



## Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: University Administrative Units JOHSC

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

Date: May 25, 2021

Time: 9:04 am  
Location: Zoom

### AGENDA:

<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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lily Liew	CUPE 2950	Office of Research Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Steve Bohnen (Alternate)	CUPE 116	Campus Security	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gordie Chow	CUPE 116	Parking and Access Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kim Yung Lee (Alternate)	CUPE 116	Parking and Access Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Glen MacNeil		Campus Security	<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"/>
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: Scottford Price Seconded by: Jarrad Wiens

Are the minutes approved?

Yes

No



3. APPROVAL OF PREVIOUS JOHSC MEETING MINUTES		
	<input checked="" type="checkbox"/>	<input type="checkbox"/>

4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA		
<ul style="list-style-type: none"> <li>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.</li> <li>Emergency text message from UBC had a link that didn't look legitimate. Teela will communicate this to SRS.</li> </ul>		
4 A. REVIEW ACTIONABLE ITEMS FROM LST MINUTES (if applicable)		
<p><i>Place actionable items under Accident/Incident Investigation, Safety Inspections, Correspondence, New Business etc. as applicable and assign proper item # for further discussion/action.</i></p> <p><input checked="" type="checkbox"/> No actionable items noted</p>		
Is the agenda approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
See attached incident report:					
<ul style="list-style-type: none"> <li>Monthly Incident List &amp; Statistical Summary Report (<i>For any <u>general</u> 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</i>)</li> </ul>					
(* 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
127615	E	<u>Car accident behind St. John's college in the evening</u>	Harley Sandhu	June 22, 2021	IP



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
		<p>No injury, so the focus is that one of the security workers did not have appropriate training. Corrective actions: communicate traffic control instructions to applicable staff by email or morning meetings.</p> <p><u>Action Item:</u> Follow up on the report and fix gendered pronouns. seems to be overly detailed. No further concerns.</p>			
127627 (127626)	E	<p><u>Security officer hit a concrete/metal bollard while driving</u> The new trainee may not have been familiar with the area. Campus security wrapped fluorescent and reflective tape on the bollard for now. It is a round, gray bollard meant to separate pedestrians from traffic. The JOHSC agrees with the recommendation that all bollards on campus should be taped. The report contains gendered pronouns that need to be revised.</p> <p><u>Action Item:</u> Grant will communicate with the traffic engineer to explore a strategy for reflective tape on bollards.</p>	Grant Miller	June 22, 2021	IP
127666 (127665)	E	<p><u>Security officer struck by a community member</u> There was adequate distance between the security officer and the perpetrator, but the perpetrator lunged quickly and contact could not have been avoided. The report should include the detail that security officers were not called to the incident, they just happened to be there.</p> <p><u>Action Item:</u> Follow up on the report and fix gendered pronouns.</p>	Harley Sandhu	June 22, 2021	IP

6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)	
<p><i>Distribute inspection checklist(s) and report(s) for meeting and use this table to record discussion and new recommendation(s)</i></p> <p><input type="checkbox"/> No actionable items noted</p>	



6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
Item # (Use Inspection #)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
GI-CGPH-21/03/16	E	<u>Cecil Green Park House</u> No bulletin board but not a requirement, just nice to have for workers without computers. Some items marked 'no' without corrective actions. No smoking signs missing. The JOHSC has not further comments.  <u>Action Item:</u> Dianna will look into the 'no smoking' and first aid signs.	Dianna DeBlaere	June 22, 2021	IP
GI-CGPCH-21/03/16	E	<u>Cecil Green Park Coach House</u> The JOHSC has not further comments.	-	-	C

\* 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-21/05/25-01	E	<u>JOHSC Membership for Gordie Chow and Kim Lee (alternate)</u> They are fully trained.	-	-	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



8. ONGOING BUSINESS – Status of Action Items					
127524	C	<p>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 campus security on how to deal with volatile calls relating to mental health issues or substance abuse.</p> <p><u>Action Item:</u> Glen will follow up with the report writer to fix the description of the event plus gender pronouns.</p>	Glen MacNeil	June 22, 2021	IP
GI-ORCH-21/02/05	C	<p><u>Orchard Commons</u> <u>May 2021</u> Steven contacted them already but will follow up. Steven will also revise the report and reupload it.</p> <p>Some items on the report were marked “no”, but is missing an associated corrective action.</p> <p><u>Action Item:</u> Have Steven address the “no” items before sending the report to the supervisor.</p>	-	-	C
126247 (126243) 2020-02-19	C	<p><u>Stool Collapsing</u> <u>May 2021</u> Steven will be going in on May 26 to take a look.</p> <p><u>April 2021</u> Steven not present to provide an update.</p> <p><u>Nov 2020 Update:</u></p>	Steven Lee	June 22, 2021	IP



8. ONGOING BUSINESS – Status of Action Items					
		<p>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>			
NB-20/12/15-07	C	<p><u>JOHSC Goal – Unified communications to promote health and safety May 2021</u> Planning for communication to be sent out in August or October. We will continue to monitor the situation for now.</p> <p><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><u>Please see previous meeting minutes from January to March for updates.</u></p>	Grant and Dianna	August 2021	RF



8. ONGOING BUSINESS – Status of Action Items					
		<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-21/04/27-06	C	<p><u>LST in DSB</u> <u>May 2021</u> This is currently in the works with SRS. Members of the JOHSC can still go ahead and inspect their own areas for now.</p> <p><u>April 2021</u> The JOHSC will contact the DAE office in DSB to see if they have an LST already.</p> <p><u>Action Item:</u> Amber will reach out to SRS resources for FOM and report back.</p>	-	-	C
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></p>	Co-chairs	June 2021	RF





8. ONGOING BUSINESS – Status of Action Items					
		<p>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> <p><u>Action Item:</u> Educate workers about importance of incident/accident investigations and timely reporting.</p>			
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></p>	Sarah Henderson	September 2021	RF



**8. ONGOING BUSINESS – Status of Action Items**

		<p>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>			
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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
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-21/05/25-01	E	<p><u>Working From Home – Statistics</u></p> <p>The graph shows that there’s an increase in ergo-related injuries. Use opportunities to promote ergo events/sessions so workers have the tools prior to getting injured at home.</p>	-	-	C



10. NEW & OTHER BUSINESS					
NB-21/05/25-02	E	<p><u>Emergency Preparedness Week</u> May 2-8 is National Emergency Preparedness Week. See if you are prepared and consider the following: <a href="#">make a plan</a>, <a href="#">have an emergency kit</a>, <a href="#">emergency proof your home</a>.</p>	-	-	C
NB-21/05/25-03	E	<p><u>Mental Health Week</u> May 3-9 is Mental Health Week. Tee Canadian Mental Health Association has put together a “Mental Health for Life” brochure (in the meeting package and also from the New Items email) that outlines tips and activities to help you take a look at your own well-being, discover your strengths, and take action.</p>	-	-	C
NB-21/05/25-04	E	<p><u>Staying Safe around Wildlife</u> There have been a few reports of coyotes on campus. Do not approach or interact with coyotes (or any wild animals). If for some reason they approach you or seem aggressive, follow the advice from the <a href="#">BC Conservation Officer Service</a>.</p>	-	-	C
NB-21/05/25-05	C	<p><u>Annual inspections for May 2021 – April 2022</u></p> <p><u>David Strangway Building</u>: Dianna will take care of the 5<sup>th</sup> floor and it will be done shortly. The ExL LST should support this since it is part of DSB.</p> <p><u>Robert H. Lee Alumni Centre</u>: The inspection is done and the report will be submitted soon.</p> <p><u>Cecil Green Park Coach House</u>: The inspection just came in so it is done for this year’s evaluation.</p> <p><u>First Nations Longhouse</u>: The LST is up and running, so Lily will communicate to Jane or take on the inspection herself.</p>	JOHSC members	June 22, 2021	IP



10. NEW & OTHER BUSINESS

	<p><u>Ferric Garden Suite</u>: This will be added to this list as it will be occupied in September. Ingeborg will do the inspection.</p> <p><u>Cecil Green Park House</u>: Dianne to provide update.</p> <p><u>Continuing Studies Building</u>: Jarrad to provide update.</p> <p><u>TEF I, II, III</u>: Debbie to provide update.</p> <p><u>Environmental Services Facility</u>: Grant to provide update.</p> <p><u>Green College</u>: Patrick to provide update.</p> <p><u>Indian Residential School History and Dialogue Centre</u>: Debbie to provide update.</p> <p><u>Leon and Thea Koerner University Centre</u>: Steven to provide update.</p> <p><u>Orchard Commons</u>: Steven to provide update.</p> <p><u>Ponderosa Office Annex B</u>: Jarrad to provide update.</p> <p><u>Ponderosa Office Annex F</u>: Jane to provide update.</p> <p><u>Robson Square</u>: Steven to provide update.</p> <p><u>St. John's College</u>: 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><u>Thea Koerner House</u>: Sarah to provide update.</p>			
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**10. NEW & OTHER BUSINESS**

		<u>Learning Exchange</u> : Steven to provide update.			
		<u>Wesbrook village offices</u> : Ingeborg to provide update.			

\*NB – New Business

**11. NEXT MEETING**

Date:	June 22, 2021
Time:	9:00 am
Location:	Zoom

**12. MEETING ADJOURNED**

Time:	9:44 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)