



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: University Administrative Units JOHSC

Worker Co-Chair: Jarrad Wiens
Employer Co-Chair: Grant Miller (Meeting Chair)

Date: March 23, 2021

Time: 9:04 am
Location: Zoom

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
Jarrad Wiens	AAPS	Center for Teaching, Learning & Technology	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick Wong	AAPS	Building Operations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scottford Price	AAPS	Enrolment Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sarah Henderson	AAPS	Faculty of Graduate & Postdoctoral Studies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jed Cheng	CUPE 2950	Financial Operations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lily Liew	CUPE 2950	Office of Research Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Steve Bohnen (Alternate)	CUPE 116	Campus Security	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Harley Sandhu	CUPE 116	Campus Security	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laurie Milne (Alternate)	CUPE 2950	Faculty of Graduate & Postdoctoral Studies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Steven Lee (Alternate)	AAPS	Infrastructure Development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jane Wood (Alternate)	AAPS	Privacy and Information Security Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



Employer Representatives	Work Location	Present	Regrets	Absent
Grant Miller	Campus & Community Planning	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dianna DeBlaere	Development & Alumni Engagement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Glynis Knowlden (Alternate for Dianna DeBlaere)	Development & Alumni Engagement	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Debbie Wilson	Pensions, Human Resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ingeborg Brown	Financial Operations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Resources/Guests	Work Location	Present	Regrets	Absent
Teela Narsih (Resource)	Safety & Risk Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jamie Ma (Recording Secretary)	Extended Learning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* (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 <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"/>
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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)

<ul style="list-style-type: none"> • Move to adopt minutes. Moved by: <u>Scottford Price</u> Seconded by: <u>Debbie Wilson</u> • (List amendments to minutes) 		
Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

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4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

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

Is the agenda approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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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)

(* 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
127373 (127372)	C	<u>Fume hood spill in Chemical and Biological Engineering building</u> Completed action items and detailed report. The JOHSC has no further comments.	-	-	C
127432 (127424)	C	<u>Bike patrol officer cycling collision</u> Other than the need to fix gendered language in the report, the JOHSC has no further comments or actions to recommend.	-	-	C



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-LEAR-21/02/16	C	The JOHSC has no further comments.	-	-	C
GI-FNHL-Longhouse-21/02/28	C	Fire extinguishers are in place but expired so an inspection is needed. The JOHSC has no further comments.	-	-	C
GI-Thea Koerner House Addition-21/01/27	C	The JOHSC has no further comments.	-	-	C

* 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-20/12/15-02	C	<u>JOHSC Additional 8 Hours of Training</u> <u>March 2021</u> No updates. <u>Feb 2021</u> Scottford completed the updated SVPRO training in February. <u>Jan 2021</u> No updates. <u>Dec 2020</u> The following members have completed these webinars.	All JOHSC members	April 27, 2021	IP



7. REVIEW EDUCATION AND TRAINING					
		<p>Scottford: Digital eye strain training webinar Steven: Home office ergo</p> <p>This item will be kept open until the end of the evaluation year (April 2021).</p> <p><u>Action Item:</u> JOHSC members to review the website https://safetycommittees.ubc.ca/safety-day/ and next month we will document which members have completed any additional 8 hours of training.</p>			
ED-21/01/26-01	C	<p><u>Harley's Training</u> <u>March 2021</u> No updates.</p> <p><u>Feb 2021</u> He is currently at training so he will update the JOHSC next month.</p> <p><u>Jan 2021</u> Deadline is May 24, which is 6 months from when he first joined the JOHSC on November 24. He has enrolled in part 2 of the course.</p>	Harley Sandhu	April 27, 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-20/10/27-11	C	<p><u>Status of Annual Inspections - March 2021 Update:</u></p> <p><u>Cecil Green Park House/Park Coach House:</u></p>	Specific JOHSC members	April 27, 2021	IP



8. ONGOING BUSINESS – Status of Action Items

		<p>Patrick did an inspection last week. There was no safety board at Cecil Green Park House, so it is recommended for one to be raised there in a common place. Access to the building is limited due to COVID, even with master keys. This can be an issue if there is an emergency requiring first aid response, even though so far, delay in responses have not been an issue. There are no changes for the Park Coach house. Patrick will upload the GI's on SharePoint.</p> <p><u>TEF buildings and Wesbrook Village:</u> Ingeborg not present, no updates.</p> <p><u>First Nations Longhouse:</u> Inspection is complete.</p> <p><u>Leon and Thea Koerner House</u> Inspection is complete.</p> <p><u>Orchard Commons:</u> Steve did the inspection in Feb but has not uploaded report to SharePoint yet.</p> <p><u>Ponderosa Annex B and F:</u> Jarrad reached out to LST again so inspection is pending. There may be a few workers working there. Jarrad will reach out to Jane Wood to confirm.</p> <p><u>Alumni Centre:</u> Dianna will ask a worker to do it sometime this month.</p> <p><u>St. John's College</u> Still outstanding, but Patrick will go and do it with the 1 member.</p>			
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8. ONGOING BUSINESS – Status of Action Items					
		<p>See previous minutes for updates between Nov 2020 – Feb 2021</p> <p><u>Oct 2020</u> Annual inspections of areas occupied on campus by units under the JOHSC should take place once during the evaluation year (May 2020 – April 2021). Only those who are already working on campus will conduct these inspections.</p>			
126282 (126259) 2020-02-21	C	<p><u>Head hit on low shelf</u> <u>March 2021</u> Will refer forward until we return to campus.</p> <p><u>Feb 2021</u> The JOHSC decided to refer this item forward.</p> <p><u>Action Item:</u> Sarah Henderson to update the Committee on the progress of the service request.</p> <p><u>Dec 2020 Update:</u> Everyone is working remotely, so February would be more reasonable to provide an update.</p> <p><u>Please see previous meeting minutes from April to November for updates.</u></p> <p><u>March 2020:</u> Employee was photocopying items, bent down to shred confidential paperwork and hit the head on a low shelf when they stood up. There was signage cautioning staff to watch their head. A service request has been submitted to building operations.</p>	Sarah Henderson	September 2021	RF



8. ONGOING BUSINESS – Status of Action Items					
		<p><u>Action Item:</u> Sarah Henderson to update the Committee on the progress of the service request.</p>			
126247 (126243) 2020-02-19	C	<p><u>Stool Collapsing</u></p> <p><u>Nov 2020 Update:</u> Need to be tabled since Steven can't go in to look at the stools. Will need to meet with lab supervisor to see how the space is being used as well with the height-adjustable stools.</p> <p><u>Please see previous meeting minutes from March to April for updates.</u></p> <p><u>March 2020:</u> Stool collapsed when worker was sitting on it while collecting chemicals. Worker managed to grab onto counter to limit falling to the ground. The incident was due to the stool reconfiguring spontaneously and it was noted that this had happened before.</p> <p>The Committee was informed that the stool was poorly designed and there could be others in use on campus.</p> <p><u>Action Item:</u> Steven Lee to find out the locations of the same stools on campus from procurement or vendor information and to provide more details at the next meeting for further discussion.</p>	Steven Lee	April 2021	RF
NB-20/12/15-07	C	<p><u>JOHSC Goal – Unified communications to promote health and safety</u></p> <p><u>March 2021</u> JOHSC members were provided an opportunity to provide their feedback on the draft communication. Comments were incorporated. The communication is now ready to be sent out.</p>	Grant and Dianna	April 27, 2021	IP



8. ONGOING BUSINESS – Status of Action Items

	<p><u>Action Item:</u> Grant to send out the communication email</p> <p><u>Action Item:</u> Dianna to confirm if the DAE contacts listed on the UADM units contact list are appropriate to be receiving the JOHSC communication.</p> <p><u>Feb 2021</u> Jarrad presented a draft version of the email to be sent out to all the units who fall under the UADM JOHSC. Lily will create a google document and distribute the link so all committee members can comment on specific changes. The google document will remain open for one week. The goal is to have the co-chairs send the email before the next meeting.</p> <p><u>Action Item:</u> The JOHSC to edit the document and give feedback in the next week.</p> <p><u>Jan 2021</u> The goal is to promote our profile and improve our alliances and communications with administrative staff. A list of contacts for all UADM units has been compiled.</p> <p>The JOHSC discussed some ideas, such as a regular email newsletter communication, maybe quarterly during the pandemic, and then twice a year. This should help workers to be more cognizant of the JOHSC level work. There is concern about content being redundant/recycled from other avenues. But it can be helpful to see things multiple times as a reminder.</p> <p>A suggestion for the best times to distribute this email is February, May and August, targeting things like slips/falls, lead time before events like ShakeOut and Safety Day, and pre-fall term thefts.</p>			
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8. ONGOING BUSINESS – Status of Action Items					
		<p><u>Action Item:</u> Grant to work with Teela and Jarrad for an initial communication before our next meeting.</p> <p><u>Dec 2020</u> This goal will be discussed at the next meeting.</p> <p><u>Action Item:</u> Create a unified communications plan to promote health and safety in areas under UADM JOHSC scope.</p>			
NB-20/12/15-08	C	<p><u>JOHSC Goal - Educate workers about incident/accident investigations</u></p> <p><u>Feb 2021</u> The JOHSC feels that meeting this goal by April is not timely as most workers have not returned to campus yet.</p> <p><u>Action Item:</u> The JOHSC will aim to get some sort of communication out in May, or after the university makes their return to campus announcements for fall.</p> <p><u>Jan 2021</u> The JOHSC discussed that it would be a good thing to review what CAIRS is on the email for the item above.</p> <p><u>Action Item:</u> Grant to work with Teela and Jarrad for an initial communication. It will include educating workers about the importance of incident/accident investigations and timely reporting.</p> <p><u>Dec 2020</u> This goal will be discussed at the next meeting.</p>	Co-chairs	June 2021	RF



8. ONGOING BUSINESS – Status of Action Items					
		<u>Action Item:</u> Educate workers about importance of incident/accident investigations and timely reporting.			
NB-21/01/26-07	C	<p><u>Building re-opening</u> <u>March 2021</u> The JOHSC would like to revisit this next month, with the goal of promoting/revealing JOHSC work. This item may be renamed to “return to on-campus work” rather than something building focused.</p> <p><u>Feb 2021</u> No updates.</p> <p><u>Jan 2021</u> Suggesting an email package to units who slowly return to campus, which will include timely and helpful resources. As buildings are re-opening, there was a suggestion that the JOHSC sends a “welcome” email.</p> <p><u>Action Item:</u> The JOHSC to discuss the idea of sending out a welcome email to buildings that are opening up again.</p>	Co-chairs	April 27, 2021	IP
NB-21/02/23-06	C	<p><u>CTLT concern for working alone</u> <u>March 2021</u> A document was circulated to the JOHSC describing the CTLT Working Alone program. The JOHSC reviewed the plan and agreed with the check-in interval identified.</p> <p><u>Feb 2021</u> The committee did not have time to discuss this so it will be discussed next month.</p>	-	-	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
IR#202117752008A	E	<p><u>Forestry High Risk Strategy</u> A WSBC officer inspected the falling activities at 150 Mile House (UBC is the licensee/owner for this work site) and discussed various regulatory requirements pertaining to falling of trees.</p> <p>Reminder for supervisors to be aware of and compliant with regulations surrounding their work. Safety Supervision at UBC details the responsibilities of a supervisor and how they are carried out.</p> <p>All workers should be aware of how to contact first aid (For Point Grey Campus: 604-822-4444, or 2-4444 from a university landline). Questions around First Aid? Visit https://srs.ubc.ca/health-safety/safety-programs/first-aid/</p>	-	-	-	C

* 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-21/03/23-01	E	JOHSC/LST Training	-	-	C



10. NEW & OTHER BUSINESS					
		The JOHSC and LST training were unavailable for a short period of time but both courses have been updated and are available using the hyperlinks provided.			
NB-21/03/23-02	E	<p><u>Electrical Panel Clearance</u> Building Operations’ crews have noticed during their regular electrical infrastructure inspections, that in many buildings on campus the working space of 1 meter is not being maintained in front of electrical panels.</p> <p>Awareness to JOHSC/LST and contact facility managers if the required 1 meter is not being maintained. The JOHSC suggests putting a sign or taping boundaries on the floor to give 1 meter clearance (not directly on the panel).</p>	-	-	C
NB-21/03/23-03	E	<p><u>Wearing Non-Medical Masks in Shared Vehicles</u> UBC recognizes some employees rely on carpooling to come to campus. If you need to carpool, please follow these guidelines from the BC Centre for Disease Control. If using shared vehicles while at work, follow the COVID-19 Use of Shared UBC Vehicle Guidelines.</p>	-	-	C
NB-21/03/23-04	E	<p><u>TDG Alert for UBC to participate in Zoom’ inspections of locations that ship or receive Dangerous Goods</u> The JOHSC has no further comments.</p>	-	-	C
NB-21/03/23-05	E	<p><u>Terms of Reference</u> Scottford moves to approve, seconded by Steven. It was unanimously approved with a small change of removing “Donald Rix” as the location and replacing with Zoom.</p>	-	-	C
NB-21/03/23-06	E	<u>Inspection Trends for the last year (May 2020 – March 2021):</u>	-	-	C



10. NEW & OTHER BUSINESS					
		<p>Fire alarm trend: drills were put on hold because of COVID but can begin to resume next month.</p> <p>Airflow is another trend, with major temperature fluctuations. This is just an observation as the JOHSC acknowledges that it is difficult to address this.</p>			
NB-21/03/23-07	E	<p><u>Incident Investigation Trends:</u> The JOHSC has noticed more incidents involving benches that trip people, and lab accidents. Both of these types of incidents are related to personal distraction. This is also a good reminder to offer first aid, even if you don't necessarily call.</p>	-	-	C
NB-21/03/23-09	E	<p><u>New SRS resource</u> Amber Maret will be joining the the JOHSC meeting next month, as Teela will no longer be the resource for this JOHSC.</p>	-	-	C

*NB – New Business

11. NEXT MEETING	
Date:	April 27, 2021
Time:	9:00 am
Location:	Zoom

12. MEETING ADJOURNED	
Time:	9:53 am

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
- Posted on any Safety Bulletin Boards (if applicable)