Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Student Development & Services (SD&S)
Worker Co-Chair: Laura Sierra
Employer Co-Chair: Carol Naylor
Date: February 26th, 2020
Time: 9:00am
Location: Room 100 - OAB

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>Simon Chen</td>
<td>M&amp;P</td>
<td>Student Health – UBC Hospital</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Laura Sierra</td>
<td>CUPE 2950</td>
<td>Cntr for Student Involvement &amp; Careers – Brock Hall</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Sarah Watson</td>
<td>CUPE 2950</td>
<td>Counselling Services – Brock Hall</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Tlell Elviss (Worker Rep &amp; Administrator)</td>
<td>VPS</td>
<td>Student Development &amp; Services – Remote worker</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>
Joint Occupational Health & Safety Committee
Meeting Minutes

Employer Representatives | Work Location | Present | Regrets | Absent
--- | --- | --- | --- | ---
Carol Naylor | VPS - Old Admin Building | ☑ | ☐ | ☐
Dickson Ng | Centre for Accessibility – Brock Hall | ☑ | ☐ | ☐
Levonne Abshire | Wellness Promotion – UBC Life | ☐ | ☑ | ☐

Resources/Guests | Work Location | Present | Regrets | Absent
--- | --- | --- | --- | ---
Dustin Szeto | Safety & Risk Services | ☑ | ☐ | ☐

*(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: Simon Seconded by: Laura
- No amendments

Are the minutes approved?

4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

- Evaluation – JOHSC Evals pushed back to March
- Agenda approved.

4A. 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.
4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

☐ No actionable items noted

Is the agenda approved? [Yes] [No]

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)

<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>
<tbody>
<tr>
<td>126100</td>
<td>Priority</td>
<td>Office Fire Recommendations:&lt;br&gt;- Root cause listed as neglect places blame on worker. Suggestion to indicate employee left the kitchen area and didn’t return in time or food was left unattended in oven.&lt;br&gt;- Recommend fire extinguisher as corrective action in future as wet blanket over electrical fire might not be best solution.&lt;br&gt;- Please check and confirm that there is a fire extinguisher in the kitchen and that all staff know where to find it.&lt;br&gt;- Consider a sign asking staff to stay in kitchen when items are being cooked and if voltage is in fact the problem, then we can provide a sign from Building Ops that recommends voltage for Carol  March 2020  RF</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### 5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

<table>
<thead>
<tr>
<th>Incident ID</th>
<th>Incident Type</th>
<th>Details</th>
<th>Action/Recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td>126069 (126075)</td>
<td>Slip and Fall</td>
<td>No actions needed – was reviewed at the previous meeting and was complete but mistakenly added to the agenda this month.</td>
<td>C</td>
</tr>
</tbody>
</table>
| 126146 (126192) | Fall            | Clear description  
Cause is appropriate and responsibility assigned correctly.  
Looks like it should be reported to Work Safe. If medical treatment or time loss it will be reported to Worksafe automatically after full investigation after 30 days.  
Entire department was active at once in a fairly crowded space. Thin floormats or have half the team going at a time. There was a lot of people colliding with each other at the same time. | Carol | March 2020 | IP    |
5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

- Revise root cause to include the following:
  - If they bring that facilitator or workshop back recommend floor mats to soften falls OR do the higher movement activities with only half the group at a time.
  - Room wasn’t ideal for activity as it had a lot of activity. Perhaps a room without as much furniture or room which allows participants to spread out further.
- Supervisor has copy/paste the employees report – needs to update from I/Me to read as though supervisor has written it.

ACTION: Carol to review recommendations with report writer.

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>
</tr>
</thead>
<tbody>
<tr>
<td>GI-SHS-20/01/22</td>
<td></td>
<td>Student Health Service Inspection – January 2020</td>
<td></td>
<td></td>
<td>C</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Review of hazards noted in report and actions taken by LST to date:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Wet floor incident – usually this is cleaned but we just need to remind people to use it.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Water stain – reported to Manager and she will look into it for possible leak. Lots of construction happening so could be related</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## 6. REVIEW OF WORKPLACE SAFETY INSPECTIONS

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>
|   | - N25 – electrical issues. Staff kitchen area. Three outlets but if you plug in more than 2 things fuse blows. Not handling the microwave and toaster together. Making changes to signage would be recommended.  
   | - Put blocker into one of the plugs to remind people not to use it.  
   | - Fire extinguisher could be added to kitchen but actual extinguisher is just around the corner, less than 10m away. Currently meeting code so they won’t be adding an additional one at this time.  
   | - Fire alarm not intuitive but cost to add a second one is prohibitive.  
   | - Signage for exit signs. Not intuitive for people needing to exit building. Sent photos and submitted to building ops. If they think it is normal, we will leave it.  
   | - Staff Safety orientation – Manager is keeping track to ensure everyone has taken the safety orientation.  
   | - Manager is trained Physio so she will become ergo rep.  
   | - Work alone protocols will be in place shortly  
   | - Bookshelf – decision to move the shelf so it is no longer a hazard.  
   | - Boxes have been moved so that is no longer a hazard.  

JOHSC reviewed and was satisfied with the inspection and actions taken to address hazards.

* 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)
## 7. REVIEW EDUCATION AND TRAINING

<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>
| ED –19-09-18-01 |           | **ACTIONS:** Discuss slide deck for upcoming SD&S roadshow. Discussion of new items to include  
  - Highlight new first aid program  
  - Highlight mandatory training for both employees and supervisors. Safety for Supervisors is a new course which will soon be campus-wide and should be highlighted. Can be found at [https://srs.ubc.ca/training-and-general-education-courses/mandatory-training-for-all-ubc-workers/](https://srs.ubc.ca/training-and-general-education-courses/mandatory-training-for-all-ubc-workers/).  
  - Consider: “I know what training I need….I know what training workers I supervise need...”  
  - Consider adding to the quiz “I know how much time I have to enter a CAIRS report?”  
  - Remove screen shot  
  - Update members of JOHSC  
  - Refine WHY? It is the law. Requirement under Work Safe BC. It also creates a record should employee want to create a claim – they may draw on something from UBC to verify injury. Core information is making sure people know that we need a record of possible injury – if staff leave the worksite and then something happens because of the workplace injury, we need a record of that.  
  - Mental health/stress reports should be considered injuries and reported in the same way.  
  - Also add near-miss to the list of things to report. Include bullying, near miss, mental health. | Carol/Laura/Levon | March | RF |
7. REVIEW EDUCATION AND TRAINING

- Consider submitting a test report, if time permits (it may not if we want to keep it snappy) or login and show staff what is required to submit the report.
- Investigating accidents – every time there is an incident the supervisor must investigate within 48 hours. This means interviewing those involved, those who may have witnessed, describing surroundings if it was a physical injury. Must involve supervisor, injured person (if possible), someone from LST/JOHSC who is a worker rep OR another worker who is familiar with the work/someone from the same union.
- Add training section for supervisors
- Update last slide with new First Aid information.
- Include for non-urgent - urgent care (visitors), student health (students), employees (first aid team). 911 if it is urgent.
- Include information on personal security from RMS update below.
- Who would like to do these presentations: Carol, Laura, Levonne

ACTION: Carol to update slides and reach out to Directors to set up presentations. Work with Laura and Levonne to divide work.

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>

* ED – Education and Training
8. ONGOING BUSINESS – Status of Action Items

Review of Inspection Schedule for Upcoming Year

- Summary of inspection status and suggested dates for 2019/2020 in table below.
- Action item listed in table below
- Decision to proceed with suggested dates as listed.

<table>
<thead>
<tr>
<th>Building</th>
<th>Last Inspection Completed</th>
<th>Suggested Completion for 2019/2020</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brock Hall</td>
<td>June/July 2018</td>
<td>October 2019</td>
<td>No actions needed.</td>
</tr>
<tr>
<td>Old Admin Building</td>
<td>February 2019</td>
<td>February 2020</td>
<td>No action needed.</td>
</tr>
<tr>
<td>CIRS</td>
<td>None completed – setting up LST</td>
<td>ASAP</td>
<td>NEW ACTION: Dustin to follow-up with Tim and RMS re: LST status.</td>
</tr>
<tr>
<td>UBC Life</td>
<td>July/August 2018/December 2018/February 2019</td>
<td>October 2019 for all units in building instead of inspecting at different times</td>
<td>No action needed.</td>
</tr>
<tr>
<td>UBC Hospital</td>
<td>January 2019</td>
<td>January 2020</td>
<td>Inspection COMPLETE and reviewed by committee in February 2020.</td>
</tr>
</tbody>
</table>

* 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 #</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>
</tr>
</thead>
</table>

(use Recommendation or Report #)
### 9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)

<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>
</tr>
</thead>
<tbody>
<tr>
<td>NB-20-02-26-01</td>
<td></td>
<td>Review Updated Terms of Reference</td>
<td>Carol</td>
<td>March 2020</td>
<td>IP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Need to check the reporting – to Heather and Aman or to Samantha?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Need to check name of JOHSC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>ACTION: Carol to bring questions to Samantha and will revise and bring back to committee for next meeting.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bring back to next meeting for approval.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* 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>
<th>Priority</th>
<th>Action Plan (Actions Taken/Need to be taken)</th>
</tr>
</thead>
<tbody>
<tr>
<td>NB-20-02-26-02</td>
<td>E</td>
<td>RMS Updates</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>WorkSafe BC Incident Updates</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Waste bin had a fire inside. Make sure staff know procedures in workplaces where hazardous materials are present.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Worker indicated lack of training in working with hazardous materials. Highlights importance of supervisor in ensuring adequate training and documenting completion for all supervisees.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Safety Day Registration</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Safety Day Registration is now open! All JOHSC and LST members are</td>
</tr>
</tbody>
</table>
10. NEW & OTHER BUSINESS

**NEW & OTHER BUSINESS**

**Accident/Incident Investigation Training Course**
The “Accident/Incident Investigation Training” course will no longer be available as much of the content is covered in the “Safety Supervision at UBC” course. Effective April 1, 2020 it will be removed from our SRS course list. An in-person Accident Investigation course is being finalized, stay tuned for the official launch date.

**Pink Shirt Day - today!**
On February 26, wear pink to show your support for an end to bullying and harassment in our communities. At UBC, we strive to provide a safe, respectful and productive environment for our faculty, staff and students. The UBC Respectful Environment Statement outlines our principles about creating a respectful environment for all. Visit www.pinkshirtday.ca for more information.

**Move UBC**
February is Move UBC month to reduce the time spent sitting and increase overall health and wellbeing. There are a wide range of activities offered at various times of the day and majority of them are free!! Visit https://move.ubc.ca/ to see a full list of activities.

*NB – New Business*

11. NEXT MEETING

<table>
<thead>
<tr>
<th>Date:</th>
<th>March 18th, 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time:</td>
<td>9am</td>
</tr>
</tbody>
</table>
11. NEXT MEETING
Location: Pair Meeting Room (OAB)

12. MEETING ADJOURNED
Time: 9:33am

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
- Safety & Risk Services ubcsafety.committee@ubc.ca
- Posted on any Safety Bulletin Boards (if applicable)