



## 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, October 13, 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	X		
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		
Robert Van Buskirk (Guest Attendee / Acting Manager AFRF)	Alex Fraser Research Forest	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>Diana Hastings</u> Seconded by: <u>Erika Dort</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		
None		
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 checked="" 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
#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> <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>	Natasha Thompson		C



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
		<p><b>Action Item:</b></p> <p>We provided recommendation to the manufacturer ; no further action required</p>			
#126865 & 126853 – 20/10/05		<p><b>Quad Training</b></p> <ul style="list-style-type: none"> <li>- According to Kylie, orientation was done for the students on the Quads. Accident happened the student said she was fine, but she was advised to see a doctor</li> <li>- A question from Kylie, how do we move from incident report to the WSBC report to get physiotherapy for the student?</li> <li>- Kylie – confimed student got a letter from WSBC, but is unsure what to do next. At the time it happened, student said they were fine, time lapse between the time it originally happened, it was a gradual onset of the symptoms</li> <li>- Dustin - CAIRS report goes to Worksafe BC – student can contact WSBC to follow up on the teleclaim. Should WSBC consider this work related claim, student should follow up still with WSBC,</li> <li>- Leslie – does the CAIRS report trigger the WSBC? Will the Tele-claim part appear on the CAIRS report?</li> <li>- As per Dustin – After 30 days, the CAIRS report would go to WSBC. After completing the employer’s report, but employee should call WSBC to follow up on the teleclaim. Inform the students that best practice is they should communicate the incident with WSBC, especially for major injuries like this.</li> </ul>	Kylie Green and Robert Van Buskirk		C



**5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:**

		<ul style="list-style-type: none"> <li>- Rob Van Buskirk ( acting Manager for AFRF ) reminds that the only thing is we need to seek first aid immediately – have documents to take to the doctor on what they can do alternatively – what they can perform during the recovery period. Accidents happen how we handle it is the important thing.</li> <li>- Leslie confirms both Rob and Kylie ( AFRF ) have forwarded their QUAD training documents to us, and that this is in place</li> <li>- Kylie – we also have the trainings in place in preparation for our upcoming snowmobile orientation.</li> </ul> <p><b>Corrective Action:</b></p> <ul style="list-style-type: none"> <li>- Rob to complete further orientation with the student by the end of October</li> <li>- CAIRS Incident Report concluded</li> </ul>			
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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
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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)					
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> <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><i>Updated from today's ( Oct 13<sup>th</sup> ) meeting:</i></p> <ul style="list-style-type: none"> <li>– Dustin – for these RF items, since there are people coming back on campus , if we have areas that need to be inspected, need to start that now</li> <li>– Leslie – each department may (we) may need to refer to the last inspection reports, look at the last year's inspections and schedule in our own inspection now. Perform the next annual inspection. Put in the due date for our next meeting.</li> <li>– Leslie to Rolando, since labs do monthly thing, so it should be an easier process. As practice, each dept will have 2 people to represent them</li> </ul> <p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>– Brandon to complete when campus resumes normal operations ( RF item )</li> <li>– Action item from Oct 13<sup>th</sup> meeting : Jennifer and Leslie to check what we have and email dept what the last dates were; to send the reminders to individual department JOHSC rep responsible for their areas</li> </ul>	<p><i>Lief Eriksen / Dustin Szeto / Leslie Fernandez</i></p>	<p><i>November 10, 2020</i></p>	<p>Was RF / IP</p>



6. REVIEW -OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
		– Leslie will send the template to David Aquino as a sample scope of what was done last year			

\* 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>David Aquino completed JOHSC Fundamentals 1&amp;2</p> <ul style="list-style-type: none"> <li>- David submitted certificates completed for the JOHSC Fundamentals 1and 2</li> </ul> <p><b>Action Item:</b></p> <p>No further action required</p>	David Aquino		C
ED-20/09/15		<p>Returning member Richard Hamelin training</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> <li>- Richard done first part of the JOHSC Fundamentals</li> </ul> <p><b>Action Item:</b></p> <ul style="list-style-type: none"> <li>- Will continue to Part 2 next</li> </ul>	Richard Hamelin	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-20/02/25-05	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> <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 (</li> </ul>	Holger Griess / Leslie Fernandez / Natasha Thompson	December 15, 2020	RF



8. ONGOING BUSINESS – Status of Action Items

		<p>maybe from out of country ) using “drop down” to show what applies to a person using it, multiple situations</p> <ul style="list-style-type: none"> <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> <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</li> </ul>			
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8. ONGOING BUSINESS – Status of Action Items

		<p>students’ feedback. When school starts in September, the Intl Foreign Students Association might like to get involved and provide inputs</p> <ul style="list-style-type: none"> <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> <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</li> </ul>			
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8. ONGOING BUSINESS – Status of Action Items					
		If anyone knows anyone who can help please advise the committee			
NB-20/09/15-03-A		<p><b>Elevator and multiple access points in building reviewed</b></p> <ul style="list-style-type: none"> <li>- UBC Alarm and Access confirmed this may have been a glitch. Refreshed the programming which enabled all elevators ( except Elev 1 which is none card accessible and inactive at the moment ) to be card accessible.</li> <li>- Leslie reminded committee that anytime you notice anything out of the ordinary that is safety related– please bring up with committee for investigation</li> </ul>	<i>Jennifer Lim / Leslie Fernandez</i>		C
NB-20/09/15-03-B		<p><b>Doors propped open by contractors</b></p> <ul style="list-style-type: none"> <li>- Leslie , the PMs are aware – since there are quite a few projects going around, it is challenging to keep check on who the people who violate this rule. The Project Managers have been informed, who in turn reminds the contractors</li> </ul> <p>Action Item: No further action required</p>	<i>Leslie Fernandez</i>		C
NB-20/09/15-03-C		<p><b>Mobile App for Working Alone update</b></p> <ul style="list-style-type: none"> <li>- Dustin - No update yet, will let us know once he receives any news</li> </ul>	<i>Dustin Szeto</i>		IP
NB-20/09/15-03-D		<p><b>Hazmat Training Change</b></p> <ul style="list-style-type: none"> <li>- Diana created the Hazmat training via Canvas and reports it is going well</li> <li>- Asking anybody new who wants to take it to send her an email so she can forward the link</li> </ul>	<i>Diana Hastings</i>		C



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

		<ul style="list-style-type: none"> <li>- Diana had already sent a follow up email to all Hazmat users, letting them know they need to take the test because the original test had been taken out</li> </ul> <p><b>Action Item:</b> No further action required</p>			
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\* 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
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\* 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-20/10/13-01		<p><b>Non Medical Mask Amendment to Safety Plans</b></p> <ul style="list-style-type: none"> <li>- Sept 16<sup>th</sup>, workplace rule came out that it's a mandatory rule now to wear masks</li> <li>- Dustin sent the revised rules to FoF</li> <li>- Leslie to Rolando, if you are alone in the office, you fall under the exemption, no need to wear mask</li> <li>- Janet – quality of UBC mask is very poor, Leslie a lot of people have same feedback, it has the UBC logo they should have done better</li> <li>- Leslie reminded that the Faculty of Forestry as an initiative has rolled out the “well-being” fund, we can use that to purchase masks and have it reimbursed</li> <li>- Dustin – SRS recommendation was to have 3 ply mask, unfortunately the UBC mask that came out was a 2-ply mask, but is washable up to 20 times use recommended</li> </ul>	<i>Leslie Fernandez</i>		C
NB-20/10/13-02		<p><b>Fire Doors – Do Not Prop Open</b></p> <ul style="list-style-type: none"> <li>- Erika, was brought up because people wanted to prop them open, and this is not allowed</li> </ul>	<i>Erika Dort</i>		C
NB-20/10/13-03		<p><b>Safety Day Alternatives</b></p> <ul style="list-style-type: none"> <li>- There is a long list of alternatives, on the Safety Committees website <a href="http://safetycommittees.ubc.ca/safety-day/">http://safetycommittees.ubc.ca/safety-day/</a></li> <li>- Prevention of COVID-19 will not be counted within the 8-hour training requirement</li> </ul>	<i>Natasha Thompson</i>		C



10. NEW & OTHER BUSINESS					
		<ul style="list-style-type: none"> <li>- Examples of trainings available online : Home office webinar</li> <li>- Linked in learning ( safety mental health and remote working ), Due Diligence for Employers ( run by province ) , Safety Connect Virtual Conference and many more</li> <li>- October dates available as option to take trainings</li> <li>- Leslie – if anyone is interested to enroll in the training, to let her know right away ( DO will support )</li> </ul>			
NB-20/10/13-04		<p><b>Virtual Shakeout</b></p> <ul style="list-style-type: none"> <li>- Each year thousands of people across UBC , there will be a virtual shake out training, is your home ready for earthquake?</li> <li>- Due to the WFH arrangement, we need to make sure our homes are earthquake proof as well</li> <li>- On Oct 15, 2020 there will be a virtual UBC earthquake drill This can be used towards the 8 hours training join on this link <a href="#">UBC Virtual ShakeOut Drill - Get ready</a></li> </ul>	<i>David Aquino</i>		C
NB-20/10/13-05		<p><b>December JOHSC Meeting</b></p> <ul style="list-style-type: none"> <li>- Checking in if we have quorum for that meeting? Should we just send out an email?</li> </ul> <p><b>Action Item:</b></p> <ul style="list-style-type: none"> <li>- Jennifer to send an email ( invite outlook on December meeting ) to respond on their availability, any feedback by this date – before the next JOHSC meeting</li> </ul>	<i>Erika Dort</i>	<i>November 10, 2020</i>	IP

A) NEXT MEETING	
Date:	Tuesday, November 10, 2020
Time:	2:00pm
Location:	Zoom



B) MEETING ADJOURNED	
Time:	2:53pm

**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 -
- Posted on any Safety Bulletin Boards (if applicable)