



## Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: University Administrative Units JOHSC

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

Date: April 27, 2021

Time: 9:04 am  
Location: Zoom

### AGENDA:

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| <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
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 checked="" type="checkbox"/>	<input type="checkbox"/>
Steve Bohnen (Alternate)	CUPE 116	Campus Security	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Harley Sandhu	CUPE 116	Campus Security	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Glen MacNeil	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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



Jane Wood (Alternate)	AAPS	Privacy and Information Security Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Employer Representatives</b>		<b>Work Location</b>	<b>Present</b>	<b>Regrets</b>	<b>Absent</b>
Grant Miller		Campus & Community Planning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dianna DeBlaere		Development & Alumni Engagement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Glynis Knowlden (Alternate for Dianna DeBlaere)		Development & Alumni Engagement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Resources/Guests</b>		<b>Work Location</b>	<b>Present</b>	<b>Regrets</b>	<b>Absent</b>
Teela Narsih (Resource)		Safety & Risk Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amber Maret (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

*\* 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: Sarah Henderson Seconded by: Scottford Price
- There are duplicate boxes ticked in the attendance, which Jamie will fix before uploading.

Are the minutes approved?

Yes

No



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

- WorkSafe BC inspection report that came in after the agenda was sent out. We will briefly discuss it now (because it pertains to campus security) but the official report will go out with the co-chair email later this week.

**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
127467 (127465)	C	Security office strained their back coming out of their personal vehicle while on break. No specific corrective actions other than to not rush out of the vehicle and to take more time to carefully do so.	-	-	C
127524	C	Two patrol officers were called to assist with someone who was asked to leave Shopper’s Drug Mart (David Strangway). This person was hostile and potentially violent, and ended up coughing into the faces of both patrol officers. The report should be revised to say “mental health” issues, not “health” issues. The JOHSC suggests to provide training to	Glen MacNeil	May 25, 2021	IP



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
		campus security on how to deal with volatile calls relating to mental health issues or substance abuse.  <u>Action Item:</u> Glen will follow up with the report writer to fix the description of the event plus gender pronouns.			
127573	E	This injury from broken glass does not fall under UADM, it should be reviewed by Faculty of Science, since it was a graduate research assistant from the department of Physics and Astronomy working in the Chemistry building.	-	-	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) <input type="checkbox"/> No actionable items noted					
Item # (Use Inspection #)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
GI-Barber-21/03/24	C	<u>Barber Security Office</u> The concerns listed in the report may not necessarily be safety issues (ie. a dirty carpet), but it is fine to include it in the inspection. The JOHSC has no further comments.	-	-	C
GI-CSEC-21/03/24	C	<u>CSEC Security Office</u> The BERP is now updated and resolved and posted on the wall.	-	-	C
GI-PonderosaAnnexB1stFloor-21/03/22	C	<u>Ponderosa Annex B 1<sup>st</sup> floor</u> The JOHSC has no further comments.	-	-	C
GI-LEA11-21/04/13	C	<u>Learning Exchange</u>	-	-	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)					
		The JOHSC has no further comments.			
GI-ORCH-21/02/05	C	<u>Orchard Commons</u> Some items on the report were marked “no”, but is missing an associated corrective action.  <u>Action Item:</u> Have Steven address the “no” items before sending the report to the supervisor.	Steven Lee	May 25, 2021	IP

\* 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>April 2021</u> This month is the end of the evaluation period.  <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	C



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 <a href="https://safetycommittees.ubc.ca/safety-day/">https://safetycommittees.ubc.ca/safety-day/</a> 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></p> <p><u>April 2021</u> Harley's training is complete.</p> <p><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>	-	-	C
ED-21/03/23-01	C	<p><u>JOHSC Membership for Glen MacNeil</u> Glen has joined the JOHSC so this item is complete.</p>	-	-	C

\* 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 - April 2021 Update:</u></p> <p><u>As April 2021 is the end of the evaluation period (May 2020 – April 2021), this item on annual inspections will be closed. A new item will start next month to address inspections for the new evaluation year: May 2021-April 2022</u></p> <p><u>TEF buildings (5<sup>th</sup> floor) and Wesbrook Village:</u> Ingeborg not present, no updates.</p> <p><u>Ponderosa Annex B and F:</u> Annex B is complete, but Annex F has no regular staff going in so inspection is not required.</p> <p><u>Alumni Centre:</u> Dianna updates that the inspection has not happened at the Alumni Centre (trying to keep people out of the building given the current case numbers). Hoping to have it done in May. Dianna will ask Glynis to follow up.</p> <p><u>St. John’s College</u> Still outstanding, but Patrick will go and do it with the 1 member. He can’t go by himself because he doesn’t have access to the building.</p> <p><b>See previous minutes for updates between Nov 2020 – Feb 2021</b></p> <p><u>Oct 2020</u></p>	-	-	C



8. ONGOING BUSINESS – Status of Action Items					
		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.			
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> <p><u>Action Item:</u> Sarah Henderson to update the Committee on the progress of the service request.</p>	Sarah Henderson	September 2021	RF





8. ONGOING BUSINESS – Status of Action Items					
<p>126247 (126243) 2020-02-19</p>	<p>C</p>	<p><u>Stool Collapsing</u> <u>April 2021</u> <u>Steven not present.</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>	<p>Steven Lee</p>	<p>May 2021</p>	<p>RF</p>
<p>NB-20/12/15-07</p>	<p>C</p>	<p><u>JOHSC Goal – Unified communications to promote health and safety</u> <u>April 2021</u> The email was sent out and Grant did get a few responses back with updated delegates. Will start discussing the topic of our next communications email.</p>	<p>Grant and Dianna</p>	<p>May 25, 2021</p>	<p>IP</p>



8. ONGOING BUSINESS – Status of Action Items					
		<p><u>Please see previous meeting minutes from January to March for updates.</u></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>April 2021</u> We will wait for UBC to send out their official building re-opening communications before sending our own. This item will be closed for now and that action will be part of the other JOHSC goal.</p> <p><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>	-	-	C

\* ED – Education and Training    \* GI – General Inspection    \*NB – New Business

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

Item #	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status
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**9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)**

(use Recommendation or Report #)						
N/A	E	There was one inspection report received since the last co-chair email regarding a member of the public's concerns around traffic control. UBC asked WorkSafe to do an internal investigation and it is now underway. There will be an updated in June.	-	April 16, 2021	June 2021	RF

\* 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-21/04/27-01	E	<u>Resumption of Fire Drills</u> 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 <b>occupied</b> buildings on the campus. The JOHSC recommends that organizers keep as few people knowing about the drill as possible because workers should not be warned that it's a drill.	-	-	C
NB-21/04/27-02	E	<u>Respirator Fit Testing Course going Live April 1</u> 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 <a href="#">WPL</a> . The JOHSC has no further comments.	-	-	C
NB-21/04/27-03	E	<u>CAIRS support available online</u>	-	-	C



10. NEW & OTHER BUSINESS					
		CAIRS support and instructional downloads are now available <a href="#">online</a> to assist CAIRS Administrators and Supervisors with understanding CAIRS.			
NB-21/04/27-04	E	<u>Substance use or Addictions</u> 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 <a href="#">HR website</a> .	-	-	C
NB-21/04/27-05	E	<u>Day of Mourning – April 28</u> Across Canada, April 28 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 <a href="https://www.dayofmourning.bc.ca/">https://www.dayofmourning.bc.ca/</a> on April 28 at 10:30 am for a moment of silence and a video recognizing those we've lost.	-	-	C
NB-21/04/27-06	C	<u>LST in DSB</u> The JOHSC will contact the DAE office in DSB to see if they have an LST already.  <u>Action Item:</u> Amber will reach out to SRS resources for FOM and report back.	Amber Maret	May 25, 2021	IP

\*NB – New Business

11. NEXT MEETING	
Date:	May 25, 2021
Time:	9:00 am
Location:	Zoom



## 12. MEETING ADJOURNED

Time:	9:54 am
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### 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)