



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, November 10, 2020

Time: 2:00pm
Location: Zoom Call

AGENDA:

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| <ol style="list-style-type: none"> 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 <ul style="list-style-type: none"> • Monthly Incident List & Statistical Summary Report | <ol style="list-style-type: none"> 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 |
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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			
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	X		
Resources/Guests	Work Location	Present	Regrets	Absent
Dustin Szeto	RMS	X		
Greg Smith	Wood Science	X		

* (A) – Alternate member



2. DETERMINATION OF QUORUM		
<p>a. A minimum of 4 members;</p> <p>b. Worker representatives (faculty and staff workers who do not exercise managerial functions) and employer representatives (management workers who exercise managerial functions);</p> <p>c. At least half of the members must be worker representatives;</p>		
<p>Is there quorum for this meeting</p> <p><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></p>	<p>Yes</p> <input checked="" type="checkbox"/>	<p>No</p> <input type="checkbox"/>

3. APPROVAL OF PREVIOUS JOHSC MEETING MINUTES		
<p><i>(Statement to indicate minutes of previous meeting have been read & acknowledged and to record any corrections to it)</i></p>		
<p>• Move to adopt minutes. Moved by: <u>Diana Hastings</u> Seconded by: <u>Erika Dort</u></p> <p>• (List amendments to minutes)</p>		
<p>Are the minutes approved?</p>	<p>Yes</p> <input checked="" type="checkbox"/>	<p>No</p> <input type="checkbox"/>

4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA		
<p>Dustin – due to the new two week lock down, an “active in-person screening” was proposed. SRS is still waiting for official guidance from BC public health. This does not involve any kits, but rather just designating someone. Since there is not a lot of direction yet from the local government, Dustin will update us once they receive the updates.</p>		
4 A. REVIEW ACTIONABLE ITEMS FROM LST MINUTES (if applicable)		
<p><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></p> <p><input checked="" type="checkbox"/> No actionable items noted</p>		
<p>Is the agenda approved?</p>	<p>Yes</p> <input checked="" type="checkbox"/>	<p>No</p> <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

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
GI-FSC- 12/11/19	C	<p>WOOD Inspection Report</p> <ul style="list-style-type: none"> – As per Lief, Brandon was not able to complete didn't get chance to complete inspection on a small collection of offices in WOOD 			Was RF / IP



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"> - Lief – offices in Wood Science, not super urgent as no one is at the office - Holger suggested leave as RF until we can enter the building again <p><i>Updated from today's (Nov 10th) meeting:</i></p> <ul style="list-style-type: none"> - 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 - Annual inspections need to be done by JOHSC Members. Erika presented a list of Departments and suggested members to do the inspections (two people per department) - Diana – usually 2 people from committee, when we do inspections, we send email giving a week or 2, day we are coming which gives them time to tidy up (who does the inspections whould send the email) - David – currently not allowed to work on campus, as per Greg if David needs to get authorization for 1 day to just send his manager an email and complete the trainings. <p>Action Items:</p> <ul style="list-style-type: none"> - Brandon to complete when campus resumes normal operations (RF item) - Leslie and Erika to schedule the inspection and roughly set Jan 31, 2021 as a final date - Erika will send the new template from SRS 	<p>Lief Eriksen / Leslie Fernandez / Erika Dort</p>	<p>December 08, 2020</p>	
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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)

Item # (ED-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
ED-20/09/15		<p>Returning member Richard Hamelin training – update</p> <ul style="list-style-type: none"> - Richard will let Jennifer know when he completes the Part 2 training <p>Action Item:</p> <ul style="list-style-type: none"> - Richard to complete the JOHSC Fundamentals Part 2 	Jennifer Lim	February 16, 2021	RF

* 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"> - Push back to December - Dustin (no update yet) <p>Action Item: Dustin to complete the first aid risk assessment</p>	Dustin Szeto	TBD	IP
NB-20/02/25-05	C	<p>Field and Safety Issue</p> <ul style="list-style-type: none"> - 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 	Holger Griess / Leslie Fernandez / Natasha Thompson	December 08, 2020	RF



8. ONGOING BUSINESS – Status of Action Items

		<ul style="list-style-type: none">- Holger points out FoF has proper field safety guidelines, but departments handle it themselves- 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- Natasha and Holger agrees we need someone with field experience so the guidelines will be useful and not more paperwork.- Diana wanted to know if it can be somebody who is part of the field teams to head the collaboration?- 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- Andrew and Holger can list “risks” that can be encountered- By gathering information from all depts.- 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.- Diana asked if there are ways to extract some of the information from the Field Safety plan?- 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			
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8. ONGOING BUSINESS – Status of Action Items

		<p>experiences, what are the resources available like the embassy etc)</p> <ul style="list-style-type: none">- 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- 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- Diana, other faculties have some information, maybe we can learn from them. Rob agrees Geology, Geography, LFS comes to mind- Holger – we can also have a mandated “feedback loop” for students too, their input according to their experience.- 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- 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- 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			
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8. ONGOING BUSINESS – Status of Action Items					
		<ul style="list-style-type: none"> - 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 - 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 - Rob- WOOD has guidelines in place but very Lab focused- not field. WOOD needs more field-based concerns <p>Action Item:</p> <ul style="list-style-type: none"> - 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 - Leslie – will touch base with Andrew, Suzie, Rob Guy If anyone knows anyone who can help please advise the committee 			
NB-20/09/15-03-C		<p>Mobile App for Working Alone update</p> <ul style="list-style-type: none"> - Dustin - No update yet, will let us know once he receives any news 	<i>Dustin Szeto</i>	TBD	RF
NB-20/10/13-05		<p>December JOHSC Meeting</p> <ul style="list-style-type: none"> - Attendance will meet quorum based on the members who accepted the December invite (15 in total with at least 9 worker reps and 2 employer reps confirmed) <p>Action Item: No further action required</p>	<i>Jennifer Lim</i>		C



* 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						
<ul style="list-style-type: none"> 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-/20/11/10-01		<p>Discussion on communication of work orders in FSC</p> <ul style="list-style-type: none"> - With Building Operations and contractors alike entering labs without prior notice, occupants feel unsafe - This also poses danger to the safety and health of the individuals who are entering the labs without knowing the chemicals involved in experiments - Natasha proposed a “red door” have a concrete list of people who don’t want to let people in without permission but this is only for people who want to be contacted prior to people coming (require permission) - Erika – should we implement this with the whole Faculty or within our department? - Dustin, it really depends on how your department want to implement the system in their labs - Diana suggested to have a floor map with a list (PIs of the lab spaces) admins should to know which lab space is off 				



10. NEW & OTHER BUSINESS					
		<p>limits without notice. An example is when Building Ops need access to labs, they need to have the lab clearance form. Currently, locksmiths are part of Parking and Access, not Building Ops. They may need to be informed of the lab clearance requirement.</p> <ul style="list-style-type: none"> - Diana mentioned WOOD is clear on which labs should be listed, there are signs on the doors with the PI's contact #s. FCS – should probably make this part of FCS annual inspection, to update the contact #s posted on the doors and remove the old signs that are irrelevant so people pay attention. - Diana explained that usually, it is the PIs / researchers who put in a request with the admins, therefore is aware through coordination that maintenance or service is scheduled - Committee decided this must be addressed by the departments. <p>Action Item:</p> <ul style="list-style-type: none"> - None for now, this will be handled by the FCS department 	<i>Erika Dort</i>		C
<i>NB-/20/11/10-02</i>	<i>Was #126865 & 126853 – 20/10/05</i>	<p>AFRF ERP and SWP update</p> <ul style="list-style-type: none"> - Kylie was unable to attend, something came up. This will be taken up on the next meeting. 	<i>Kylie Green / Jennifer Lim</i>	<i>December 08, 2020</i>	RF
<i>NB-/20/11/10-03</i>		<p>Parent Plan links are available on SRS site</p> <ul style="list-style-type: none"> - Visit the SRS site to view all the UBC Faculty Parent plans 	<i>Jennifer Lim</i>		C
<i>NB-/20/11/10-04</i>		<p>COVID-19 and Contact Tracing</p> <ul style="list-style-type: none"> - FAQ is available on the SRS website 	<i>Jennifer Lim</i>		C



10. NEW & OTHER BUSINESS					
		<ul style="list-style-type: none"> - What is the notification process for confirmed cases of COVID-19? - What is contact tracing? - What is UBC's process for contact tracing? - What are the stages involved in contact tracing? 			
NB-/20/11/10-05		<p>Flu Clinics</p> <ul style="list-style-type: none"> - Nationwide there is shortage of flu vaccine, if you are working at UBC you can get the flu vaccine from local pharmacies - Website on UBC for those not presently working on campus (Shopper's Drugmart) high demand, important to get the flu shots this year, symptoms are very similar to COVID 19 	David Aquino		C
NB-/20/11/10-06		<p>Fitting in Movement</p> <ul style="list-style-type: none"> - Reminders that we have to get up and stretch while working from home 	Erika Dort		C
NB-/20/11/10-07		<p>WorkSafeBC Inspection Reports (IR)</p> <ul style="list-style-type: none"> - There were 2 inspection reports <ol style="list-style-type: none"> 1. Acts of refusal for unsafe work was in the report 2. Reminders on reporting incidents within 48 hours 	Diana Hastings		C

A) NEXT MEETING	
Date:	Tuesday, December 08, 2020
Time:	2:00pm
Location:	Zoom



B) MEETING ADJOURNED	
Time:	2:45 pm

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)