



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Faculty of Land and Food Systems

WorkerCo-Chair: Patrick Leung*
Employer Co-Chair: Andy Jeffries

Date: April 1, 2021

Time: 11:00 am
Location: Zoom Meeting

AGENDA:

<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	Not Needed
Sylvia Leung	Management & Professional	MCML	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick Leung	Management & Professional	FNH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deborah Wang (A)	CUPE 2950	MCML	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Virginia Frankian	CUPE 2950	FNH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Derek Dee	Faculty Association	FNH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Andy Black	Faculty Association	MCML	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jaylin Melnichuk	Farm Workers	UBC Farm	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tim Carter (A)	Farm Workers	UBC Farm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Baohua Wang	Non Union Tech & Research Associates	MCML	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Barbara Stefanska (A)	Faculty Association	FNH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Employer Representatives	Work Location	Present	Regrets	Absent	Not Needed
Andy Jeffries	MCML	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edmund Seow	MCML	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lisa Palmer (A)	FNH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Guests	Work Location	Present	Regrets	Absent	Not Needed
Peter Joseph	RMS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lewis Fausak	NUT	<input checked="" type="checkbox"/>	<input 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"/>

3. APPROVAL OF PREVIOUS JOHSC MEETING MINUTES		
<i>(Statement to indicate minutes of previous meeting have been read & acknowledged and to record any corrections to it)</i>		
<ul style="list-style-type: none"> Move to adopt minutes. Moved by: <u>AJ</u> Seconded by: <u>VF</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		
<ul style="list-style-type: none"> (List additional agenda items) 		
4 A. REVIEW ACTIONABLE ITEMS FROM LST MINUTES (if applicable)		



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
<i>E.g. 119975-19/09/13</i>		<i>Enter any information relevant to the incident/accident, actions to be taken by the JOHSC, recommendations etc.</i>			
124132-20/12/07	B	Gas valve in the FNH 290 lab in the 2nd row of benches from east mall road was open overnight. Lab ventilation is quite strong and was able to clear the gas. A refresher training will be organized at the beginning of each semester to ensure revision of gas leaks, spills, and other safety protocols. Signage will also be updated near gas valves, review with lab members that contacting 911 to assess gas levels is possible. Email various PI's in LFS about these safety measures. AJ will follow up with supervisors to make sure they are completed and mark on CAIRS report. Corrective actions completed but not submitted to CAIRS, will complete today.	AJ	May 6, 2021	IP



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
127253-21/0125	C	A student injured their finger after field sampling, used a pair of metal clippers to crush ice used to keep samples cool. They were unable to receive medical attention quickly, so received first aid from an administrator. Then went back to a hospital afterward for rebandaging and tetanus shot. AJ to follow up with supervisors and to general users about training, field safety plan, work alone policies (checking in with supervisors), and proper tools. Corrective actions are noted, but not updated or completed yet.	AJ	May 6, 2021	IP
127490-21/03/23	C	Student was changing a lightbulb and it broke in their hands. The light was unplugged, but they received a shock from residual charge. Student called supervisor and they sought first aid. Preliminary actions and corrective actions have been noted, but the LST has suggested some changes. Was suggested to use puncture resistant gloves, safety goggles, suggest protocols for allowing discharge, find out how long the worker had been in the lab to determine root cause and if a hospital visit was necessary, and if a dedicated personnel was responsible. A stop work on the equipment until an SOP has been developed and reviewed by a member of the JOHSC (AJ/PL).	AJ/PL	May 6, 2021	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)
<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><i>MacMillan:</i></p> <ul style="list-style-type: none"> - General inspection was completed and nothing needed to be raised to the JOHSC. <p><i>FNH:</i></p> <ul style="list-style-type: none"> - General inspection was completed, PL will summarize the document and raise any concerns at next JOHSC meeting. However, so far there hasn't been anything raised. <p><i>UBC Farm</i></p> <ul style="list-style-type: none"> - General inspection was completed in March, nothing needed to be raised to the JOHSC although there were several minor items to address. JM raised concern about the Forestry area at the UBC Farm and asked about who to contact about seeing if they have



6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)

completed their inspections. PJ mentioned their inspections should be on the JOHSC website. UBC Farm hired a landscape coordinator to help with some items on the general inspection.

Dairy Farm

- No inspections scheduled.

Item # (Use Inspection #)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
<i>E.g. GI-Rix-19/09/13</i>		<i>Enter any information relevant to the inspection, JOHSC action items, status of corrective actions, etc.</i>			

* 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)

- The date for Safety Day 2020 will be held on Tuesday October 6, 2020.

Item # (ED-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
<i>E.g. ED-19/09/19-01</i>		<i>New members are required to complete Part 1 & Part 2 of fundamentals training within 6 months of joining the committee, record the status of training until completed.</i>			

* 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
<i>E.g. ED-19/03/19-01</i>		<i>Add any additional relevant information pertaining to the status of this item – keep most recent information on top. If long list of details, older less pertinent information can be removed as it will have already been recorded in previous minutes</i>			



8. ONGOING BUSINESS – Status of Action Items					
NB-21/03/01-01	E	PL and AJ will come up with a JOHSC reminder template to remind supervisors after a CAIRS has been filed for their responsibilities, deadlines, etc. This will have a clear instructions and contacts for guidance. PL and AJ are working on the documents and will distribute at the next JOHSC meeting. PJ will send out information about what is sent from CAIRS to ensure there aren't too many emails sent out.	PL/AJ	May 6, 2021	C
NB-21/03/01-02	E	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. The relevant inspection checklists have been updated to emphasize the 1 meter clearance requirement. Please contact your Local LST if you have any questions. LF to distribute to LFS today.	LF	May 6, 2021	IP
NB-21/03/01-03	E	The BC Centre for Disease Control recommends the use of non-medical masks when people travel together in the same vehicles. While commuting to work is not considered a work task, 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 . LF to update on websites and LFS Today.	LF	April 1, 2021	C
NB-21/03/01-04	E	Transport Canada has notified Safety & Risk Services (SRS) of their intention to conduct "Zoom" inspections of UBC locations that ship or receive Dangerous Goods. These inspections can take place any time this year. If you are contacted and want SRS to attend as back-up, you can send a request to Janet.Hankins@ubc.ca . More information can be found in the attached pdf. LF to put into LFS Today.	LF	April 1, 2021	C
NB-21/03/01-05	E	Daylight Savings Time starts Sunday March 14 at 2:00am On March 14, set your clocks forward one hour. In anticipation of losing one hour of sleep, here are some tips to ease the effects of the switch: Rest up: Go to bed earlier to get your usual amount of sleep so you can be well rested and alert, Plan ahead: Give yourself extra time	LF	April 1, 2021	C



8. ONGOING BUSINESS – Status of Action Items					
		to drive to and from work especially during the Monday commute, Step up the safety: Take extra safety precautions on days following the switch to help avoid workplace incidents (Consider scheduling particularly hazardous work later in the week (where possible) after employees have had more time to adjust their sleep schedules). LF to put into LFS Today.			
NB-21/03/01-06	E	JOHSC needs to add site specific training for the gas and ventilation issues from the SRS report for each lab, and training is documented on TRMS (site specific training).	PL	May 6, 2021	IP
NB-21/03/01-07	E	Safety plan review document will be circulated at next LST meetings (MacMillan, FNH, and UBC Farm) in April for review updates and recommendations. Then report back at JOHSC in May.	AJ	May 6, 2021	IP
NB-21/03/01-08	E	JOHSC needs to find another member from the UBC Dairy Farm. PL will reach out to Mary Ann Nelson to see if she will join or if she knows someone that will be up for the position, maybe a grad student.	PL	May 6, 2021	IP
NB-21/03/01-09	E	JOHSC will send out yearly reminders to supervisors that complete field work to ensure they review Field Safety Plans with for their projects with students. This will be done in March of every year, prior to field work increasing. Template was updated with COVID safety information, so this was delayed, but will be sent out to LFS PI's.	AJ/LF	May 6, 2021	IP

* 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
E.g.: CODE-REC-2017-01		<i>For all JOHSC Formal Recommendation Letters and Regulatory Inspections (Provincial Regulators including but not limited to WorkSafeBC, and Federal Regulators including</i>				



9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
		<p><i>but not limited to Transport Canada). Note ALL Regulatory Inspections, even if issued to another department. Make sure to refer to any applicable incident, investigations or other related occurrences by item #. DO NOT MOVE OUT OF THIS SECTION – this section is to be used to ensure employer is responding within 21 calendar days. Once correspondence is complete item can be removed.</i></p> <p><i>NOTE: Item# that correspondence pertains to should remain in the “Ongoing Business” and updated with any additional information until fully resolved.</i></p>				
<p><i>E.g.:</i> IR-2019-08-08- #201913063011A</p>		<p><i>WorkSafeBC or Regulatory Correspondence: Provide a very brief summary and indicate any communication or corrective actions for the JOHSC. E.g. WorkSafeBCconfirmed an Employer Incident Investigation Report was received as required. No action required of the JOHSC.</i></p>				
<p>IR-2020-12-03- #202017748144A</p>	E	<p>Chemicals under pressure in the Chemistry A building in a fume hood caused a minor spill on the student which could have potentially resulted in an exposure: reminder that equipment being used in a fume hood must be kept at least 15cm (6 in.) from the opening face of the fume hood (OHSR 30.8 (9)), fume hood sash must be positioned to protect the upper body and face of a worker and at the marked height that maintains the average face velocity (OHSR 30.8 (2)). Information to be shared to PI’s with labs. PJ to locate a recommended fumehood checklist for PL to distribute and reviewed for next steps. LF to take the information from PJ to create a safe work procedure for LFS Today.</p>	LF	January 7, 2021	May 6, 2021	IP
<p>IR-2021-01-25- #202117752008A</p>	E	<p>Safety inspection at a forestry site at UBC some suggestions made in the report were: supervisors to be aware of and compliant with regulations surrounding their work, safety Supervision at UBC details the responsibilities of a supervisor</p>	LF	January 25, 2021	May 6, 2021	C



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

		and how they are carried out, and ensuring hazard Assessments, Risk Assessments and written safe work procedures exist where applicable and be periodically reviewed and updated. 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). Several action items are existing to work on these items. LF to communicate like to LFS Today.				
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* REC – Recommendation Letter *IR – WorkSafeBC Regulatory Inspection

10. NEW & OTHER BUSINESS

General discussion items (list actionable items below)

Recommended items to discuss at JOHSC/LST Meeting

Resumption of Fire Drills

UBC Fire Life and Safety (FLS) and Vancouver Fire and Rescue Services have both confirmed that UBC can resume the scheduling of annual fire drills in **occupied** buildings on the campus. Non-medical masks must be worn during the drills in accordance with the [Campus Rules](#) as occupants will be moving through common indoor spaces. To schedule a fire drill, please follow the instructions provided on page 30 of the [BERP](#). If you have any questions about conducting fire drills, email safety.programs@ubc.ca.

Please remember: During an actual emergency event, as stated in the [BERP Amendment](#), physical distancing is not required as the primary objective is ensure all occupants evacuate the building in an swift and orderly fashion.

Respirator Fit Testing Course going Live April 1

The hierarchy of controls should always be implemented when protecting against airborne hazards. Respirators should only be considered when other more effective controls are not available or feasible. Prior to using any tight-fitting respirators, at the workplace, a fit successful fit test must be completed as per WorkSafeBC regulations. On April 1st, SRS will be re-launching an online registration system for enrolling into a fit test session through [WPL](#).



10. NEW & OTHER BUSINESS

Informational Items

CAIRS

CAIRS support and instructional downloads are now available [online](#) to assist CAIRS Administrators and Supervisors with understanding CAIRS. For continued CAIRS support, please email UBC.Cairs@ubc.ca

Substance use or Addictions

HR is piloting two programs that promote employee health and wellbeing, providing funded treatment for problematic substance use or addictions. You can learn about the two programs, ALAViDa TRAIL and Boreal on the [HR website](#).

Day of Mourning – April 28

Across Canada, April 28 has been designated as the Day of Mourning. It is a day to remember those who have lost their lives to work related incidents or occupational disease and to renew our commitment to creating healthy and safe workplaces. Please visit <https://www.dayofmourning.bc.ca/> on April 28 at 10:30 am for a moment of silence and a video recognizing those we’ve lost.

WorkSafeBC Inspection Reports (IR)

There were no inspection reports received since the last co-chair email.

Item # (NB-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
<i>E.g.: NB-19/09/19-01</i>		<i>For new items that are not currently in “ongoing business”. Enter any relevant information regarding this item, actions to be taken, etc. If this item is not completed within the meeting, it will be moved to “Ongoing Business” for the following meeting</i>			
NB-21/04/01-01	C	Respirator Fit Testing Course going Live April 1. Prior to using any tight-fitting respirators, at the workplace, a fit successful fit test must be completed as per WorkSafeBC regulations. Online registration system for enrolling into a fit test session through WPL . LF to share in LFS Today	LF	May 6, 2021	N



10. NEW & OTHER BUSINESS					
NB-21/04/01-02	C	HR is piloting two programs that promote employee health and wellbeing, providing funded treatment for problematic substance use or addictions. You can learn about the two programs, ALAVIDa TRAIL and Boreal on the HR website . LF to distribute to LFS Today.	LF	May 6, 2021	N
NB-21/04/01-03	C	Across Canada, April 28 has been designated as the Day of Mourning. It is a day to remember those who have lost their lives to work related incidents or occupational disease and to renew our commitment to creating healthy and safe workplaces. Please visit https://www.dayofmourning.bc.ca/ on April 28 at 10:30 am for a moment of silence and a video recognizing those we've lost. LF to distribute to LFS Today.	LF	May 6, 2021	N
NB-21/04/01-04	C	CAIRS support and instructional downloads are now available online to assist CAIRS Administrators and Supervisors with understanding CAIRS. For continued CAIRS support, please email UBC.Cairs@ubc.ca . LF to distribute to LFS Today.	LF	May 6, 2021	N
NB-21/04/01-05	C	UBC Fire Life and Safety (FLS) and Vancouver Fire and Rescue Services have both confirmed that UBC can resume the scheduling of annual fire drills. LF will send out information to the UBC farm, FNH, MCML, and Dairy Farm LSTs.	LF	May 6, 2021	N

*NB – New Business.

1. NEXT MEETING	
Date:	May 6, 2021
Time:	11:00 AM
Location:	Zoom Meeting

2. MEETING ADJOURNED	
Time:	11:53 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)