



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Law JOHSC

Worker Co-Chair: Loretta Siu
Employer Co-Chair: Lia Cosco

Date: April 15, 2021

Time: 11:00 A.M. – 12:00 P.M.
Location: Remote via conference call

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
Aleks Petrovic	AAPS (non-manager)	Allard Hall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loretta Siu (Co-chair)	CUPE	Allard Hall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Robert Russo	FA	Allard Hall	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stepan Wood (alternate)	FA	Allard Hall	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Erika Hughes (alternate)	AAPS (non-manager)	Allard Hall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Employer Representatives	Work Location	Present	Regrets	Absent
Lia Cosco (Co-chair)	Allard Hall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jeremy Schmidt	Allard Hall	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Saker Hirani (alternate)	Allard Hall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Guests	Work Location	Present	Regrets	Absent
Peter Joseph (SRS)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Janice De Souza Vas (Admin Support)	Allard Hall	<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

** 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: Aleks Petrovic Seconded by: Lia Cosco

Are the minutes approved?

Yes

No

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.



4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

No actionable items noted

Is the agenda approved?

(Agenda Moved Lia Cosco; Seconded: Erika Hughes)

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>			
<i>E.g. 119982-19/10/29</i>					



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 – 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 – 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-2021/03/18-	B	a. Elevator Call-out Procedures There have been issues with elevators in Allard Hall. If any incident occurs with an elevator, please follow these procedures:	Admin	2021/04/15	C



8. ONGOING BUSINESS – Status of Action Items					
		<ul style="list-style-type: none"> If any non-emergency issues arise, contact reception, who will put in a request to Building Operations, who will then respond to the problem. If there is an emergency, please contact Building Operations at 2-2173. In case of entrapment, call 911 after office hours. <p>Action:</p> <ul style="list-style-type: none"> Information to be communicated to the law community through the JOHSC monthly email <p>Information was communicated to the Law community through the monthly email sent out on March 19, 2021.</p>			
NB-2021/03/18	C	<p>b RCMP Stakeholder Statement – Trespassing</p> <p>An unauthorized person found their way into Allard Hall earlier this month. Communication was sent out to the Law school reminding the community of the risk, and for everyone’s safety, to ensure that no one is letting others trail into the building.</p> <p>Action:</p> <ul style="list-style-type: none"> Information to be communicated to the law community through the JOHSC monthly email. <p>Information was communicated to the Law community through the monthly email sent out on March 19, 2021.</p>	Admin	2021/04/15	C
NB-2021/03/18	C	<p>c. Wearing Non-Medical Masks in shared Vehicles</p> <p>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</p>	Admin	2021/04/15	C



8. ONGOING BUSINESS – Status of Action Items					
		<p>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> <p>Action:</p> <ul style="list-style-type: none"> Information was reviewed and to be communicated to the law community through the JOHSC monthly email. <p>Information was communicated to the Law community through the monthly email sent out on March 19, 2021.</p>			
NB-2021/03/18	E	<p>d. Fall 2021 Planning</p> <p>The university has announced plans for the return to work in the Fall semester, 2021. New safety plan templates are being worked on to support the return to teaching and work on campus. These will be shared with the university community for faculties to apply when ready. The Allard School of Law will continue to adhere to the current PHOs, and approved COVID safety plans for entry into the summer of 2021. Planning and thinking has begun for Fall 2021, and more information will be shared when new templates are ready. At the moment new WorkSafe BC templates for higher education are still pending.</p> <p>Action:</p> <ul style="list-style-type: none"> This item will continue to be on the agenda until clearer guidelines are established regarding the Fall 2021 plans. Information to be communicated regularly to the law community through the JOHSC monthly email 	Admin	On-going	IP



8. ONGOING BUSINESS – Status of Action Items

		Information was communicated to the Law community through the monthly email sent out on March 19, 2021. This item will continue to be discussed.			

* 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

- 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-2021/04/15-	C	a. 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 <u>occupied</u> buildings on the campus.	Admin	2021/09/30	IP



10. NEW & OTHER BUSINESS					
		<p>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.</p> <p><i>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.</i></p> <p>It was noted that the AED Batteries need to be checked. The university is responsible for checking the batteries in the building.</p> <p>Action:</p> <ul style="list-style-type: none"> ○ This item will be brought forward to the August JOHSC meeting for further discussion, and to plan a fall term fire drill. ○ Co-Chairs and SRS to confirm the status of the AED batteries with Dustin Szeto in the First Aid Program. This will be further discussed at the August JOHSC meeting. 			
NB-2021/04/15	E	<p>b. Respirator Fit Testing Course going Live April 1</p> <p>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.</p>	Admin	2021/04/15	C



10. NEW & OTHER BUSINESS					
		<p>Action:</p> <ul style="list-style-type: none"> The item was reviewed and discussed. No further action required. 			
NB-2021/04/15	E	<p>c. CAIRS support</p> <p>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</p> <p>Action:</p> <ul style="list-style-type: none"> The Co-chairs and Admin to review new instructional downloads. 	Admin	2021/06/17	IP
NB-2021/04/15	C	<p>d.Substance use or Addictions</p> <p>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</p> <p>Action:</p> <ul style="list-style-type: none"> Information was reviewed and to be communicated to the law community through the JOHSC monthly email. 	Admin	2021/05/20	IP
NB-2021/04/15	C	<p>e. Day of Mourning</p> <p>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. On April 28 at 10:30 am please</p>	Admin	2021/05/20	IP



10. NEW & OTHER BUSINESS					
		visit Day of Mourning BC site for a moment of silence and a video recognizing those we've lost.			
		Action: <ul style="list-style-type: none"> Information was reviewed and to be communicated to the law community through the JOHSC monthly email. 			

11. NEXT MEETING	
Date:	May 20, 2021
Time:	11 am to 12 pm
Location:	Remote via Zoom

12. MEETING ADJOURNED	
Time:	11:22 am
	Motion to adjourn: Erika Hughes
	Seconded: Lia Cosco

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)