Joint Occupational Health & Safety Committee
Meeting Minutes

Name of Committee: Faculty of Arts JOHSC
Employer Co-Chair: Gerald Vanderwoude
Worker Co-Chair: Marcy Caouette
Date: 17 December 2019
Location: Buchanan Penthouse B501
Time: 10:00 am

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>Andrea Yan</td>
<td>M&amp;P</td>
<td>Sing Tao</td>
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<td>Marcy Caouette</td>
<td>M&amp;P</td>
<td>Buchanan A</td>
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<td>Andrew Riter</td>
<td>CUPE 2950</td>
<td>Chan Centre</td>
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<td>Mary Ramsay</td>
<td>CUPE 2950</td>
<td>Buchanan Tower</td>
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<tr>
<td>Katelyn Melkert</td>
<td>CUPE 116</td>
<td>MOA</td>
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<tr>
<td>Aaron Woods</td>
<td>CUPE 116</td>
<td>Geography Building</td>
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<td>Candace Brown</td>
<td>CUPE 2950</td>
<td>Buchanan A</td>
<td>☑️</td>
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</table>
Employer Representatives | Work Location | Present | Regrets | Absent
--- | --- | --- | --- | ---
Rhea Ravanera | Buchanan C | ☐ | ☑ | ☐
Gerald Vanderwoude | Buchanan A | ☑ | ☐ | ☐
Nick Smolinski | Mary Bollert Hall | ☑ | ☐ | ☐

Resources/Guests | Work Location | Present | Regrets | Absent
--- | --- | --- | --- | ---
Teela Narsih | SRS | ☑ | ☐ | ☐

* (A) – Alternate member

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.

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: Nick Seconded by: Kate

Are the minutes approved?

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Yes | No
### 4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

- LSTs from Belkin and Journalism will attend January JOHSC meeting. Inspections were submitted and tabled to the January meeting.

### 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.*

**Belkin. Minutes updated + Inspection**
- SDS data base development assistance requested from JOHSC
- BERP needs development JOHSC to assist

**Chan. Minutes + Inspections**
- Air Quality Report was made – Chan LST reviewed it - JOHSC to check in about details
- Fall arrest implementation put forward to UBC to review - JOHSC to check in about details

**Geography. Minutes**
- GI scheduled for Dec 2019
- Ponds Lab – Stairs issues – JOHSC to follow up
- Noise Hazards in Ponds Lab – JOHSC to assist and connect with SRS
- BERP in Ponderosa – needs to move forward, Nick to follow up

**School of Journalism. Minutes**
- Earthquake preparedness assessment in Jan 2020
- Theatre & Film. Minutes
- LST training still required
- AED and CPR training for front of house staff - public

☐ No actionable items noted

<table>
<thead>
<tr>
<th>Is the agenda approved?</th>
<th>Yes</th>
<th>No</th>
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### 5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

<table>
<thead>
<tr>
<th>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>
| 125775 (125847) 2019-11-2018 | C        | **AHVA Student working on course related project**  
Reinforcement of steps when working with specific material to be shared within department. Importance of PPE will also be discussed within department. SRS has reviewed this incident as well. | Nick        | January                  | IP     |
| 125883 (125868) 2019-12-10 | C        | **SOWK Staff**  
Ergo material will be shared with department. JOHSC to develop with UBC Ergo.  
A meeting with their LST will take place to reiterate CAIRS reporting. | Nick        | January                  | IP     |
| 125869 2019-11-28 | C        | **CHAN Patron Slip and Fall**  
No witnesses of event and patron did not want First Aid. No corrective actions or follow up from JOHSC required. | N/A         | N/A                      | C      |
| 125861 2019-12-05 | C        | **CHAN Patron Slip and Fall, child**  
Child fell whilst standing from bench on to concrete floor. Parent was attempting to manage multiple children at the time. No corrective actions or follow up from JOHSC required. | N/A         | N/A                      | C      |
| 125896 (125897) 2019-12-12 | C        | **THTR Fall on same level**  
Entry into shop from a worn out muddy path, through a garden, is not well defined and has a grate that is a tripping hazard. An SR is to be submitted.  
Grounds Services will be contacted to review site. | Nick        | January                  | IP     |
| 125860 (125762) | C        | **Stolen bag (personal security incident)**  
Discussion if these kinds of security incidents should be input into CAIRS. JOHSC confirms that these incidents should not be in CAIRS and that JOHSC should send a reminder to Arts what to do in these situations, who to contact (UBC Security & RCMP) and to inform IT Security if it involves UBC digital data being stolen. | 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

<table>
<thead>
<tr>
<th>Item # (Use Inspection #)</th>
<th>Priority</th>
<th>Action Plan (Actions Taken/Need to be taken)</th>
<th>Assigned To</th>
<th>Follow up: Date Pending</th>
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* 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>
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<th>Action Plan (Actions Taken/Need to be taken)</th>
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<tbody>
<tr>
<td>ED-19-12-05-01</td>
<td>E</td>
<td>LST in-person training took place on Dec. 5 and was hosted by Arts and lead by UBC SRS. Some LSTs still require full training to be completed. JOHSC to check in and follow up again in January. Perhaps setting up additional Arts group only training sessions is an option?</td>
<td>Nick</td>
<td>January</td>
<td>IP</td>
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<tr>
<td>ED-19-12-17-02</td>
<td>E</td>
<td>Ladder training moved to January based on polling. Arts developed Ladder Type written SOPs now complete and will be distributed to units where relevant. These can be shared widely within UBC.</td>
<td>Nick</td>
<td>January</td>
<td>IP</td>
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<tr>
<td>ED-19-10-15-03</td>
<td>C</td>
<td>AHVA Safe Lifting SOP approved by JOHSC. Being reviewed by Dept. Head. Follows UBC format and can be shared within Arts/UBC.</td>
<td>Nick</td>
<td>January</td>
<td>IP</td>
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<tr>
<td>ED-19-12-17-04</td>
<td>C</td>
<td>Safety consultant developed written Ladder SOPs for Arts (for specific ladder types) and an SOP regarding the proper procedure regarding retractable blades as requested by Arts LSTs in the summer.</td>
<td>Nick</td>
<td>January</td>
<td>IP</td>
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* 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>
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</table>
| CAIRS-125536 19-10-2019 | D | **Cuteness Hurts**  
Nick to send addendum to pet policy. | Nick | January | IP |
| CAIRS-123659-19-05-07 | C | **LSC & PSYC – Incident with air canister and student worker clearing out equipment.**  
Accidently had the canister blow cold air on student’s face and leg.  
Direction on usage of equipment will be included in student orientation. | Nick & Marcy | Next Meeting | C |
| CAIRS-123513-2019-04-08 | C | **Asian Studies – Gradual onset injury reported by faculty.**  
Nick to connect with RTW to confirm start date of employee. | Nick | Ongoing until January | IP |
| CAIRS-123300-2019-03-01 | C | **Belkin – Employee finger injury at loading bay.**  
Nick continuing to follow up on step-by-step process regarding loading bay procedure. Nick drafted an SWP for the unit which is now being reviewed. Next check in will be in January. | Nick | Ongoing | IP |
| CAIRS-123039-2019-01-17 | C | **AHVA – worker injury while lifting studio support items.** | N/A | N/A | C |
| 121461 & 21514 2018-03-20 | C | **GEOG Building – office ceiling leak issues**  
Leak solved. | N/A | N/A | C |
| NB-19/06/2018-01 | C | **ARTS ERGO Project and now Resources Development**  
Nick connected with Ergo staff from HR to discuss what kind of data could be collected to assist in developing a resources strategy. Gerald to connect with IT to make information on additional ergonomic concerns more public as information is currently on Air site. In addition, Arts will work with HR to develop some office ergo resources (not related to desk set up) to assist with other common tasks in the office work setting that get over looked. | Nick/Gerald | Ongoing | IP |
| NB-18-06-2019 | E | **LST Presentations**  
Have LST chairs come to meet with JOHSC to present Building Inspection to the committee.  
### 8. ONGOING BUSINESS – Status of Action Items

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<thead>
<tr>
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<th>Discussion and/or Action Items</th>
<th>Assigned To</th>
<th>Date to be Completed</th>
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</table>
| NB-15-10-2019e | E        | Dust extraction and air quality improvement  
Ongoing review of air quality in wood and work shop areas (Freddy Wood being completed right now. South Campus upcoming). Scrubbers will likely be put into the arts shop spaces and other remedies for dust control will be considered to improve conditions. This will be combined with a new campaign around respirator safety. Arts will work with units, workers, SRS and UBC building operations to develop best solutions. | Nick        | Ongoing             | IP     |
| NB-15-10-2019f | E        | New AED at Chan Centre  
New AED at Chan Centre is on the UBC map. | Nick        | N/A                  | C      |
| NB-18-06-2019 | E        | Working Alone Policy  
Nick developing personal safety message and work alone directions for units. | Nick        | Ongoing             | IP     |
| GI-BUCH E-19/02/20 | C        | Faculty member’s office  
Safety issue with faculty member’s office and stacking of boxes. Nick or Dean’s Office reaching out to department. Committee addressing issue but ongoing until January when faculty member is expected to return to work. | Nick & Gerald | January             | IP     |
| CAIRS 125439 2019-09-23 | C        | Employee Slip Trip & Fall  
Plastic covering close to the sidewalk. Weather conditions made surface slippery. Nick to follow up. | Nick        | January             | IP     |
| CAIRS 125725 2019 | C        | Worker Paint Job  
Gerald to connect with Senior Human Resources Manager. | Gerald      | January             | IP     |
| CAIRS 125672 2019-11-05 | C        | Ladder usage  
Ladder not set up correctly. Nick to follow up on corrective actions identified. | Nick        | January             | IP     |

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

### 9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)

<table>
<thead>
<tr>
<th>Item # (use Recommendation or Report #)</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>
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<td>None to report</td>
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* REC – Recommendation Letter  
* IR – WorkSafeBC Regulatory Inspection
## 10. NEW & OTHER BUSINESS

- General discussion items (list actionable items below)

<table>
<thead>
<tr>
<th>Item # (NB-yy/mm/dd-01)</th>
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<tbody>
<tr>
<td>NB- 19/12/17-01 E</td>
<td>Annual Season Shut Down</td>
<td>Nick to send out information on annual seasonal shut down regarding security and safety on campus.</td>
<td>Nick</td>
<td>December 20</td>
<td>IP</td>
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</table>
| NB – 19-12-17-02 E | ARTs JOHSC Goals recap with SRS | SRS characterized yearly report in comprehensive meeting and set new goals:  
- More involvement from the committee  
- Communication –  
- Simplify forms for inspections – | Gerald/ Marcy | Ongoing | IP |
| NB – 19-12-17-03 E | January meeting will be 2-hours. | | Committee | January | IP |
| NB – 19-12-17-04 E | Connie Wintels to take Charlene McCombs positon on JOHSC committee. | | N/A | January | N/A |
| NB – 19-12-17-05 E | Hazardous Waste HWIS discussion as topic recommended by SRS. Changes to UBC Hazardous Waste Inventory System. These changes enhance system functionalities, improve generator accountability, and most importantly, ensure continued regulatory compliance | | N/A | | |
| NB – 19-12-17-06 E | Confined Spaces discussion as topic recommended by SRS. Arts areas have not identified any areas or equipment that would qualify as confined spaces for our direct workers. CHAN Centre with unique spaces. Nick and Andrew to connect. | | Nick/ Andrew | | IP |

*NB – New Business

## 11. NEXT MEETING

| Date: | January 21, 2020 |
| Time: | 10:00am |
| Location: | Buchanan Penthouse B501 |
12. MEETING ADJOURNED

Time: 11:00am

LEGEND

<table>
<thead>
<tr>
<th>PRIORITY</th>
<th>STATUS</th>
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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>
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<tr>
<td>E</td>
<td>Information</td>
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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
- Safety & Risk Services ubcsafety.committee@ubc.ca
- Posted on any Safety Bulletin Boards (if applicable)