



## Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Faculty of Forestry

Worker Co-Chair: Erika Dort  
Employer Co-Chair: Leslie Fernandez

Date: Tuesday, September 15, 2020

Time: 2:00pm  
Location: Zoom Call

### AGENDA:

<ol style="list-style-type: none"> <li>1. Roll Call</li> <li>2. Determination of Quorum</li> <li>3. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes</li> <li>4. Additional Agenda Items, Review Actionable Items from Local Safety Team (LST) Minutes &amp; Approval of Agenda</li> <li>5. Review Centralized Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents <ul style="list-style-type: none"> <li>• Monthly Incident List &amp; Statistical Summary Report</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)</li> <li>7. Review Education and Training</li> <li>8. Ongoing Business – Status of Action Items</li> <li>9. JOHSC Formal Recommendation Letters &amp; Regulatory Inspections</li> <li>10. New and Other Business</li> <li>11. Next Meeting</li> <li>12. Meeting Adjournment</li> </ol>
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1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Diana Hastings	CUPE 116	Wood Science	X		
Brandon Chan ( A )	M&P	Wood Science	X		
Lief Davies Eriksen	M&P	Wood Science		X	
Ivy Fung ( A )	CUPE 2950	Wood Science			
Janette Bulkan	Faculty	Forest Resources Management	X		
David Aquino	CUPE 116	Forest Resources Management	X		
Richard Hamelin	Faculty	Forest & Conservation Sciences	X		
Rolando Descalzo	M&P	Forest & Conservation Sciences	X		
Natasha Thompson	CUPE 2950	Forest & Conservation Sciences	X		
Erika Dort	CUPE 2278	Forest & Conservation Sciences	X		
Andrew Lotto	Non-Union Tech	Forest & Conservation Sciences	X		
Kylie Green	M&P	Alex Fraser Research Forest	X		
Liz Smith	M&P	Malcolm Knapp Research Forest		X	
Deborah Pearson	M&P	Haida Gwaii Institute	X		
Emily Sky-Collins ( A )	M&P	Haida Gwaii Institute			
Lily Chua	CUPE 2950	Dean's Office	X		
Jennifer Lim	CUPE 2950	Dean's Office	X		

Employer Representatives	Work Location	Present	Regrets	Absent
Leslie Fernandez	Dean's Office	X		
Rob Kozak	Dean's Office		X	
Cheryl Powers ( A )	Malcolm Knapp Research Forest			
Resources/Guests	Work Location	Present	Regrets	Absent
Dustin Szeto	RMS	X		
Greg Smith	Wood Science	X		

\* (A) – Alternate member



2. DETERMINATION OF QUORUM		
<ul style="list-style-type: none"> <li>a. A minimum of 4 members;</li> <li>b. Worker representatives (faculty and staff workers who do not exercise managerial functions) and employer representatives (management workers who exercise managerial functions);</li> <li>c. At least half of the members must be worker representatives;</li> </ul>		
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"/>

3. APPROVAL OF PREVIOUS JOHSC MEETING MINUTES		
<i>(Statement to indicate minutes of previous meeting have been read &amp; acknowledged and to record any corrections to it)</i>		
<ul style="list-style-type: none"> <li>• Move to adopt minutes. Moved by: <u>Leslie Fernandez</u> Seconded by: <u>Diana</u></li> <li>• (List amendments to minutes)</li> </ul>		
Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA		
<ul style="list-style-type: none"> <li>1. Mandatory Mask Usage – by Santa Ono</li> <li>2. Hazmat Training Changes</li> </ul>		
4 A. REVIEW ACTIONABLE ITEMS FROM LST MINUTES (if applicable)		
<i>Place actionable items under Accident/Incident Investigation, Safety Inspections, Correspondence, New Business etc. as applicable and assign proper item # for further discussion/action.</i>		
<input type="checkbox"/> No actionable items noted		
Is the agenda approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>



**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
#126741 - 20/22/08		<p><b>Injured knee</b></p> <ul style="list-style-type: none"> <li>- On August 22<sup>nd</sup>, a student ( grad or coop ) from the Malcomn Knapp Research Institute injured their knee while doing a cutblock survey</li> </ul> <p><b>Corrective Action:</b></p> <ul style="list-style-type: none"> <li>- Everyone was reminded to pay attention when walking on rugged terrain</li> </ul> <p>No further action required</p>	Jennifer Lim		C
#126757 & 126760 – 20/28/08		<p><b>Finger Injuries at Twaddle Lake</b></p> <ul style="list-style-type: none"> <li>- A student researcher in FCS field work on Vancouver island got their fingers caught in between the machine, was injured because of the weight of machine and was airlifted to a hospital because the group was in a remote area.</li> <li>- Andrew completed the report and the professor was very well organized</li> </ul>	Natasha Thompson		IP



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
		<ul style="list-style-type: none"> <li>- Injury cause by fingers getting caught under the weight, and slipped. Skin came off , student went into shock during the airlift</li> <li>- Leslie - Because it is a field work incident, Andrew can review the incident to look closely into the field safety</li> <li>- Richard - it's a probability student was not wearing gloves</li> <li>- Andrew – it could be an issue due to lack of familiarity with the equipment</li> </ul> <p><b>Action Item:</b></p> <ul style="list-style-type: none"> <li>- We are waiting for the additional information from the Researcher / Supervisor who went to the manufacturer of the equipment with the complaint. It was reported that they will no longer use the equipment.</li> </ul>			

6. REVIEW -OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
<p><i>Distribute inspection checklist(s) and report(s) for meeting and use this table to record discussion and new recommendation(s)</i></p> <p><input type="checkbox"/> No actionable items noted</p>					
Item # (Use Inspection #)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
GI-FSC- 12/11/19	C	<p><b>WOOD Inspection Report</b></p> <ul style="list-style-type: none"> <li>- As per Lief, Brandon was not able to complete didn't get chance to complete inspection on a small collection of offices in WOOD</li> </ul>	Lief Eriksen		RF



6. REVIEW -OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
		<ul style="list-style-type: none"> <li>- Lief – offices in Wood Science, not super urgent as no one is at the office</li> <li>- Holger suggested leave as RF until we can enter the building again</li> </ul> <p><b>Action Item:</b></p> <ul style="list-style-type: none"> <li>- Brandon to complete when campus resumes normal operations ( RF item )</li> </ul>			

\* 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-20/08/18		<p><b>New Member David Aquino to complete training</b></p> <ul style="list-style-type: none"> <li>- David to take the JOHSC Fundamentals training 2 on Sept 25</li> </ul> <p><b>Action Item:</b></p> <ul style="list-style-type: none"> <li>- To complete training</li> </ul>	<i>David Aquino</i>	October 20, 2020	IP
ED-20/09/15		<p><b>Returning member Richard Hamelin training</b></p> <ul style="list-style-type: none"> <li>- Richard has to complete the training within 6 months</li> <li>- SRS was unable to locate his past training certificates</li> </ul> <p><b>Action Item:</b></p> <ul style="list-style-type: none"> <li>- To schedule training on-line</li> </ul>	<i>Richard Hamelin</i>	February 16, 2021	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-20/06/16-01	C	<p>Dustin to complete first aid risk assessment</p> <ul style="list-style-type: none"><li>- Push back to December - Dustin</li></ul> <p>Action Item:</p> <ul style="list-style-type: none"><li>- Follow up with Dustin in December, 2020</li></ul>	<i>Dustin Szeto</i>	December 15, 2020	RF
NB-20/08/18-05	C	<p>Floor Warden Substitute for Aug 26 to 28</p> <ul style="list-style-type: none"><li>- Greg – there will be NO floor warden coverage between August 26-28. Issue addressed.</li></ul> <p>Action Item:</p> <ul style="list-style-type: none"><li>- No further actions needed</li></ul>	<i>Greg Smith</i>		C
NB-20/02/25-05	C	<p><b>Field and Safety Issue</b></p> <ul style="list-style-type: none"><li>- Proposed members Andrew Lotto, Suzie Lavallee ( currently seconded to Vantage College ), Rob Guy to for a sub-committee to propose a list of proper field work safety guidelines</li><li>- Holger points out FoF has proper field safety guidelines, but departments handle it themselves</li><li>- The idea is to have uniform field safety guidelines for the whole faculty and to create streamlined process to adapt them to the needs of the department and person working in the field</li></ul>	Holger Griess / Leslie Fernandez / Natasha Thompson	December 15, 2020	RF



**8. ONGOING BUSINESS – Status of Action Items**

		<ul style="list-style-type: none"><li>- Natasha and Holger agrees we need someone with field experience so the guidelines will be useful and not more paperwork.</li><li>- Diana wanted to know if it can be somebody who is part of the field teams to head the collaboration?</li><li>- Holger’s Vision for the project is to have a PDF set up – such that for someone who has minimum experience they can just click on a drop-down menu of “risks” that can be encountered. We can gather examples of experience from different departments, what makes their experience special ( maybe from out of country ) using “drop down” to show what applies to a person using it, multiple situations</li><li>- Andrew and Holger can list “risks” that can be encountered</li><li>- By gathering information from all depts.</li><li>- Rob likes the idea, as it is “ecologically focused”. Field work his own students do, has risks not documented anywhere because they’re in parts of the world that might have conflicts.</li><li>- Diana asked if there are ways to extract some of the information from the Field Safety plan?</li><li>- Holger – we can gather everyone’s ideas or experiences and put into the list. Situational, for example how to behave when faced with special situations, ( if you work on steep slopes, direct them to suggestions that apply, or out of country experiences, what are the resources available like the embassy etc )</li><li>- Holger, for first time students with no field experience, they do not know what is out there and cannot choose situations that could apply to them</li></ul>			
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**8. ONGOING BUSINESS – Status of Action Items**

		<ul style="list-style-type: none"><li>- Rob agrees our field work documentations are lacking, Central Protocols are too generic, as Faculty we need to do a better job of documenting the protocols around the actual work</li><li>- Diana, other faculties have some information, maybe we can learn from them. Rob agrees Geology, Geography, LFS comes to mind</li><li>- Holger – we can also have a mandated “feedback loop” for students too, their input according to their experience.</li><li>- Janet – we have central office dealing with graduates, she wouldn’t mind developing the survey, step by steps from students’ feedback. When school starts in September, the Intl Foreign Students Association might like to get involved and provide inputs</li><li>- Deb – it is important for HGI, they could work with Natasha in December, they have the marine program needing safety protocols that need to be worked on, would be nice to get it in place before the start of everything</li><li>- Natasha – Forestry faculty and TAs are successful with these programs, need to gather the information and share it faculty wide, collect inputs ( survey ), Rob Guy might be interested to be in the sub-committee, if it can wait until December, Natasha can be involved</li><li>- Leslie- FCS has field Safety , WOOD has one in place, FRM’s concern are for the new students, HGI is in the process of developing theirs</li><li>- Holger – the problem is if someone heads out on their own, have we given them enough information, also needs to be concise, focusing on risks only, easy to discern</li></ul>			
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8. ONGOING BUSINESS – Status of Action Items					
		<ul style="list-style-type: none"> <li>- Rob- WOOD has guidelines in place but very Lab focused- not field. WOOD needs more field-based concerns</li> </ul> <p><b>Action Item:</b></p> <ul style="list-style-type: none"> <li>- Item left unresolved at this time; will be revisited as soon the committee identifies someone with Field Work experience to champion the issue. Leslie and Natasha will assist with forming a sub committee once identified</li> <li>- Leslie – will touch base with Andrew, Suzie, Rob Guy If anyone knows anyone who can help please advise the committee</li> </ul>			

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

9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
Item # (use Recommendation or Report #)	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status

\* REC – Recommendation Letter      \*IR – WorkSafeBC Regulatory Inspection



**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-20/09/15-01		<p><b>Safety Day Cancelled</b></p> <ul style="list-style-type: none"> <li>- Due to COVID 19 – Safety Day was cancelled was supposed to be scheduled on October 6, 2020</li> <li>- David reviewed the safety website, Safety Day is a one day celebration</li> <li>- Since it was cancelled, we are still entitled to the 8hr training</li> <li>- Erika and Natasha asked why it wasn't moved online?</li> <li>- Dustin will follow up why it was cancelled, will get back to committee</li> <li>- Natasha mentioned about the 'Safety Connect Virtual Conference' one of which 3 days in Oct – what is it? And if it will count as 8 hour training</li> <li>- Dustin – this can be accessed through <a href="https://www.industryconnectsafety.com/">https://www.industryconnectsafety.com/</a> says it will count in the 8 hours, encourage everyone to enroll, but no need to enroll for the 3 days</li> </ul>	David Aquino		C
NB-20/09/15-02		<p><b>COVID-19 Procedure for Conducting Work Outside Your Building of Primary Occupancy</b></p> <ul style="list-style-type: none"> <li>- SRS has generated a new document ( very detailed ) review of all measures in campus but applying it in another situation</li> <li>- Because it's a location other than where you typically work, reminding everyone about self assessment for virus, sanitizers etc.</li> <li>- Making sure custodians know a new space is being used</li> </ul>	Natasha Thompson		C



10. NEW & OTHER BUSINESS					
		<ul style="list-style-type: none"> <li>- Working Alone Policy is in effect when working in another space</li> <li>- Leslie reminds members of JOHSC to let departments know about these existing resources and try to disseminate the information within departments</li> </ul>			
NB-20/09/15-03		<p><b>Workers Working Alone or in Isolation</b></p> <ul style="list-style-type: none"> <li>- SRS is working on a mobile app that when someone is working alone they can check in</li> <li>- As of now, staff reminds each person working alone to check in with someone</li> <li>- There are new emergency routes due to stairways being locked</li> <li>- Be vigilant because there are unfamiliar faces hanging around on campus, check all doors are locked behind you.</li> <li>- Be aware not to use earphones when working alone so one is aware when something is happening around the area</li> <li>- Natasha – regarding elevators, seems we no longer need to tap to access floors in the elevators. Narrowed down to elev # 2 and 3– should be card access like before. Some members noticed the same. CAWP side elevator 4 card access works</li> <li>- Andrew – noticed works have extension cords being propped doors to the G/F outside, could have been Building Ops or contractors</li> <li>- Leslie – we all need to be vigilant and feel free to remind and report on the contractors not following our building rules. An example is not to prop open the doors, and not to let anybody in who has no access card</li> <li>- Dustin is not sure when the Mobile App for Working Alone check in will be available, it's still in testing</li> <li>- Richard – app requires network connectivity, field people might not have access to this app</li> </ul>	Brandon Chan	Oct 20, 2020	IP



10. NEW & OTHER BUSINESS					
		<p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>- Leslie and Jennifer to review elevator access and multiple points of access to determine if re-programming is needed</li> <li>- Leslie to inform project managers regarding doors being propped open and extension cords used</li> <li>- Dustin to advise when the mobile App is ready</li> </ul>			
NB-20/09/15-04		<p><b>Information on Hand Sanitizer</b></p> <ul style="list-style-type: none"> <li>- Many hand sanitizers are being recalled by the government, but ones we have in the building not one of those being recalled by the government. We can check on the federal govt website which ones are being recalled</li> <li>- Needs at least 60% ethanol, too much methanol causes skin irritation and dryness</li> <li>- For sanitizers, because they're alcohol based, best not to use it around open flames</li> <li>- Sanitizers being recalled are usually ones made outside of US and Canada</li> </ul>	<i>Diana Hastings</i>		C
NB-20/09/15-05		<p><b>WorkSafe BC Inspection Reports</b></p> <ul style="list-style-type: none"> <li>- Incident occurred on Aug 4<sup>th</sup> was an incident of violence and physical violence against Campus Security , RCMP attended and made an arrest</li> <li>- WSBC received the report but internal processing took a while</li> <li>- JOHSC discussion point remind everyone they have to complete the Workplace Violence training which is mandatory. Encourage everyone to report incident within 48 hours of occurrence</li> </ul>	<i>Erika Dort</i>		C



10. NEW & OTHER BUSINESS

NB-20/09/15-06		<p><b>Mandatory Mask Usage by Santa Ono</b></p> <ul style="list-style-type: none"> <li>- Leslie to Dustin – Does SRS want us to update our FOF Safety plans regarding the wearing of masks</li> <li>- Dustin – some recommendations have been sent to the executive and awaiting approval by the president. Once everything is more clear, will send out communication. For now, starting on Sept 16 suggest to have a mask on you to be sure, BUT signs around the building are not required as yet</li> <li>- Debbie - is the mandatory mask for all UBC locations? In HGI, building is empty, no person within 10 to 20 feet of each other</li> <li>- Leslie – if it’s a UBC workplace, because the directive comes from our President, we need to follow. Mask usage has been a workplace rule, but they will be coming out with some general exemptions, like medical conditions, etc. But if you’re in your own office, and alone, you don’t need to</li> <li>- Richard – was at MKRF , we were told we are to wear masks inside the building as of Sept 16</li> <li>- Dustin – there are examples like Haida Gwai or the Donald Trix Building which are not UBC owned buildings, technically they do not need to follow the directives, but property managers choose to follow the UBC directives and COVID safety rules</li> <li>- Leslie – masks have been distributed to departments, and for the off campus sites – UBC masks supplies will be sent out this week. At this time, priority will be to provide supply for faculty /staff / student employees on-site</li> <li>- Erika – other people should be able to use the non-medical masks, or non-UBC masks</li> <li>- Greg – a suggestion is to collectively wear masks</li> </ul>	Leslie Fernandez		C



10. NEW & OTHER BUSINESS					
		<ul style="list-style-type: none"> <li>- Diana – people who live on campus don't get the notifications official signage would be nice not something we just make up by our department</li> <li>- As per Leslie, the communications team has something in place on mask usage</li> </ul>			
NB-20/09/15-07		<p><b>Hazmat Training Changes</b></p> <ul style="list-style-type: none"> <li>- Currently the only safety courses required for access to the Hazmat Facility was UBC Chemical Safety and the HazMat Quiz given by Rolando and Diana. The HazMat Quiz covers how to dispose of hazardous waste in FSC and includes COVID-19 rules. Only authorized users in FCS and WOOD have access to keys from the ProxSafe.</li> <li>- Diana noticed that the “hazardous waste management” training was taken out ( excluded from ) of the old chemical safety training when SRS moved from Moogole to Work Place Learning platform.</li> <li>- Diana wants to amend the requirements to include the new UBC Hazardous Waste Management training for access the HazMat Facility. All new users will be required to take this new training and current authorized users will be required to to take refresher course of the chemical safety and hazardous waste management training.</li> <li>- Only people who take the refresher course will be authorized access to the keys to the HazMat Facility.</li> <li>- Diana has been working on CANVAS to develop the HazMat Quiz and will send it to people who to take the quiz and is hoping to role the new quiz out by Sept 25</li> </ul>	<i>Diana Hastings</i>	October 20, 2020	IP



A) NEXT MEETING	
Date:	Tuesday, October 20, 2020
Time:	3pm
Location:	Zoom

B) MEETING ADJOURNED	
Time:	

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