Joint Occupational Health & Safety Committee
Meeting Minutes

Name of Committee: Student Health, Wellbeing & Engagement
Worker Co-Chair: Laura Sierra
Employer Co-Chair: Carol Naylor
Date: May 19, 2021
Time: 9:00am
Location: Virtual – Zoom Meeting

AGENDA:
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
   • Monthly Incident List & Statistical Summary Report
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

1. ROLL CALL

<table>
<thead>
<tr>
<th>Worker Representatives</th>
<th>Association/Union</th>
<th>Work Location</th>
<th>Present</th>
<th>Regrets</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Simon Chen</td>
<td>M&amp;P</td>
<td>Student Health – UBC Hospital</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Laura Sierra</td>
<td>CUPE 2950</td>
<td>Cntr for Student Involvement &amp; Careers – Brock Hall</td>
<td>☑</td>
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</tr>
<tr>
<td>Sarah Watson</td>
<td>CUPE 2950</td>
<td>Counselling Services – Brock Hall</td>
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</tr>
<tr>
<td>Tlell Elviss (Worker Rep &amp; Administrator)</td>
<td>VPS</td>
<td>VPSO – Permanent Remote Worker</td>
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</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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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: Carol Seconded by: Simon

   Minutes were reviewed and approved by the committee.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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4. **ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA**
   - An update on chemical safety training

4A. **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?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

- 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)

<table>
<thead>
<tr>
<th>Item # (Use CAIRS Incident ID # and Incident Date)</th>
<th>Priority</th>
<th>Action Plan (Actions Taken/Need to be taken)</th>
<th>Assigned To</th>
<th>Follow up: Date Pending</th>
<th>Status</th>
</tr>
</thead>
</table>

No incidents for discussion.

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

<table>
<thead>
<tr>
<th>Item # (Use Inspection #)</th>
<th>Priority</th>
<th>Action Plan (Actions Taken/Need to be taken)</th>
<th>Assigned To</th>
<th>Follow up: Date Pending</th>
<th>Status</th>
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</table>

* 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)
7. REVIEW EDUCATION AND TRAINING

<table>
<thead>
<tr>
<th>Item # (ED-yy/mm/dd-01)</th>
<th>Priority</th>
<th>Action Plan (Actions Taken/Need to be taken)</th>
<th>Assigned To</th>
<th>Follow up: Date Pending</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>No education and training items for review.</td>
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</table>

* ED – Education and Training

8. ONGOING BUSINESS – Status of Action Items

<table>
<thead>
<tr>
<th>Original Item #</th>
<th>Priority</th>
<th>Action Plan (Actions Taken/Need to be taken)</th>
<th>Assigned To</th>
<th>Follow up: Date Pending</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>No ongoing business for review.</td>
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</table>

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

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

<table>
<thead>
<tr>
<th>Item # (use Recommendation or Report #)</th>
<th>Priority</th>
<th>Discussion and/or Action Items</th>
<th>Assigned To</th>
<th>Date of Issue</th>
<th>Date to be Completed</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>No recommendation letters or regulatory inspections to review.</td>
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* REC – Recommendation Letter  * IR – WorkSafeBC Regulatory Inspection

10. NEW & OTHER BUSINESS

<table>
<thead>
<tr>
<th>Item # (NB-yy/mm/dd-01)</th>
<th>Priority</th>
<th>Action Plan (Actions Taken/Need to be taken)</th>
<th>Assigned To</th>
<th>Date to be Completed</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>NB-19/05/21-01 E</td>
<td>E</td>
<td>Chemical Safety Training</td>
<td>Dustin</td>
<td>C</td>
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<tr>
<td></td>
<td></td>
<td>• An update on this training offering which is meant for staff, faculty and grad students.</td>
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</table>
10. NEW & OTHER BUSINESS

- Course is completely full for next couple of months. This is because a number of undergrad students have registered because they work in supervised lab positions on campus and who will mix chemicals in labs.
- However, undergrads actually should be registering into **Introduction to Lab Safety** instead – this is the course for students who will be supervised in a lab.
- Unfortunately, we cannot restrict undergrads from registering on CANVAS.
- If you are in touch with any groups that hire undergraduates in labs, please let them know to register for the Introduction to Lab Safety course instead.
- Carol suggested possibly connecting with the Director of Science Advising for possible communication with students about which course to register in and will send Dustin the name of the right contact to pass along.

### Working From Home - Statistics

As per the figure above, there was a 150% increase in ergo related office injuries in 2020 compared to 2019. All but one of these WSBC claims submitted in 2020 were related to Work From Home (WFH). Further details regarding this statistic can be found in the attached pdf. As a
10. NEW & OTHER BUSINESS

reminder, since many faculty and staff continue to work from home, promote the following in your areas:

- Working from Home Ergonomics Resource
- Virtual Ergo Assessments
- Home Office Ergo Webinar
- Ergo your posture and movement breaks

**Emergency Preparedness Week:** May 2-8 is National Emergency Preparedness Week. Please take this time to review to see if you are prepared for an emergency. Specifically, consider the following: make a plan, have an emergency kit, emergency proof your home.

**Mental Health Week (May 3-9):** May 3-9 is Mental Health Week. The Canadian Mental Health Association has put together a “Mental Health for Life” brochure (attached) that outlines tips and activities to help you take a look at your own well-being, discover your strengths, and take action. For example, in order to recognize your emotions, consider:

- What makes you happy, sad, joyful or angry, what calms you
- Share joyful news with a friend
- Find support when you feel sad
- Physical exercise can help you deal with anger or anxiety
- Keep a stack of your favourite cartoons, stories and videos for when you need to laugh
- Power of music to lift you up or calm you down

For Staff and Faculty mental health resources from UBC, click here.

**Staying Safe around Wildlife:** We have a few reports of coyotes enjoying our campus and wanted to provide some tips for any encounters you
10. NEW & OTHER BUSINESS

might have. First and most importantly, do not approach or interact with coyotes (or any wild animals), this includes taking close-up photos or feeding them. Coyotes tend to be curious, but not aggressive, and will usually mind their own business if left alone. If for some reason they approach you or seem aggressive, follow the advice from the BC Conservation Officer Service:

- Make yourself look as large as possible - if sitting, stand for example
- Wave your arms and throw objects at the coyote and shout at the coyote in a loud aggressive voice
- If the coyote continues to approach don’t run or turn your back. Continue to exaggerate the above gestures and slowly move to safety.

UBC persons at risk of wildlife encounters on campus, off-campus, and even for personal activities are encouraged to familiarize themselves with the tips to reduce conflict from the BC Conservation Officer Service. You can download a safety talk document from the BC Municipal Safety Association.

- WorkSafeBC Inspection Reports (IR): There was one inspection report received since the last co-chair email regarding a member of the public’s concerns around traffic control. UBC is conducting an internal investigation and the details reported in the inspection report are under review. An update will be provided in the next co-chair email.

<table>
<thead>
<tr>
<th>NB-19/05/21-03</th>
<th>E</th>
<th>Confirming attendance for next meeting – June 16th</th>
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<tbody>
<tr>
<td></td>
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<td>• No conflicts and everyone expects to be able to attend.</td>
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<td>All</td>
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*NB – New Business*
11. NEXT MEETING
Date: June 16th, 2021
Time: 9am
Location: Virtual – Zoom meeting

12. MEETING ADJOURNED
Time: 9:15am

LEGEND
PRIORITY:
A Critical/Life threatening/high probability
B Urgent/moderate probability of re-occurrence
C Important/low probability of re-occurrence
D Reminders
E Information

STATUS:
N New
R Repeat
C Complete
IP In Progress
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)