



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Faculty of Education JOHSC

Worker Co-Chair: Vicki Domansky
Employer Co-Chair: David Sequeira

Date: May 2, 2019

Time: 9:00am – 10:00am
Location: Scarfe 308A

AGENDA:

<ol style="list-style-type: none"> 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 <ul style="list-style-type: none"> • Monthly Incident List & Statistical Summary Report 	<ol style="list-style-type: none"> 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
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1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Dr. Anthony Paré	FA	Ponderosa	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Silvia Almanza Alonso	CUPE 2950	Scarfe ECPS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dr. Kerry Renwick	FA	Scarfe EDCP	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frederick Brown	CUPE 116	Scarfe EDCP	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dr. Mona Gleason	FA (Alternate)	Ponderosa	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vicki Domansky	CUPE 2950	Scarfe PDCE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Employer Representatives	Work Location	Present	Regrets	Absent
David Sequeira	DNSO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anna Bin	DNSO	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Joel Kobyłka	TEO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amy Kao	KIN	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lisa Altan (Alternate)	LLED	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Resources/Guests	Work Location	Present	Regrets	Absent
Teela Narsih	RMS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wendy Osborne (Guest)	EDLIB	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Michael Wilkinson	DNSO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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: Silvia Almanza Alonso Seconded by: Joel Kobyłka

Are the minutes approved?

Yes

No



4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

- Additional Agenda Items (to be added to New Business Items)
 - Safety Day Awards (NB-19/05/02-05)

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?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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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)

Item # (Use CAIRS Incident ID # and Incident Date)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
123610, 2019-04-23	E	<u>Motor-Vehicle Accident</u> <ul style="list-style-type: none"> - TEO Student was driving personal vehicle en route to their practicum placement, no serious injuries. - Action Taken: Incident reported to WorkSafeBC, this report is more informational purposes due to the location and nature. - Reminder for Report Guideline: Use neutral pronouns (i.e. they/them/theirs) when writing CAIRS reports, do not mention any names, report should not divulge any medical information and must be submitted within 48 hours. 	N/A	N/A	C



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

Item # (Use Inspection #)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
		No inspections conducted.			

* 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)

Item # (ED-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
ED-19/01/10-01	C	ACTION: <u>David Sequeira</u> to complete mandatory JOHSC Training by July 10, 2019	David Sequeira	June 2019	IP
ED-19/01/10-02	C	ACTION: <u>Halton Lin</u> to complete mandatory JOHSC Training by July 10, 2019	Halton Lin	June 2019	IP

* ED – Education and Training



8. ONGOING BUSINESS – Status of Action Items					
Original Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
NB-18/12/06-01	C	<p><u>Annual Safety Inspections</u></p> <p>Update May 2019</p> <ul style="list-style-type: none"> - David created a draft schedule for Annual General Inspections for each department/unit in the FoE. - JOHSC members selected individual departments/units for which they would volunteer as JOHSC Representatives to conduct the inspections. - Training for the inspections to take place between 8:30 and 9:30 am, before the start of the next JOHSC Meeting at 9:30 am. - ACTION: David to contact Amber to arrange inspection training before the next JOHSC meeting (June 6th, 8:30-9:30 am = training, 9:30-10:30am = meeting) <p>Update April 2019</p> <ul style="list-style-type: none"> - Space Inventory to be updated during Annual General Inspections of each department/unit. - ACTION: David to finalize annual general inspection schedule and bring to the JOHSC committee. JOHSC members will have the opportunity to sign up for inspections in their area or in any others areas they would like to participate in. <p>Update March 2019</p> <ul style="list-style-type: none"> - David updating space inventory - ACTION: David to provide an update on status of space inventory 	David Sequeira	June 2019	IP



		<p>Update February 2019</p> <ul style="list-style-type: none"> - David indicated that Admin Managers chose times of the year that worked for their areas and all areas will be inspected once a year. <p>Action: David to update Space Inventory as some admin managers were unsure if they had access to some of the spaces allocated to their departments/units and were also unsure if the information they had of their space allocation, was accurate.</p> <p>Update January 2019</p> <ul style="list-style-type: none"> - David has been passed on information from Maggie about what areas (Buildings/rooms) the FOE JOHSC is responsible for and has received times that admin managers would like to carry out inspections. - ACTION: David will bring information to next meeting and we can start looking for volunteers to carry out the yearly General Inspection. <p>December 2018</p> <ul style="list-style-type: none"> - 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. 			
NB-19/03/07-02	E	<p><u>JOHSC Upcoming Training Sessions</u></p> <p>Update May 2019</p> <ul style="list-style-type: none"> - ACTION: Vicki is scheduled to complete JOHSC Administrator training on June 10th, 2019 	Vicki Domansky	June 2019	IP



		<p>Update April 2019</p> <ul style="list-style-type: none"> - Vicki and David completed SharePoint training. David completed Administrator Training. Vicki added JOHSC members to SharePoint. - ACTION: Vicki to sign up for the next JOHSC Administrator Training <p>March 2019</p> <ul style="list-style-type: none"> - ACTION: Co-chairs to take Admin Training and SharePoint training. Vicki to take Admin training and request for SharePoint to be released - JOHSC Administrator Training & SharePoint Training only offered quarterly - JOHSC Administrator Training: Tue, Mar 5 from 1:30pm-3:00pm - SharePoint Training: March 26, 2019 1:30pm-2:30pm - David has completed Admin training and signed up for SharePoint training - Vicki has completed SharePoint training and will sign up for next Admin training session 			
NB-19/04/04-04	C	<p><u>Faculty-Wide Earthquake Preparedness Proposal</u></p> <p>Update May 2019</p> <ul style="list-style-type: none"> - David presented compiled information about number of kits requested by departments and the number of kits supported by the DNSO, for which DNSO will support 50% of the cost - Committee members expressed concern in regards to budgetary availability for kits within each department and would like to have it taken up with the unit heads. 	David Sequeira	June 2019	IP



		<ul style="list-style-type: none"> - ACTION: Department Administrators to discuss and review Emergency Preparedness Kits Proposal with their unit heads. David to follow-up with each unit to confirm their agreement to the proposal as presented and bring their confirmations to the JOHSC Meeting on June 6th for a recommendation to the Dean. <p>April 2019</p> <ul style="list-style-type: none"> - Anna brought up the discussion on implementing a faculty wide plan/proposal for Earthquake Preparedness - During the last Admin Managers Meeting, Anna asked Amy to gather information on each units' Earthquake plan/number of Earthquake kits they have in their department/office - Amy heard back from most units - Once a list is determined, Anna will draft a proposal to implement a faculty-wide Earthquake Preparedness plan (to discuss with Clara and the Dean) and to purchase supplies needed to build earthquake kits. Costs will be from the units' operating budget - ACTION: <u>Amy</u> to compile responses from Admin Managers and to send the list to David and Anna 			
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* ED – Education and Training * GI- General Inspection *NB – New Business

9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
Item # (use Recommendation #)	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status
		No inspections conducted.				

* REC – Recommendation Letter



10. NEW & OTHER BUSINESS					
• General discussion items (list actionable items below)					
Item # (NB-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
NB-19/05/02-01	E	<p><u>Review of FoE Annual Evaluation</u></p> <ul style="list-style-type: none"> - Vicki reviewed the results of the JOHSC FoE report, which stipulated four suggested action items: <ol style="list-style-type: none"> 1. JOHSC communications to raise awareness about reporting and increased compliance with 48hr and maintain 30 day reporting 2. Complete list of areas responsible for, set up all LSTs and determine/approve inspection schedule; committee to develop a plan to complete and review inspections 3. Improvement of meeting minutes for effective communication to workers in area 4. Implementation of various methods to raise awareness about the JOHSC and promote health and safety in the workplace 	Vicki Domansky	May 2019	C
NB-19/05/02-02	C	<p><u>JOHSC Communications to Raise Awareness about Reporting and Increased Compliance with 48hr and Maintain 30-day Reporting</u></p> <ul style="list-style-type: none"> - ACTION: Vicki to distribute memo to FoE Administrative Managers about adhering to Incident Reporting Guidelines 	Vicki Domansky	June 2019	IP
NB-19/05/02-03	C	<p><u>Complete List of Areas Responsible for, Set up All LSTs and Determine/Approve Inspection Schedule; Committee to Develop a Plan to Complete and Review Inspections</u></p> <ul style="list-style-type: none"> - FoE JOHSC is actively working towards the completion of General Inspections (as with item NB-18/12/06-01) 	David Sequeira	May 2019	C



10. NEW & OTHER BUSINESS					
NB-19/05/02-04	C	<p><u>Improvement of Meeting Minutes for Effective Communication to Works in Area</u></p> <ul style="list-style-type: none"> - JOHSC Administrator and Co-chairs have developed a system for more structured and consistent preparation for JOHSC monthly meetings 	David Sequeira	May 2019	C
NB-19/05/02-05	E	<p><u>Implementation of Various Methods to Raise Awareness about the JOHSC and Promote Health and Safety in the Workplace</u></p> <ul style="list-style-type: none"> - The FOE JOHSC has a webpage in place that lists information about its monthly JOHSC meeting minutes. - Another recent example of FOE JOHSC's efforts in promoting safety at the workplace was the information about 'Pink Shirt Day' (item # NB-19/02/07-02) that was displayed on all of the faculty's digital signage TV screens in Scarfe and Ponderosa. - The faculty of education also has posters in common areas that promote health and safety in the workplace. 		May 2019	C
NB-19/05/02-06	C	<p><u>SCRF 1320 & 1324 Washroom Upgrades – Level 3, Classroom Block</u></p> <ul style="list-style-type: none"> - David informed that funding for the project has been secured, but a contractor has yet to be engaged; construction start date yet to be finalized, anticipate to have start date by the week May 13th, 2019 - Committee members expressed concern about whether washrooms on other levels would be impacted by the construction work as the 3rd floor gender neutral washroom, in particular, which is required for a staff member in a wheelchair, was impacted during the 2nd floor renovations last year. - ACTION: David to provide update on construction start date. 	David Sequeira	June 2019	IP



10. NEW & OTHER BUSINESS					
NB-19/05/02-07	E	<u>Emergency Preparedness</u> - Tabled for next meeting		June 2019	RF
NB-19/05/02-08	E	<u>First Aid (2-4444 vs Medical Emergency (911))</u> - Tabled for next meeting		June 2019	RF
NB-19/05/02-09	E	<u>Safety Day Awards</u> - Tabled for next meeting		June 2019	RF
NB-19/05/02-10	E	<u>Reach Out Campaign</u> - Tabled for next meeting		June 2019	RF
NB-19/05/02-11	E	<u>Temporary JOHSC Administrator Support</u> - Michael Wilkinson to temporarily cover the position of JOHSC Administrator following Anita Kim's departure.		May 2019	C

*NB – New Business

11. NEXT MEETING	
Date:	June 6, 2019
Time:	9:30am
Location:	SCRF #2616A

12. MEETING ADJOURNED	
Time:	10:03am



LEGEND

PRIORITY:		STATUS:	
A	Critical/Life threatening/high probability	N	New
B	Urgent/moderate probability of re-occurrence	R	Repeat
C	Important/low probability of re-occurrence	C	Complete
D	Reminders	IP	In Progress
E	Information	RF	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)