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: January 9, 2020
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>Silvia Almanza Alonso</td>
<td>CUPE 2950</td>
<td>Scarfe ECPS</td>
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<tr>
<td>Frederick Brown</td>
<td>CUPE 116</td>
<td>Scarfe EDCP</td>
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<td>Vicki Domansky</td>
<td>CUPE 2950</td>
<td>Scarfe PDCE</td>
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<tr>
<td>Dr. Edward Kroc</td>
<td>FA</td>
<td>Scarfe ECPS</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Dr. Kerry Renwick</td>
<td>FA</td>
<td>Scarfe EDCP</td>
<td>☑</td>
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<td>Dr. Ali Abdi (Alternate)</td>
<td>FA</td>
<td>Ponderosa</td>
<td>☐</td>
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<td>Justine Huang (Alternate)</td>
<td>CUPE 2950</td>
<td>Scarfe ECPS</td>
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<td>☐</td>
<td>☐</td>
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<tr>
<td>Dr. Kim Zebehazy (Alternate)</td>
<td>FA</td>
<td>Scarfe ECPS</td>
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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
   No corrections to note.

   • Move to adopt minutes. Moved by: Vicki Domansky Seconded by: Silvia Almanza Alonso

   Are the minutes approved?
4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

Additional Agenda Items (to be added to New Business Items)
- NB-20/01/09-05: David Away for 1 Month.

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

<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:

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)

<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>
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No CAIRS Reports to Review.

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>
<th>Status</th>
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No Safety Inspections to Review.

* GI- General Inspection

Last Revised: 03/15/2018
Next Revision: 03/15/2019
## 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 #</th>
<th>Priority</th>
<th>Action Plan (Actions Taken/Need to be taken)</th>
<th>Assigned To</th>
<th>Follow up: Date</th>
<th>Status</th>
</tr>
</thead>
</table>
| ED-19/12/05-01 | D | JOHSC Member Training for Shermila Salgadoe  
Update January 2020  
- Shermila completed Fundamentals Part 1 of Training on December 9, 2019 and is scheduled to complete Part 2 on January 23, 2020.  
December 2019  
- Shermila is scheduled to attend Fundamentals Part 1 of Training on December 9, 2019.  
- With a join date of December 3, 2019, Shermila will complete Part 2 of the training by June 3, 2020. | Shermila Salgadoe | February 2020 | IP |
| ED-20/01/09-01 | D | JOHSC Member Training for Dr. Edward Kroc  
- Dr. Kroc’s training is not yet scheduled. His joining date is October 3rd, 2019, so training must be completed by March 3rd, 2020. | Dr. Edward Kroc | February 2020 | IP |
| ED-20/01/09-02 | D | JOHSC Member Training for Justine Huang  
- Justine’s training is not yet scheduled. Her joining date is December 5th, 2019, so training must be completed by June 5th, 2020. | Justine Huang | February 2020 | 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>
</tr>
</thead>
</table>
| GI-Scarfe-19/06/26 & GI-PCOH-19/07/18 | C | **GI - Office of Research in Education (ORE)**  
*Update January 2020*  
- **ACTION:** Vicki to complete the compilation and upload the final report to SharePoint.  
*Update December 2019*  
- **ACTION:** Vicki to complete the compilation and upload the final report to SharePoint.  
*July 2019*  
- 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. | Vicki Domansky | February 2020 | IP |
| GI-Scarfe-19/08/27 | C | **General Inspection (GI) – Professional Development & Community Engagement (PDCE)**  
*Update January 2020*  
- **ACTION:** Vicki to complete the compilation and upload the final report to SharePoint.  
*Update December 2019*  
- **ACTION:** Vicki to complete the compilation and upload the final report to SharePoint. | Vicki Domansky | February 2020 | IP |
<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
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</thead>
</table>
| September 2019 | - Inspection of PDCE completed, final report forthcoming.  
  - **ACTION:** Vicki to collect information on sections A, B and C of GI-Scarfe-19/08/27 Report from David. Vicki to then compile information and upload the final report to SharePoint. |
| November 2019 | **Health and Safety Program Manual (HSPM)**  
  **Update January 2020**  
  - The first draft of the Health & Safety Program Manual was distributed in advance of the meeting.  
  - **ACTION:** Michael and Silvia will reach out to individuals for specific questions, and distribute a final draft before publishing.  
  - If members have additional edits or suggestions, please send them to Michael and/or Silvia.  
  **See previous minutes for additional details.** |
| October 2019  | - New template provided by SRS to update individual health and safety manuals within units – see link online.  
  - **ACTION:** This item will be re-discussed at November meeting.  
  - **ACTION:** David to update the current BERP (Building Emergency Response Plan) for Scarfe and to connect with SHHS to find out if they have a BERP for Ponderosa that LLED and EDST areas are included; if not, David should create a BERP for Ponderosa (LLED an EDST areas).  
  **See previous minutes for additional details.** |
### JOHSC January Meeting

**Update January 2020**
- Michael has sent Outlook invitations to all JOHSC members and guests for all 2020 meetings.

**December 2019**
- Suggestion made by the committee to move the meeting to January 9th, as many will be away on January 2nd.
- **ACTION:** Michael will circulate the new Outlook invitations for January 9th, and the remaining meetings in 2020.

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### Building Emergency Response Plan (BERP)

**Update January 2020**
- The BERP draft is ready, and once we receive verification from Building Operations, it will be published and uploaded.
- Note that this BERP is for the Scarfe Building, and a BERP for Education units in Ponderosa will be developed separately.
- **ACTION:** David to work with the Facilities team in Ponderosa to create a BERP for Education units there.

**December 2019**
- This item comes from NB-19/10/03-01, as the BERP is a document to be handled separate from HSPM.
- **ACTION:** David to continue the updating of the BERP and circulate to the JOHSC and Faculty-wide ASAP.
- **ACTION:** David to follow-up with SHHS to inquire if they have a BERP for all of Ponderosa.

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* GI - General Inspection    *NB – New Business
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>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>No new letters or inspections.</td>
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</table>

*REC – Recommendation Letter*

10. NEW & OTHER BUSINESS

**General discussion items (list actionable items below)**

<table>
<thead>
<tr>
<th>Item # (NB-yy/mm/dd-01)</th>
<th>Priority</th>
<th>Action Plan (Actions Taken/Need to be taken)</th>
<th>Assigned To</th>
<th>Date to be Completed</th>
<th>Status</th>
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<tbody>
<tr>
<td>NB-20/01/09-01 C</td>
<td></td>
<td><strong>AAPS Worker Reps on Education JOHSC</strong></td>
<td>Michael Wilkinson</td>
<td>February 2020</td>
<td>IP</td>
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<td></td>
<td></td>
<td>- Members discussed the need for Worker Representative from AAPS (no managerial duties), as we currently do not have any.</td>
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<td></td>
<td>- <strong>ACTION</strong>: Michael will send an invitation to the list of AAPS workers in the Faculty of Education with no managerial duties.</td>
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<tr>
<td>NB-20/01/09-02 E</td>
<td></td>
<td><strong>Safety Day 2020 – Save the Date (Tuesday, October 6)</strong></td>
<td>N/A</td>
<td>N/A</td>
<td>C</td>
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<td>- Safety Day 2020 will take place in the Great Hall in the AMS Nest, to accommodate a larger group of people.</td>
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<td>- Detailed agenda and registration will be circulated later.</td>
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<td>NB-20/01/09-03 E</td>
<td></td>
<td><strong>First Aid on UBC Point Grey Campus</strong></td>
<td>David Sequeira</td>
<td>February 2020</td>
<td>IP</td>
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<td>- Reminder about 2-4444, and a FAQ sheet was distributed that included further information about when to contact 911 (i.e. incidents with students, visitors, non-employees).</td>
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<td>- <strong>ACTION</strong>: David to share the FAQ sheet Faculty-wide via the List Serv, and individual JOHSC members to raise this in departmental/unit meetings.</td>
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10. NEW & OTHER BUSINESS

**Ice Prevention and Snow Removal**
- Building Operations will brine roads on a priority basis, and custodial staff will salt the walkways and stairs.
- If you see something in the Faculty of Education that seems off, you can get in touch with David as Facilities Coordinator.
- **ACTION**: David to share information about snow Faculty-wide, and JOHSC members to share within units.

<table>
<thead>
<tr>
<th>NB-20/01/09-04</th>
<th>E</th>
<th>David Sequeira</th>
<th>February 2020</th>
<th>IP</th>
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</thead>
<tbody>
<tr>
<td><strong>NB-20/01/09-05</strong></td>
<td>David Away for 1 Month</td>
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<td></td>
<td>Vicki will be chairing the next meeting. For JOHSC, Joel will be the Alternate Co-Chair.</td>
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<td></td>
<td>For Facilities matters, email <a href="mailto:dnso.facilities@ubc.ca">dnso.facilities@ubc.ca</a> to contact necessary folks (Facilities Assistant, Jackie, and Anna).</td>
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<td><strong>ACTION</strong>: David to circulate information about who to contact for essential coverage while he is away.</td>
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</tr>
<tr>
<td>David Sequeira</td>
<td>February 2020</td>
<td>IP</td>
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</table>

*NB – New Business*

11. NEXT MEETING
- **Date**: Thursday, February 6, 2020
- **Time**: 9:00am
- **Location**: Scarfe 308A

12. MEETING ADJOURNED
- **Time**: 9:28 a.m.
Joint Occupational Health & Safety Committee
Meeting Minutes

LEGEND

<table>
<thead>
<tr>
<th>PRIORITY</th>
<th>STATUS</th>
</tr>
</thead>
<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>
</tr>
<tr>
<td>E</td>
<td>Information</td>
</tr>
</tbody>
</table>

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)