki Domansky
Employer Co-Chair: Maggie Zustovic
Date: December 6, 2018
Time: 9:00am – 10:00am
Location: Scarfe 308a

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>Dr. Anthony Paré</td>
<td>FA</td>
<td>Ponderosa</td>
<td>☑️</td>
<td>☐️</td>
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<tr>
<td>Silvia Almanza Alonso</td>
<td>CUPE 2950</td>
<td>Scarfe ECPS</td>
<td>☑️</td>
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<tr>
<td>Dr. Kerry Renwick</td>
<td>FA</td>
<td>Scarfe EDCP</td>
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<tr>
<td>Frederick Brown</td>
<td>NUTeach and Research</td>
<td>Scarfe EDCP</td>
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<tr>
<td>Dr. Mona Gleason</td>
<td>FA (Alternate)</td>
<td>Ponderosa</td>
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<tr>
<td>Vicki Domansky</td>
<td>CUPE 2950</td>
<td>Scarfe PDCE</td>
<td>☑️</td>
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</table>
Joint Occupational Health & Safety Committee
Meeting Minutes

Employer Representatives | Work Location | Present | Regrets | Absent
--- | --- | --- | --- | ---
Maggie Zustovic | DNSO | ✔ | ☐ | ☐
Anna Bin | DNSO | ✔ | ☐ | ☐
Joel Kobylka | TEO | ✔ | ☐ | ☐
Amy Kao | KIN | ☐ | ✔ | ☐
Lisa Altan (Alternate) | LLED | ☐ | ✔ | ☐

Resources/Guests | Work Location | Present | Regrets | Absent
--- | --- | --- | --- | ---
Teela Narsih | RMS | ☐ | ✔ | ☐
Peter Joseph | RMS | ✔ | ☐ | ☐
Wendy Osborne | Library | ✔ | ☐ | ☐

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: Mona Gleason Seconded by: Vicki Domansky

Are the minutes approved?
** approved with the noted adjustments: change to Anna Bin’s title, that the hot water issue will be marked as complete

Yes ☑ No ☐
4. **ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA**

- Additional Agenda Items (to be added to New Business Items)
  - Fire Doors

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?

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
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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>122540-18/10/01-1</td>
<td>C</td>
<td>Update December 2018 - Fred updated the CAIRS report November 2018 - Person fell down the stairs in the fire stairwell. The person’s heel caught on the lip of a step causing them to lose balance and topple forward. -The individual said they just caught the heel of their shoe on the step, they were using the hand rail which limited but did not prevent</td>
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<td>C</td>
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</tbody>
</table>
## 5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

<table>
<thead>
<tr>
<th>Date-Number</th>
<th>C</th>
<th>Action</th>
</tr>
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</table>
| 122594-18/10/12-1 | C | Update December 2018  
- Joel updated the CAIRS report  
  - Participants (Students and Faculty) had evacuated the classroom to the adjoining foyer due to the smell of gas (rotten egg smell) in the classroom space. Assumption was made after a preliminary check was done by JOHSC members that the source of the smell could have come from a commercial leaf blower being used outside the building.  
  - ACTION: Joel to document the follow-up with UBC Plant Operations in CAIRS |
| 122643-18/10/04-1 | C | Ceiling Tile  
No Update December 2018  
  - A ceiling tile fell from the ceiling it was saturated with water and there was a damp odor leading up to the incident  
  - Root Cause: leak in diaphragm from steam fitting caused water to collect and saturate tile. Weighted tile dropped to office below  
  - A site visit was conducted by the Facility Manager and Occupational Hygiene Advisor, Silvia, Vicki, and Maggie to assess the situation. The saturated tiles were replaced and there was no evidence of mold and the CO2 levels were slightly higher than the recommended comfort levels, but below regulatory requirements.  
  - ACTION: Update the CAIRS report to reflect the most recent assessment that was conducted (investigation of mold/CO2) |

Last Revised: 03/15/2018  
Next Revision: 03/15/2019
5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

<table>
<thead>
<tr>
<th>Item #</th>
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<th>Assigned To</th>
<th>Follow up: Date Pending</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>122643-18/10/04 -2</td>
<td></td>
<td>Ceiling Tile Update December 2019 -No mold was found however, higher levels of CO2 were found. This information was passed onto Rob MacDonald and the BMS team who were able to find and resolve the issue November 2018 -ACTION: Maggie to follow-up with Rob MacDonald to see what his findings were in regard to the mold assessment/CO2 level</td>
<td></td>
<td>C</td>
<td></td>
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</tbody>
</table>

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)

- No actionable items noted

* 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>
</table>
| ED-18/08/02/-01         | C        | Update December 2018
- Dr. Mona Gleason completed part 1 of training, and has final in-person training scheduled for early December. Update November 2018
- Dr. Mona Gleason enrolled in mandatory training (Nov 2018) No update September 2018-October 2018 | Dr. Mona Gleason | Jan 2019 | IP |

*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>
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</thead>
</table>
| NB-18/03/05-03  | E        | Update December 2018
- Anita sent the email and Clara followed up with the faculty member Update November 2018
- ACTION: Anita to send email to Committee members with report attachments because Richard Fishman has left the committee
- ACTION: Vicki to follow-up with Clara in regard to “taking information and following up with faculty members” since Clara Ng has left the committee | | C | C |
Update October 2018
- Tariq sent email to co-chairs and summarized it at the meeting. There was no risk of asbestos exposure from the floor tiles as the asbestos fibers are mixed with vinyl compounds and embedded/locked within the flooring matrix. Tariq advised that the committee consider Asbestos Awareness Training offered by Guy Champagne
- ACTION: Clara to take this information and follow up with faculty member
- ACTION: Richard to forward Tariq’s email to group

Update Sept 2018
- ACTION: Tariq to provide summary during October 4 meeting.

Update August 2018
- Clara Ng will follow up with Tariq. Guy Champagne from Risk Management is available for further consultation on a case by case basis

Update July 2018
- If floors are in poor state Tariq can address by area of concern, floor waxing satisfies risk mitigation. Fred will follow up with Clara and Scarfe custodial

Update June 2018: Clara Ng will follow up with Tariq

No update April and May 2018

Linoleum tiles: Risk Assessment indicated that there is only waxing of the hallways and not the faculty offices. We will ask for waxing across-the-board since it is considered risk mitigation.
Update December 2018
- Maggie has contacted Ben and everything is in place for communications being posted/linked on the website and a method to communicate using digital signage.

Update November 2018
- Vicki to ask Ben Drake and Clara Ng in regard to Digital Signage and Faculty webpage management since Clara Ng has left the committee
- Clara presented JOHSC minutes to the Administrative Managers at the faculty meeting

No update October 2018

Update September 2018
- Clara, Co-Chair to prepare an email communication perhaps posting on Faculty web page.
- Clara has requested Digital Signage to create and post such information.
- Co-Chair Clara will present JOHSC minutes in a quick outline to the Administration Managers at the upcoming faculty meeting.

Update August 2018
- Co-chairs to prepare an email communication perhaps posting on faculty web page
- Discuss with Moira M. & Patricia where to post such information
- Co-chair Clara will distribute JOHSC minutes to the Admin Managers
- Quick one minute outline at the faculty meeting
<table>
<thead>
<tr>
<th>No Update from April 2018-July 2018.</th>
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<tbody>
<tr>
<td>What strategies are we doing to identify who are the Occupational Health and Safety representative within each unit?</td>
</tr>
<tr>
<td>- JOHSC website</td>
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<tr>
<td>- Co-chairs to prepare an email communication</td>
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<tr>
<td>- Discuss with Patrick where to post such information</td>
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<td>- Co-chair Clara to review the information at her monthly Admin Mangers meeting</td>
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<td>- Quick one minute outline at the Faculty Meeting</td>
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<table>
<thead>
<tr>
<th>No Update December 2018</th>
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<tbody>
<tr>
<td>Update November 2018</td>
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<tr>
<td>- <strong>ACTION:</strong> Anna Bin to follow up with Maggie Zustovic regarding who is responsible for Earthquake kits – where they are stored (mailroom?) and see if it meets the Risk Mgmt. requirements since Richard has left the committee</td>
</tr>
<tr>
<td>- Danny does not have to be contacted. Items to be stored in an Earthquake kit are outlined on the Risk Management website ([<a href="http://rms.ubc.ca/emergency/personal-emergency-preparedness/#What">http://rms.ubc.ca/emergency/personal-emergency-preparedness/#What</a> should be in an emergency kFit?](<a href="http://rms.ubc.ca/emergency/personal-emergency-preparedness/#What">http://rms.ubc.ca/emergency/personal-emergency-preparedness/#What</a> should be in an emergency kFit?))</td>
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</tbody>
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<tr>
<th>No Update October 2018</th>
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<tbody>
<tr>
<td>Determine Earthquake kit requirements &amp; supplies needed.</td>
</tr>
<tr>
<td>- <strong>ACTION:</strong> Richard to contact Danny Smutylo; Emergency Mgmt. Director - Risk Mgmt. Services for recommendations.</td>
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<tr>
<td>- <strong>ACTION:</strong> Richard to advise JOHSC members on the stored location or locations once kits completed.</td>
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<thead>
<tr>
<th>Date</th>
<th>Notes</th>
<th>Description</th>
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</table>
| NB-18/11-02 | B  | **Update December 2018**  
  - Anita emailed the updates  
  - The committee unanimously voted to accept the Terms of Reference with these changes:  
  - The Terms of Reference were renewed. Membership was verified on the Safety Committee website. The following changes were identified:  
    - Vicki Domansky: Status is Co-Chair (remove ‘alternate’)  
      Work Area: from Dean’s Office Communications to ‘Professional Development & Community Engagement’  
    - Anthony Pare: Please add an accent to his last name. It is ‘Paré’  
    - *Mona Gleason: Is now the Alternate  
    - *Kerry Renwick: remove ‘alternate’  
    - Maggie Zustovic: add ‘(AAPS)’ and change her Work Area: Strategic Initiatives and Operations to ‘Dean’s Office’  
    - Please add AAPS to all the employer reps (including Lisa Altan, the alternate)  
    - Amy Kao: remove ‘alternate’  

  *Dr. Mona Gleason and Dr. Kerry Renwick to switch their alternate role. Dr. Gleason will now be the alternate Worker rep for either Dr. Paré or Dr. Renwick. Dr. Renwick is now a permanent member*

  - **ACTION:** Anita to send updates to ubcsafety.committee@ubc.ca for the website |
| NB-18/11-10 | C  | **Role of Alternate vs Guests**  
  **No update December 2018**  
  November 2018  
  - The JOHSC was reminded that alternates require the mandatory 8 hours of JOHSC Fundamental Training, but guests do not  
  - **ACTION:** Amy to follow-up with Holton to confirm if he is an alternate or guest |
| NB-18/11-12 | C  | **Fire Drills in Ponderosa** |

Last Revised: 03/15/2018  
Next Revision: 03/15/2019
A fire drill took place in the Oak House, but there was no communication to the two Education departments (LLED, EDST) that reside in that building. A report is required within an hour after the fire alarm/evacuation, but has not received any reports.

- There is an email from Tracy Wyman on the SHHS procedures
- **ACTION:** Forward the email from Tracy Wyman, on the SHHS procedure, to Maggie

| NB-18/11/01-13 | C | Fire Drills in Ponderosa (2)
Update December 2018
ACTION: Maggie to contact Gontran Paget (as referred to by David Kiloh) for communications distribution list and scheduling.

Update November 2018
ACTION: Maggie to follow-up with David Kiloh, JOHSC Co-Chair for the SHHS JOHSC to establish a communication channel (also keep Lisa Altan-LLED and Shermila Salgado-EDST in the loop) | Maggie Zustovic | Jan 2019 | IP |

**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>-</td>
<td>-</td>
<td>No formal recommendation letters</td>
<td>-</td>
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</tbody>
</table>
| - | E | WorkSafeBC Inspection Report: 2018169763103A:
Acceptance of Full Investigation of Burns to Face and Chest
- The IR was reviewed and workers should be reminded that a full investigation must be completed within 30 days of the occurrence of the incident. | - | Dec 2018 | - | C |
## 10. NEW & OTHER BUSINESS

- General discussion items (list actionable items below)

<table>
<thead>
<tr>
<th>Item #</th>
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<th>Action Plan (Actions Taken/Need to be taken)</th>
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<th>Date to be Completed</th>
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</thead>
</table>
| NB-18/12/06-01 | C         | Annual Safety Inspections December 2018  
- Maggie has completed mapping out the areas the Faculty of Education JOSHC are responsible for carrying out Safety Inspections in. The minimum for any area would be once a year.  
**ACTION:** Maggie will forward Admin Managers responsible for specific areas the list and let them determine how often in the year they will inspect the areas they are responsible for. | Maggie Zustovic | Jan 2019 | IP |
| NB-18/12/06-02 | C         | UBC’s Sexual Violence Prevention and Response Office (SVPRO)  
UBC’s Sexual Violence Prevention and Response Office (SVPRO) has created a new resource called the SVPRO Folder for faculty and staff on how to recognize, respond, and refer disclosures of sexual violence; click [here](#) to view the SVPRO Folder. Please share this resource with your staff and faculty.  
**ACTION:** Anna is going to look into including safety links on Faculty and Department websites | Anna Bin | Jan 2019 | IP |
| NB-18/12/06-03 | C         | Fire Doors December 2018  
- Fred mentioned members in his department raised concerns about the fire doors on the main floor leading to the mailroom in the office block of Neville Scarfe, they are very tough to open. A question was also raised whether or not they are up to code, they are glass, they may have been installed when the building was first built and the fired code may have had different requirements. | Maggie Zustovic | Jan 2019 | IP |
### 10. NEW & OTHER BUSINESS

**ACTION:** Maggie is going to follow up with Rob Macdonald to see if doors can be fixed and if they meet code.

<table>
<thead>
<tr>
<th>Action ID</th>
<th>Priority</th>
<th>Status</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>NB-18/12/06-04</td>
<td>D</td>
<td>N</td>
<td><strong>Annual Seasonal Shutdown</strong>&lt;br&gt;Before leaving for this holiday season, help save energy as part of UBC’s Seasonal Shutdown, by taking some simple actions like:&lt;br&gt;- Switching off electronics&lt;br&gt;- Turning off the lights&lt;br&gt;- Unplugging small appliances&lt;br&gt;- Closing windows and blinds&lt;br&gt;- Reporting any air or water leaks&lt;br&gt;- Shutting fume hood sashes&lt;br&gt;- Shutting down non-essential lab equipment&lt;br&gt;Download a Shutdown Checklist and find out how your office can win 1 of 3 $100 prizes by visiting the website.&lt;br&gt;<strong>ACTION:</strong> Maggie to send communication.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Maggie Zustovic</td>
</tr>
</tbody>
</table>

*NB – New Business*

### 11. NEXT MEETING

- **Date:** January 10, 2019
- **Time:** 9:00am
- **Location:** Scarfe 308A

### 12. MEETING ADJOURNED

- **Time:** 10:00am

### LEGEND

<table>
<thead>
<tr>
<th>PRIORITY</th>
<th>DESCRIPTION</th>
<th>STATUS</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Critical/Life threatening/high probability</td>
<td>N</td>
<td>New</td>
</tr>
<tr>
<td>B</td>
<td>Urgent/moderate probability of re-occurrence</td>
<td>R</td>
<td>Repeat</td>
</tr>
</tbody>
</table>
PRIORITY:  | STATUS:
--- | ---
C | C  Important/low probability of re-occurrence Complete
D | IP Reminders In Progress
E | RF Information Referred forward

**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)