



## Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Faculty of Education JOHSC

Worker Co-Chair: Vicki Domansky  
Employer Co-Chair: David Sequeira

Date: April 1<sup>st</sup> 2021

Time: 9:00am – 10:00am  
Location: Zoom (virtual meeting)

### 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
Silvia Almanza Alonso	CUPE 2950	Scarfe ECPS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Frederick Brown	CUPE 116	Scarfe EDCP	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vicki Domansky	CUPE 2950	Scarfe PDCE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Matthew Duckworth	AAPS	Scarfe TEO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dr. Edward Kroc	FA	Scarfe ECPS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dr. Douglas Adler	FA	Scarfe EDCP	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dr. Ali Abdi (A)	FA	Ponderosa	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Justine Huang (A)	CUPE 2950	Scarfe ECPS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dr. Kim Zebehazy (A)	FA	Scarfe ECPS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Employer Representatives	Work Location	Present	Regrets	Absent
Katy Ellsworth	DNSO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Sequeira	DNSO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anna Bin (A)	DNSO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Halton Lin (A)	KIN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shermila Salgadoe (A)	EDST	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Resources/Guests	Work Location	Present	Regrets	Absent
Teela Narsih	SRS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Faustina Cheung (Administrator)	DNSO	<input type="checkbox"/>	<input checked="" 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

*\* 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.*

Yes

No

## 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: Matthew Duckworth Seconded by: Katy Ellsworth

Are the minutes approved?

Yes

No

## 4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA



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

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

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)

Item # (Use CAIRS Incident ID # and Incident Date)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
		No CAIRS reports between March 25 <sup>th</sup> and April 28 <sup>th</sup> 2021			

#### 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

#### 7. REVIEW EDUCATION AND TRAINING

Item # (ED-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status



\* 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-20/10/01-07	C	<p><u>School of Kinesiology Intermediate Safety Plan</u></p> <p>Update April 2021</p> <ul style="list-style-type: none"> <li>- <b>ACTION:</b> Halton will work with Huda Hamze, the new Manager for Administration and Finance at KIN, to continue developing the safety plan. Halton would like to have Huda cc'd on future JOHSC emails.</li> </ul> <p>March 2021</p> <ul style="list-style-type: none"> <li>- Halton informed David he was not involved in crafting the Safety Plan; David shared the most up-to-date plan he had</li> <li>- Amy sent Teela a version of the KIN plan, which is the same one that David shared with Halton</li> <li>- <b>ACTION:</b> Halton will work with the new Manager of Finance and Administration in Kinesiology to complete the plan</li> </ul> <p>February 2021</p> <ul style="list-style-type: none"> <li>- There are no updates on the safety plan at this time</li> <li>- <b>ACTION:</b> David will reach out to Halton Lin in lieu of Amy's departure from the Faculty</li> </ul> <p><i>See previous minutes for details between January 2021 and November 2020</i></p> <p>October 2020</p> <ul style="list-style-type: none"> <li>- Plan has been drafted and sent to SRS for comments. Final edits need to be made</li> <li>- Signage not posted yet as was pending approval of KIN Safety Plan</li> </ul>	Halton Lin and Huda Hamze	May 2021	IP



8. ONGOING BUSINESS – Status of Action Items

		<b>ACTION:</b> Amy to make the edits and then submit the plan to the JOHSC for review			
NB-20/10/01-08	C	<p><u>Early Childhood Education (ECE) Child Plan</u> Update April 2021</p> <ul style="list-style-type: none"> <li>- Vicki sent the plan to Teela and she provided comments.</li> <li>- <b>ACTION:</b> Vicki had sent regrets for this meeting. An update will be sought at the next meeting.</li> </ul> <p>March 2021</p> <ul style="list-style-type: none"> <li>- Vicki integrated documents into plan from Teela’s guidance documents; Drs. Ford and Berger are now reviewing</li> <li>- <b>ACTION:</b> Vicki will be sending the document to Teela before sending it to the Dean, Katy, and David for review</li> </ul> <p>February 2021</p> <ul style="list-style-type: none"> <li>- Vicki shared her screen with the Unit Safety Plan to review the plan with JOHSC members</li> <li>- <b>ACTION:</b> Vicki will be submitting the plan to SRS for review; Teela offered to send some helpful guidance documents that have been developed for co-op and practicum students. Information from these documents can be incorporated into the ECE plan</li> </ul> <p><i>See previous minutes for details between January 2021 and November 2020</i></p> <p>October 2020</p> <ul style="list-style-type: none"> <li>- ECE Practicum plan status in flux; Dr. Berger and Dr. Ford leading creation of plan</li> </ul>	Vicki Domansky	May 2021	IP



8. ONGOING BUSINESS – Status of Action Items

		<ul style="list-style-type: none"> <li>- <b>ACTION:</b> Vicki to provide update on ECE Practicum plan at the next JOHSC</li> </ul>			
NB-20/11/05-02	C	<p><u>Interim and Alternate Floor Wardens for Neville Scarfe and Education Spaces at Ponderosa Commons North</u></p> <p>Update April 2021</p> <ul style="list-style-type: none"> <li>- David amended the SCRF BERP to include the COVID-19 Building Evacuation Amendment and the pause on floor warden coverage</li> <li>- <b>Committee decided that the Fire Safety Plan by SHCS will be used instead of preparing a BERP for the PCN building.</b></li> <li>- <b>ACTION:</b> David to email SCRF BERP and PCN’s Fire Safety Plan to the Faculty of Education members that occupy those buildings.</li> </ul> <p>March 2021</p> <ul style="list-style-type: none"> <li>- The decision to put a request for floor wardens is currently on hold; these updates have been made in the BERP and shared with Admin Managers</li> <li>- With the request for floor warderns on hold, David does not need to connect with other user groups (SHCS) for PCN’s BERP at the moment</li> <li>- <b>ACTION:</b> David to confirm BERPs for SCRF and PCN have an amendment to include COVID 19 information (ie. social distancing, pause on floor warden requests)</li> </ul> <p>February 2021</p> <ul style="list-style-type: none"> <li>- David has not sent the emergency procedures to those that have requested access to campus because the document that lists identified individuals requesting access has not been finalized</li> <li>- Ponderosa Commons did not have a BERP on file because of the shared space it occupies with SHCS</li> </ul>	David Sequeira	May 2021	IP



8. ONGOING BUSINESS – Status of Action Items

		<ul style="list-style-type: none"> <li>- <b>ACTION:</b> David and Teela to reach out to SHCS counterparts to create a BERP for Ponderosa Commons North (PCN) and will send information to individuals working on campus, at PCN.</li> <li>- David shared his screen to review the Scarfe (SCRF) BERP; changes were made to the template and floor warden information of the primary buildings</li> <li>- <b>ACTION:</b> David to send emergency procedure information, and floor warden information to those that access the SCRF building</li> </ul> <p><i>See previous minutes for details between January 2021 and December 2020</i></p> <p>November 2020</p> <ul style="list-style-type: none"> <li>- Occupancy is currently at 30% and faculty members are continuing to access the building on a recurring basis</li> <li>- Two WorkLearn Facility Assistants are current interim floor wardens</li> <li>- <b>ACTION:</b> David requesting Admin Managers to identify faculty members as Floor Wardens and secondary Floor Wardens, and to complete online training</li> </ul>			
NB-20/07/02-02	C	<p><b><u>Conducting general Inspections</u></b></p> <p>Update April 2021</p> <ul style="list-style-type: none"> <li>- David and Halton completed the inspection for the Osborne 1 and 2, they found a table in the way of a fire door and expired fire extinguishers, the table has been removed and UBC Building Ops is working with a third-party to service the fire extinguisher on April 8<sup>th</sup>.</li> <li>- <b>ACTION:</b> David to provide an update on the servicing of the fire extinguisher.</li> <li>- <b>ACTION:</b> David to add deficiencies to the excel tracking sheet created in February so that the committee can easily identify trends</li> </ul> <p>March 2021</p>	David Sequeira	May 2021	IP



8. ONGOING BUSINESS – Status of Action Items

		<ul style="list-style-type: none"> <li>- David shared his screen with the Excel spreadsheet of the common areas that were inspected</li> <li>- Items are being completed based on priority; 3 items since last month are complete, while 2 are in progress</li> <li>- Several fire extinguishers are expired/ will expire September 2021; UBC SRS has asked us to keep them until a new shipment arrives</li> <li>- <b>ACTION:</b> Halton and David are meeting on March 10<sup>th</sup> to inspect Osborne 1 and 2</li> </ul> <p>February 2021</p> <ul style="list-style-type: none"> <li>- Sections A, B, C and D completed by David, his two work learn assistants and Fred Brown for common work spaces listed in January 2021 update below</li> <li>- David created an overview tracking sheet of items that require actions to be completed and the committee reviewed this sheet (ie. replacing exit signage light bulbs)</li> <li>- Action items are being followed up by David’s work learn assistants; however, they only work twice a week, so completion will take time</li> <li>- <b>ACTION:</b> David will share the spreadsheet with the committee as items are updated</li> <li>- <b>ACTION:</b> David to reach out to Halton to conduct general inspections of KIN spaces and provide an update</li> </ul> <p><i>See previous minutes for details between January 2021 and December 2020</i></p> <p>July 2020</p> <ul style="list-style-type: none"> <li>- General inspections in occupied areas on campus should be carried out by JOHSC/LST members already on campus; there should be no special trips to campus in order to carry out inspections</li> </ul>			
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**8. ONGOING BUSINESS – Status of Action Items**

		<ul style="list-style-type: none"> <li>- <b>ACTION:</b> Amy to make alternate arrangements for individuals occupying KIN space resuming research to submit a completed checklist to the JOHSC/LST, using general inspection templates found on <a href="http://safetycommittees.ubc.ca">safetycommittees.ubc.ca</a></li> </ul>			
NB-21/03/04-06	C	<p><b>EPSE 514 Safety Plan Review</b> Update April 2021</p> <ul style="list-style-type: none"> <li>- Kim Zebehazy sent safety plan to Teela and Katy for review and now the plan has been approved by Katy and the Dean.</li> </ul> <p>March 2021</p> <ul style="list-style-type: none"> <li>- Kim Zebehazy shared her screen for the course she is teaching for a general review of the safety plan before sending to the Dean</li> <li>- EPSE 514 requires students to work indoors, blindfolded as a class activity and was delayed for a year due to COVID; would be appreciated to teach this course and not delay her students another year</li> <li>- JOHSC members noted that The safety plan needs to be made readily accessible</li> <li>- David noted Classroom Services is a good resource for aligning plans that require classroom use</li> </ul> <p><b>ACTION:</b> Kim to make revisions to her safety plan, send to Teela for review, made additional changes before sending to Katy and the Dean for review</p>	N/A	N/A	C

\*NB – New Business

**9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)**

Item # <i>(use Recommendation or Report #)</i>	Priority	Discussion and/or Action Items	Date of Issue	Date to be Completed	Status
		-			

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



10. NEW & OTHER BUSINESS					
Item # (NB-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
NB-21/04/01-01	E	<u>Resumption of Fire Drills</u> Update April 2021 <ul style="list-style-type: none"> <li>- Annual fire drills in occupied buildings on campus are being resumed</li> <li>- Non-medical masks must be worn during the drills</li> <li>- Questions about conducting fire drills can be directed to <a href="mailto:safety.programs@ubc.ca">safety.programs@ubc.ca</a></li> <li>- In an actual emergency event, as stated in the <a href="#">BERP Amendment</a>, physical distancing is not required as the primary objective is to ensure all occupants evacuate the building in a swift and orderly fashion</li> <li>- <b>ACTION:</b> David to work with UBC Fire Life and Safety to schedule a fire drill for SCRF.</li> <li>- <b>ACTION:</b> David to also reach out to SHCS about their plans to conduct a fire drill for PCN, this year.</li> </ul>	David Sequeira	May 2021	IP
NB-21/04/01-02	E	<u>Respirator Fit Testing Course Live April 1</u> Update April 2021 <ul style="list-style-type: none"> <li>- Prior to using any tight-fitting respirators, a fit successful fit test must be completed as per WorkSafe BC regulations.</li> <li>- SRS will re-launch an online registration system for enrolling through <a href="#">WPL</a>.</li> </ul>	N/A	N/A	C
NB-21/04/01-03	E	<u>CAIRS</u> Update April 2021 <ul style="list-style-type: none"> <li>- CAIRS support and instructional downloads are now available <a href="#">online</a> to assist CAIRS Administrators and Supervisors with understanding CAIRS</li> <li>- For continued support, email <a href="mailto:ubc.cairs@ubc.ca">ubc.cairs@ubc.ca</a></li> </ul>	N/A	N/A	C
NB-21/04/01-04	E	<u>Substance use or Addictions</u>	N/A	N/A	C



10. NEW & OTHER BUSINESS					
		Update April 2021 - HR is <b>piloting</b> two programs that promote employee health and wellbeing, providing funded treatment for problematic substance use or addictions			
NB-21/04/01-05	E	<u>Day of Mourning – April 28</u> Update April 2021 - Across Canada, April 28 has been designated as the Day of Mourning for those who have lost their lives to work related incidents or occupational disease - Visit <a href="https://www.dayofmourning.bc.ca/">https://www.dayofmourning.bc.ca/</a> on April 28 <sup>th</sup> at 10:30 a.m. for a moment of silence	N/A	N/A	C

11. NEXT MEETING	
Date:	Thursday, May 6 <sup>th</sup> 2021
Time:	9:00 – 10:00am
Location:	Zoom (virtual meeting)

12. MEETING ADJOURNED	
Time:	9:21 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](mailto:ubcsafety.committee@ubc.ca)
- Posted on any Safety Bulletin Boards (if applicable)