



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Law JOHSC

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

Date: May 20, 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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: Erika Hughes Seconded by: Aleks Petrovic

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?

Yes

No

Additional Agenda Item:

8e. Update to the law school's COVID policy

8f. Fall 2021 Planning

(Agenda Moved Robert Russo; Seconded: Erika Hughes)

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>					



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					

6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
<i>Distribute inspection checklist(s) and report(s) for meeting and use this table to record discussion and new recommendation(s)</i>					
<input checked="" 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 – 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-2021/04/15-	E	<p>a. 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. <p>The Co-chairs and Admin reviewed the CAIRS instructional document. A reminder to the Committee that CAIRS is a system that reports incidents that may occur in or around Allard Hall. The Administrator’s office inputs CAIRS items.</p>	Admin	2021/06/17	C
NB-2021/04/15	C	<p>b. 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. <p>Information was communicated to the Law community through the monthly email sent out on April 19, 2021.</p>	Admin	2021/05/20	C



8. ONGOING BUSINESS – Status of Action Items					
NB-2021/03/18	C	<p>c. Day of Mourning 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 visit Day of Mourning BC site for a moment of silence and a video recognizing those we've lost.</p> <p>Action:</p> <ul style="list-style-type: none"> o 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 April 19, 2021.</p>	Admin	2021/04/15	C
NB-2021/04/15	E	<p>d. 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. 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>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"> o This item will be brought forward to the August JOHSC meeting for further discussion, and to plan a fall term fire drill. 	Admin	On-going	C



8. ONGOING BUSINESS – Status of Action Items					
		<ul style="list-style-type: none"> o 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. <p>The Co-Chair connected with Dustin Szeto, and was informed that one AED in Allard Hall has its battery and pads expiring later this year. These will be replaced at the time. Inspections do take place on a monthly basis.</p>			
NB-2021/05/20	E	<p>e. Update to the Law Schools COVID Policy</p> <p>The Mask Policy has been revised to reflect that masks are now required at all times in classrooms. Previously, the policy stated that once students were in class and physically distanced, they could remove their masks. However, the policy is updated to state that students must keep their masks on at all times, as well as maintain physical distancing. Instructors can remove their masks when they begin lecturing.</p> <p>Action:</p> <ul style="list-style-type: none"> o The mask policy has been communicated to students and instructors, classrooms have been updated with signs, and links to the policy have been updated on the website. 	Lia	2021/06/20	IP
NB-2021/03/18	E	<p>f. Fall 2021 Planning</p> <p>Post secondary education institutions are re-opening for onsite activities in the fall. This was articulated in the Return to Campus Primer, which will lead to the Go Forward guidelines, from the Public Health Office. UBC is currently working on safety plans for all units to revise and review ahead of the fall. We anticipate some controls will remain, like the daily self-assessments in order to access the building. The JOHSC reviewed</p>	Lia/Erika	On-going	IP



8. ONGOING BUSINESS – Status of Action Items

		<p>the current Allard self-assessment. Language updates were made for clarity.</p> <p>The JOHSC also discussed the importance of HVAC and ventilation in all buildings. Peter Joseph confirmed that UBC Building Operations and SRS are aware of the concerns and are currently working on a robust HVAC review across campus. SRS can be contacted if an analysis of the systems in Allard are required. Water fountains resumption was also discussed.</p> <p>Action:</p> <ul style="list-style-type: none"> ○ Lia Costco and Erika Hughes to update the school’s self assessment to clarify expectations of staff based on the results of the BC COVID-19 Self-Assessment. ○ Peter Joseph to send details of language used in the UBC self assessment app. ○ Updates and any communication from the Building Facilities Manager regarding the HVAC system and water fountains to be shared with the committee at the June meeting. 			
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* 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



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

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* 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-2021/05/20-	C	<p>a. Working from Home – Ergo Statistics There was a 150% increase in ergo related office injuries in 2020 compared to 2019. Most of the claims submitted to WSBC in 2020 were related to Work From Home (WFH). Ergo stats and resources were reviewed.</p> <p>Action:</p> <ul style="list-style-type: none"> ○ Ergonomics resources will be communicated to the law community through the JOHSC monthly email. 	Admin	2021/06/17	IP
NB-2021/05/20	E	<p>b. Emergency Preparedness Week (May 2 to 8) May 2-8 was National Emergency Preparedness Week. The JOHSC reviewed and considered the information provided by SRS.</p> <p>Action:</p> <ul style="list-style-type: none"> ○ No further action required. 	Admin	2021/05/20	C
NB-2021/05/20	E	<p>c. Mental Health Week (May 3 to 9) The JOHSC reviewed The Canadian Mental Health brochure that outlines tips and activities for self-directed mental health and well-being care.</p>	Admin	2021/06/17	IP



10. NEW & OTHER BUSINESS					
		<p>Action:</p> <ul style="list-style-type: none"> Information and resources will be communicated to the law community through the JOHSC monthly email 			
NB-2021/05/20	C	<p>d. Staying Safe around Wildlife</p> <p>SRS provided tips for encounters with animals on campus, as there have been a few reports of coyotes. The JOHSC reviewed information provided from the BC Conversation Officer Services.</p> <p>Action:</p> <ul style="list-style-type: none"> No further action required. 	Admin	2021/05/20	C

11. NEXT MEETING	
Date:	June 17, 2021
Time:	11 am to 12 pm
Location:	Remote via Zoom

12. MEETING ADJOURNED	
Time:	11:57 am
	Motion to adjourn: Loretta Siu
	Seconded: Erika Hughes

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)