



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: SHHS -JOHSC

Worker Co-Chair: Susan Kelly *
Employer Co-Chair: David Kiloh

Date: March 23, 2021

Time: 9:00 am
Location: Conference Call (due to the COVID-19 response)

AGENDA:

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| <ol style="list-style-type: none"> 1. Musqueam Land Acknowledgment 2. Roll Call 3. Determination of Quorum 4. Record of Email Distribution to Members 5. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes 6. Approval of Agenda 7. Review Central Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents <ol style="list-style-type: none"> a. Overview of CAIRS reviewed at the LSTs 8. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers) | <ol style="list-style-type: none"> 9. Ongoing Business – Status of Action Items <ol style="list-style-type: none"> a. Membership Updates <ol style="list-style-type: none"> i. LST Vacancies – update b. Committee discussion re: possible JOHSC re-structuring (Tabled) c. JOHSC Evaluation – Review d. ResLife Ergo Assessment (NB-21-02-23-02) 10. New and Other Business <ol style="list-style-type: none"> a. COVID-19 Updates <ol style="list-style-type: none"> i. Public Health Order - extension (until further notice) b. Annual Reminders for the JOHSC c. Divisional Improvements & Learnings d. SRS Email 11. Next Meeting – April 27, 2021; Zoom Conference Call (until further notice) 12. Meeting Adjournment <p>***Extended BC Provincial State of Emergency until March 30, 2021, and reduced university services.***</p> |
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1. MUSQUEAM LAND ACKNOWLEDGEMENT

This new practice of acknowledging the ancestral land of the Musqueam people at the beginning of each monthly meeting, has begun as a result of discussion between the Co-Chairs regarding the Black Lives Matter movement, and the recent communications the President has published regarding UBC's values.

Inclusion is one of the cornerstones of this committee's values; the Co-Chairs believe this monthly practice is a simple step we can take now to shape our culture, remind us of our values, and the future actions we can take to further this committee's commitment to inclusion.

2. ROLL CALL

Worker Representatives	Work Location	Present	Regrets	Absent
Barbara Undurraga, ECE Childcare	UBC Childcare Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carla Arrano - ECE Childcare (<i>alt.</i>)	UBC Childcare Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Billie Sandhu, Procurement Officer	Purchasing – MD6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emma Atillo, Assistant Supervisor, BSM group	Ponderosa Commons Residence	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vassili Molnar, Procurement Officer	Purchasing – MD6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michael Chow, Clerk, Res Life & Admin Group	SHHS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Peter Ferrari, Head Tradesperson	SHHS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rob Harley, Electrician (<i>alt.</i>)	SHHS – Trades / T-Bird facilities office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Romulo Garcia, Service Worker (<i>alt.</i>)	Thunderbird Residence	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Simon Gorecki, Plumber	SHHS – Trades / T-Bird facilities office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Susan Kelly, Supervisor, Food Services	Gather @ Vanier	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fani Zakios, Sales & Catering Coordinator (<i>alt.</i>)	Sage & The Point	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Higuchi, Residence Front Desk Service Coordinator	Res Life and Admin - Acadia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monica Borges, Front Desk Coordinator (<i>alt.</i>)	Res Life and Admin - T-Bird	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Zoe Diomis, Front Desk Coordinator (<i>alt.</i>)	Res Life and Admin - Place Vanier	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management Representatives	Work Location	Present	Regrets	Absent
David Kiloh, Director	Facilities and Building Services / T-Bird Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Janice Robinson, Director	Res Life and Admin / MD6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



6. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

Moved: FT ; Seconded: EA

5 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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7. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS*:

**CAIRS report to be reviewed at the JOHSC for April-May incidents given the April LSTs were cancelled.*

Item #	Priority	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status
		<p align="center">Summary of CAIRS reviewed at LSTs:</p> <p><u>Childcare:</u> - 2 new CAIRS reviewed</p> <p><u>Food Services:</u> - 2 new & 3 on-going CAIRS reviewed o LST had a productive conversation re: problem solving for repetitive motion injuries; specifically regarding scheduling and using available machinery.</p> <p><u>Operational Services:</u> - 2 new & 1 on-going CAIRS reviewed</p> <p><u>Support Services:</u></p>	JOHSC Members	03-23-2021	C



- 0 new CAIRS reviewed

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

CHILDCARE SERVICES:

- (29/29) monthly inspections in open units have been completed in February and March.
- Per Karen's direction, March will become the annual month in which the Childcare's programs audit their fire extinguishers going forward.

FOOD SERVICES:

- 100% (11/11) all open units completed their monthly inspections in February
- 100% (12/12) all open units completed their monthly inspections in March (Bento re-opened in March).

OPERATIONAL SERVICES:

- All inspections in the warehouse, carpentry shop, and back-end building service areas have been completed in February and March.

SUPPORT SERVICES:

- **Feb. update:** The fire equipment check has been completed this month (9 residence checks); the Residence Life inspection team is currently in the process of completing this quarter's office inspections, they are anticipated to be completed by the end of the month.
- **March:** No new updates.

**Inspections are tracked on a monthly basis. Units have until the end of the month to complete their inspections; from the time their monthly reports are shared with the JOHSC every 4th Tuesday of the month.*

**All WorkSafe Inspection Reports can be found online on the RMS website: safetycommittees.ubc.ca*

Item # (Use Inspection #)	Priority	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status
		N/A (see above)			



9. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)					
Original Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
Membership update	E	<p>Vacancies - LST Membership Review</p> <p>The committee has identified membership gaps on the 4 associated LST committees. The Safety resources are working with the various manager groups to recruit new members.</p> <p>March updates re: LST membership:</p> <ul style="list-style-type: none"> - 2 new worker reps have joined the Food Services LST - 2 new worker reps have joined the Childcare LST - This is Fani's last JOHSC meeting until next year, being she will be on leave. <p>All of the LST gaps have been fulfilled at this time based on available staff during Covid-19 operations – the committee agrees this item is now closed.</p>	SRS Resources	03-23-2021	C
Committee Discussion: Possible JOHSC Re-structuring (NB-21-02-23-03)	E	<p>David is asking the committee to give some thought as to what has been working well, and what could be improved on this committee; and visualize how things could look as one committee with all of SHCS, or a two committees in different structures.</p> <ul style="list-style-type: none"> - SHCS Safety to provide committee with an overview of the current two JOHSC structures in SHCS. <p>March update: The Co-Chairs have asked for the committee's support in reaching out to the UCS Co-Chairs to start initial conversations re: how a JOHSC restructuring could look in SHCS. Motion by JR, seconded by CM</p>	ALL	04-27-2021	IP
JOHSC Evaluation	C	The results of the SHHS JOHSC evaluation were shared with the JOHSC members ahead of the February meeting for their review.			



9. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)

		<ul style="list-style-type: none"> - The committee members acknowledge the value in evaluating our efficacy. - David – homework for the committee: all please review the SRS evaluation, and the WorkSafeBC evaluation tool (to be shared). <ul style="list-style-type: none"> o Ask yourself what 3 things we should focus on as a committee? Be prepared to contribute at the March meeting. <p>March update: The committee had a robust conversation re: how we would like to measure our effectiveness as a committee going forward.</p> <p>Comments from Allan – the JOHSC evaluation is largely administrative and doesn't directly reflect the effectiveness of the committee; it would be much more effective to be reviewing statistical data that demonstrates our committee's impacts on the workplace, and by pursuing activities like keeping our LSTs fully represented and staffed by management.</p> <p>The Co-chairs are asking the LSTs to reflect on which techniques/measurements we could use as a basis for the 2021-2022 evaluation term at their April meetings. (i.e. Complete our inspections, increasing knowledge of ergonomics, etc.)</p>	Co-Chairs / SRS Resources	04-27-2021	IP
Residence Life Ergo Assessment (NB-21-02-23-02)	C	<p>The ergo survey has been sent out to all of the front desk staff, management is currently awaiting the results: Tom H. to provide an update at March meeting.</p> <p>March update: Abigail visited the Front Desks this month to review the current work station set-ups and work tasks – Tom is currently awaiting her findings and will report back to the JOHSC in April.</p>	TH	04-27-2021	IP



10. NEW & OTHER BUSINESS* (ROUNDTABLE)					
Item # (NB-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
Covid-19 Updates	E	<p>Public Health Order – extended until further notice This is a notice that the Public Health Order from November 19th has been extended, our units are to continue to:</p> <ul style="list-style-type: none"> - Ensure employees are self-assessing their health before coming into the workplace; and that these self-health assessments are being documented at their unit. - Masks are required in any indoor public or shared spaces (i.e. lunch rooms, hallways, etc.). - Updates to Open Kitchen and food truck safety plans as minor changes are made in Jan to reflect what works best with increased service levels. - March updates – although the province has increased our social bubbles up to 10 people outdoors earlier this month – it does not change any of our standing workplace practices. 	All staff	Ongoing / compliant	C
Annual Reminders for the JOHSC (NB-21-03-23)	E	<p>The committee began to review the annual JOHSC reminders checklist at the March meeting.</p> <p>The committee reviewed the current ToR at this meeting, and have decided to motion that the 2021-2022 version of the ToR remove the member names that are included in the 2020-2021 version; going forward the member names will be managed separately from the ToR to ensure it is kept up-to-date for the annual period – Motion moved by FT & seconded by BU.</p> <p>Based on time restrictions, the committee will continue to review the remainder of the annual reminders checklist at the April meeting, due to the robust conversation we had regarding our SRS JOHSC evaluation.</p>	All Members	04-27-2021	IP



10. NEW & OTHER BUSINESS* (ROUNDTABLE)					
Divisional Learnings	E	<p>Divisional Improvements & Learnings</p> <p>Childcare</p> <ul style="list-style-type: none"> - They are excited to welcome two new members to their LST! <p>Food Services</p> <ul style="list-style-type: none"> - This is Fani's last JOHSC meeting for 2021 – congratulations on baby number two Fani! We'll see you next year!! <p>Operational Services</p> <ul style="list-style-type: none"> - Improvements to inspections in building services, and the warehouse have been taking place. <p>Support Services</p> <ul style="list-style-type: none"> - The Support Services team are continuously updating their procedure guide – this month Tom reviewed their procedures for their fire department lock boxes, and discovered there was a lock box missing and has corrected the issue – great work Tom! 	All Members	N/A	C
Safety & Risk Services Monthly Co-Chair Email	C	<p>SRS Email</p> <ul style="list-style-type: none"> - JOHSC/LST Training - Electrical Panel Clearance - Wearing Non-Medical Masks in Shared Vehicles - TDG Alert - Daylight Savings Time starts Sunday March 14 at 2:00am - WorkSafeBC Inspection Reports 	SRS Resources	03-23-2021	C

1. NEXT MEETING	
Date:	Tuesday April 27, 2021
Time:	9:00 am



1. NEXT MEETING	
Location:	Zoom Conference Call

2. MEETING ADJOURNED	
Time:	10:20 am

LEGEND		STATUS:	
PRIORITY:			
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

<p>Monthly Distribution and Posting of Approved Meeting Minutes (Required):</p> <ul style="list-style-type: none"> Responsible VP Responsible Managing Director/Dean All JOHSC members 	<ul style="list-style-type: none"> Internal Communications Person Risk Management Services ubcsafety.committee@ubc.ca Posted on any Safety Bulletin Boards (if applicable)
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