



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: July 11, 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
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Halton Lim (Alternate)	KIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lisa Altan (Alternate)	LLED	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" 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>Silvia Almanza Alonso</u> Seconded by: <u>Joel Kobyłka</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)**
NB-19/07/11-03 New Practicum Student Orientations - Familiarization with CAIRS

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
123830 (123819) 2019-04-11	E	<u>Fall on Same Level</u> Professor conducting a weekend workshop accidentally fell on sidewalk due to uneven ground. Cause: Uneven pavement Action Taken: Pylons were placed at the scene of the incident to warn other pedestrians of the uneven surface. SHHS Building Manager was contacted who advised the professor to submit an	N/A	N/A	C



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

		incident report immediately. Other corrective measures were taken by representatives of St. John's College.			
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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
GI-Scarfe-19/06/07	C	General Inspection (GI) of ECPS partly completed. ACTION: Part A, B, C of the inspection checklist is outstanding and to be completed by David.	David Sequeira	August 2019	IP
GI-Scarfe-19/06/26 GI-PCOH-19/07/18	C	Office of Research in Education (ORE) partly completed. ACTION: Part A, B, C of the inspection checklist is outstanding and to be completed by David.	David Sequeira / Vicki Domansky	August 2019	IP
GI-Scarfe-190614	C	Office of Senior Advisor, International (SAI) partly completed. ACTION: Part A, B, C of the inspection checklist is outstanding and to be completed by David.	David Sequeira	August 2019	IP

* 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
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7. REVIEW EDUCATION AND TRAINING					
ED-19/01/10-01	C	David Sequeira completed mandatory JOHSC Training on July 9 th , 2019	David Sequeira		C
ED-19/01/10-02	C	Halton Lin completed mandatory JOHSC Training on June 12 th , 2019	Halton Lin		C

* 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 July 2019</p> <ul style="list-style-type: none"> - GI schedule needs to be updated as some unit admin managers were away and contact could not be established. - Action: David to update and share updated GI schedule with JOHSC members. <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. 	David Sequeira	August 2019	IP



		<p><i>See previous minutes for additional details.</i></p> <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 July 2019</p> <ul style="list-style-type: none"> - Vicki completed JOHSC Administrator Training on June 10th, 2019. <p>Update June 2019</p> <ul style="list-style-type: none"> - ACTION: Vicki scheduled to complete JOHSC Administrator training on June 10th, as per notes below. <p><i>See previous minutes for additional details.</i></p> <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 has completed SharePoint training and will sign up for next Admin training session. 	Vicki Domansky		C



NB-19/04/04-04	C	<p><u>Faculty-Wide Earthquake Preparedness Proposal</u></p> <p>Update July 2019</p> <ul style="list-style-type: none"> - Anna submitted proposal to the Dean and received approval. David contacted units for confirmation on the number of kits they would like to purchase and is in negotiations with supplier (72 Hours) for the purchase of group emergency kits. - Action: David to continue to coordinate with units to determine number of kits to be ordered, compile information on location of each unit's kits and send out faculty-wide email informing the faculty about the location of kits within the faculty buildings. <p><i>See previous minutes for additional details.</i></p> <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: Amy to compile responses from Admin Managers and to send the list to David and Anna 	Anna Bin & David Sequeira	August 2019	IP
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>	Vicki Domansky	July 2019	C



		<p>Update July 2019</p> <ul style="list-style-type: none"> - Vicki sent the memo to Ben who uploaded it to the FoE website. Vicki also sent the memo to Fred who distributed it to EDCP staff <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 			
NB-19/05/02-06	C	<p><u>SCRF 1320 & 1324 Washroom Upgrades – Level 3, Classroom Block</u></p> <p>Update July 2019</p> <ul style="list-style-type: none"> - Notice of work on washroom upgrades was posted on the entrances doors of the washrooms being upgraded – SCRF 1320 and 1324. <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>	David Sequeira	July 2019	C



		<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. 			
NB-19/06/06-04	D	<p><u>Worker Reps on JOHSC</u></p> <p>Update July 2019</p> <ul style="list-style-type: none"> - David & Anna reached out to LLED & EDST, requesting the two departments to encourage their staff to join the FoE JOHSC. - ACTION: JOHSC members to continue spreading the word in their units & encourage colleagues to join the FoE JOHSC. <p>June 2019</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

* 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
#201918447049A	D	<u>WorkSafeBC IR#201918447049A</u>		June 2019	June 2019	C



9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)					
		<ul style="list-style-type: none"> - A worker operating an auto floor scrubber got their hand caught between a handle and a shelf. WorkSafeBC issued order for full investigation and a reminder that all incidents must have a preliminary investigation completed within 48 hrs and a full investigation completed within 30 days of the incident. 			

* REC – Recommendation Letter

10. NEW & OTHER BUSINESS					
<ul style="list-style-type: none"> • 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-19/07/11-01	E	<p><u>Safety Day Award</u></p> <ul style="list-style-type: none"> - 2 JOHSCs and 2 LSTs to win awards under the category of Innovative Promotion of Safety Culture. Nomination for JOHSCs and LSTs can be done at the following link: https://ubc.ca1.qualtrics.com/jfe/form/SV_aXykKwbUcYO2nRj - Deadline for nominations is Friday, September 13, 2019. - Reminder that registration for Safety Day can be done at the following link: https://events.eply.com/SafetyDay20192862627 - 		July 2019	C
NB-19/07/11-02	E	<p><u>Safety Committee Website</u></p> <ul style="list-style-type: none"> - The safetycommittees.ubc.ca website should be widely circulated so that all staff know how to contact a JOHSC member. - Informing new workers about the website is part of the new worker orientation requirements under OHSR 3.23(2)(m). - The website is a useful resource for JOHSC, LST, staff and faculty members to find templates, WorkSafeBC inspection reports, etc. 		July 2019	C



10. NEW & OTHER BUSINESS					
		<ul style="list-style-type: none"> Note that Vicki shared the website link and how to contact JOHSC members in the email circulated to Admin Managers for distribution to all faculty/staff. Also posted on the Education Faculty/Staff website. 			
NB-19/07/11-03	C	<p><u>New Practicum Student Orientations - Familiarization with CAIRS Reporting</u></p> <p>The committee discussed the need for practicum students to know about CAIRS (Centralized Accident/Incident Reporting System).</p> <ul style="list-style-type: none"> Practicum students can be covered by WorkSafeBC. Action: Joel to send Vicki a copy of the information that TEO shares during new student orientations, to be used in new Early Childhood Education practicums. 	Joel	August 2019	IP
NB-19/07/11-04	C	<p><u>Administrator Training – Michael Wilkinson</u></p> <ul style="list-style-type: none"> As Michael is no longer in a temporary role, Action: Vicki to confirm if he has completed the official Administrator Training. 	Vicki	August 2019	IP
NB-19/07/11-05	E	<p><u>Sharing JOHSC Information</u></p> <ul style="list-style-type: none"> Reminder to JOHSC members to bring back information from the meetings to share with their units. Several members already sharing at their regular staff meetings: Vicki – PDCE, Anna/David – DNSO, Fred – EDCP. 	Anna	July 2019	C
NB-19/07/11-06	C	<p><u>Centralization of First Aid Support</u></p> <ul style="list-style-type: none"> UBC will be centralizing first aid response campus-wide 24/7 effective September 2019. Dispatch will respond within 10 minutes. There will no longer be any requirement for staff to hold Level 1 First Aid tickets. 	David / Anna	August 2019	IP



10. NEW & OTHER BUSINESS

		- Action: David and Anna will go through the list of staff with Level 1 First Aid and notify them that it is no longer required.			
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*NB – New Business

11. NEXT MEETING

Date:	August 1, 2019
Time:	9:00am
Location:	Scarfe 308A

12. MEETING ADJOURNED

Time:	10:00 am
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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)