



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: June 6, 2019

Time: 9:30am – 10:30am
Location: Scarfe 2616A

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
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 (Alternate)	FA	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 checked="" type="checkbox"/>	<input 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"/>
Halton Lim (Alternate)	KIN	<input checked="" type="checkbox"/>	<input 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 <i>* 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.</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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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)

<ul style="list-style-type: none"> • Move to adopt minutes. Moved by: <u>Vicki Domansky</u> Seconded by: <u>Anna Bin</u> 		
Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>



4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

- **Additional Agenda Items (to be added to New Business 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?	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
123723, 2019-05-06	E	<u>Sports Injury</u> <ul style="list-style-type: none"> - TEO student fell while playing sports at their placement. - Cause: Suspected improper footing - Action Taken: Reminder to ensure all participants stretch before games and watch footing when participating in sports. - Reminders for Report Guidelines: Use neutral pronouns i.e. (they/them), report should be submitted within 48 hours, information should come directly from the source. 	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	July 2019	IP
ED-19/01/10-02	C	ACTION: <u>Halton Lin</u> to complete mandatory JOHSC Training by July 10, 2019	Halton Lin	July 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 June 2019</p> <ul style="list-style-type: none"> - Safety Inspection Training for JOHSC Members and Admin Managers took place from 8:30-9:30am on Thursday, June 6th - David has reached out to Admin Managers, inspection schedule has been set, JOHSC Reps have been assigned, inspections to be carried out as per the schedule. - ACTION: David to add the Dean’s Office to the schedule, pass on communication with Angel in SAI to Kerry, and distribute the final schedule to JOHSC members. <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. 	David Sequeira	June 2016	C



		<ul style="list-style-type: none">- 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 <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.- 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>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.			
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		<ul style="list-style-type: none"> - 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 June 2019</p> <ul style="list-style-type: none"> - ACTION: Vicki is still scheduled to complete JOHSC Administrator training on June 10th, as per notes below. <p>Update May 2019</p> <ul style="list-style-type: none"> - ACTION: Vicki is scheduled to complete JOHSC Administrator training on June 10th, 2019 <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 Domansky	July 2019	IP



		<ul style="list-style-type: none"> - 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 June 2019</p> <ul style="list-style-type: none"> - David presented the confirmed number of Kits required in each unit, JOHSC Committee approved the proposed list. - Committee member expressed concerns about not having the Department Heads present to approve of budgetary requirements, Anna confirmed that we have approval in writing from the Heads of each Unit. - ACTION: Anna to submit the proposal to the Dean for approval, David will then coordinate with units to purchase kits and determine storage locations for each unit's kit. <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. - 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 	Anna Bin & David Sequeira	July 2019	IP



		<ul style="list-style-type: none"> - 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 			
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> <p>Update June 2019</p> <ul style="list-style-type: none"> - Vicki put together a memo that detailed all the steps required and that the Faculty has not been meeting the requirements; this was sent to Admin Managers - ACTION: Vicki to send information to Ben to have it uploaded to FoE website. - ACTION: Vicki to send a copy of the memo to Fred for distribution to EDCP staff <p>May 2019</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	C



NB-19/05/02-06	C	<p><u>SCRF 1320 & 1324 Washroom Upgrades – Level 3, Classroom Block</u></p> <p>Update June 2019</p> <ul style="list-style-type: none">- David sent out Faculty-wide email to inform that the upgrade construction would begin on June 11th, 2019- ACTION: Alternate washroom signage will be posted once the construction begins <p>May 2019</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	July 2019	IP
NB-19/05/02-07	E	<p><u>Emergency Preparedness</u></p> <p>Update June 2019</p> <ul style="list-style-type: none">- Emergency Preparedness Week took place between May 5th and 11th. A memo from the UBC Emergency Management group provided information about how one can contribute to the success of UBC's emergency response plan as well as the steps to take to prepare and how to make a plan, etc.- Memo was sent via email last month, please reach out to David if not received.		June 2019	C



		<p>May 2019</p> <ul style="list-style-type: none"> - Tabled for next meeting 			
NB-19/05/02-08	E	<p><u>First Aid (2-4444 vs Medical Emergency (911))</u></p> <p>Update June 2019</p> <ul style="list-style-type: none"> - Reminder to faculty, staff, and student employees to call 2-4444 for an Occupational First Aid (OFA) Level 2 or 3 Attendant. - Visitors and non-employment students should call 911; for medical emergency or serious injury, everyone is to call 911 followed by 2-4444. - Those within the lab who have Level 2 First Aid Training may respond in a situation. - Staff with OFA Level 1 training do not meet WorkSafeBC requirements and should not provide first aid. <p>May 2019</p> <ul style="list-style-type: none"> - Tabled for next meeting 		June 2019	C
NB-19/05/02-09	E	<p><u>Safety Day Awards</u></p> <p>Update June 2019</p> <ul style="list-style-type: none"> - Memo sent on May 1, 2019 announced Safety Day Awards for JOHSC's and LST's and included the criteria as to what the awards will be assessed; survey will come out for nomination of Awards in due course. - <p>May 2019</p> <ul style="list-style-type: none"> - Tabled for next meeting 		June 2019	C



NB-19/05/02-10	E	<u>Reach Out Campaign</u> Update June 2019 - This campaign has a goal to engage the community on health and safety around UBC; one can request pens to distribute amongst colleagues that have a pull-out banner with information on how to Reach Out		June 2019	C
		May 2019 - A year-long awareness campaign focusing on 3 key messages: (1) Campus community cares, (2) Help is available (key crisis response resources), (3) Reach out			

* 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 letters or items for discussion.				

* 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- 19/60/06-01	E	<u>Safety Message from Building Operations</u> - A message from Building Operations regarding safety when mowing grassy areas and asking for assistance in monitoring for potential projectiles left behind after events or activities.		June 2019	C



10. NEW & OTHER BUSINESS					
NB-19/06/06-02	E	<p><u>Summer Crime Prevention Tips</u></p> <ul style="list-style-type: none"> - Campus Security generated a list of tips to prevent theft. JOHSC members are encouraged to post in their areas. Reach out to David if you need a copy. 		June 2019	C
NB-19/06/06-03	E	<p><u>World Environment Day</u></p> <ul style="list-style-type: none"> - World Environment Day was June 5. Reminder of RMS hazardous waste procedures, and contact for assistance with hazardous waste disposal. 		June 2019	C
NB-19/06/06-04	D	<p><u>Worker Reps on JOHSC</u></p> <ul style="list-style-type: none"> - With the departure of Dr. Anthony Paré from the JOHSC, more worker representatives would be beneficial (preferably from Ponderosa) - ACTION: If JOHSC members know individuals from Faculty Association (or other workers) who might be interested, please contact David or Vicki. 		July 2019	IP

*NB – New Business

11. NEXT MEETING	
Date:	July 4, 2019
Time:	9:00am
Location:	Scarfe 308A

12. MEETING ADJOURNED	
Time:	10:20am



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
- Posted on any Safety Bulletin Boards (if applicable)