



## Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Faculty of Land and Food Systems

WorkerCo-Chair: Patrick Leung\*  
Employer Co-Chair: Andy Jeffries

Date: June 3, 2021

Time: 11:00 am  
Location: Zoom Meeting

### 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>
---	--

1. ROLL CALL						
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent	Not Needed
Sylvia Leung	Management & Professional	MCML	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick Leung	Management & Professional	FNH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deborah Wang (A)	CUPE 2950	MCML	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Virginia Frankian	CUPE 2950	FNH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Derek Dee	Faculty Association	FNH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Andy Black	Faculty Association	MCML	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jaylin Melnichuk	Farm Workers	UBC Farm	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tim Carter (A)	Farm Workers	UBC Farm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Baohua Wang	Non Union Tech & Research Associates	MCML	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Barbara Stefanska (A)	Faculty Association	FNH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



Employer Representatives	Work Location	Present	Regrets	Absent	Not Needed
Andy Jeffries	MCML	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edmund Seow	MCML	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lisa Palmer (A)	FNH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Resources/Guests	Work Location	Present	Regrets	Absent	Not Needed
Peter Joseph	RMS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lewis Fausak	NUT	<input checked="" type="checkbox"/>	<input 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: AJ Seconded by: AB
- (List amendments to minutes)

Are the minutes approved?

Yes

No

## 4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

- (List additional agenda items)

### 4 A. REVIEW ACTIONABLE ITEMS FROM LST MINUTES (if applicable)



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

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



No



**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.</i> 119975-19/09/13		<i>Enter any information relevant to the incident/accident, actions to be taken by the JOHSC, recommendations etc.</i>			
127490-21/03/23	C	Student was changing a lightbulb and it broke in their hands. Updated SOP created and reviewed by group and LST, after second round of edits, they are waiting for PI to submit changes before the equipment can be used again.	PL	July 8, 2021	IP
127539-21/04/08	C	Lab member was transferring a 50ml centrifuge tube to a -80C freezer for storage. It had been in liquid nitrogen and built up pressure, causing it to shatter on the floor. There was no injury to the lab member or anyone nearby. Reviewing SOP and waiting for comments on preliminary investigation from LST. No PPE being used and no SOP posted. Will make PPE and SOP (review type of centrifuge tube used)	PL	June 3, 2021	IP



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

		available near liquid nitrogen. LST to review the SOPs and type of tube used.			
	C	User tripped over a whiteboard in a meeting area, the user scratched their head and was offered first aid, but refused. The corrective action items were to declutter space, store whiteboard, make legs more visible, and assess motion activated lighting in the space.	AJ	July 8, 2021	N

**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)*

*MacMillan:*

- Nothing to be raised to the JOHSC.
- Office inspections to completed in June.

*FNH:*

- A piece of rebar sticking out, but trouble calls was called.

*UBC Farm*

- 

*Dairy Farm*

- 

Item # (Use Inspection #)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
<i>E.g. GI-Rix-19/09/13</i>		<i>Enter any information relevant to the inspection, JOHSC action items, status of corrective actions, etc.</i>			

\* 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)

- The date for Safety Day 2020 will be held on Tuesday October 6, 2020.



7. REVIEW EDUCATION AND TRAINING					
Item # (ED-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
<i>E.g.</i> ED-19/09/19-01		<i>New members are required to complete Part 1 &amp; Part 2 of fundamentals training within 6 months of joining the committee, record the status of training until completed.</i>			

\* 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
<i>E.g.</i> ED-19/03/19-01		<i>Add any additional relevant information pertaining to the status of this item – keep most recent information on top. If long list of details, older less pertinent information can be removed as it will have already been recorded in previous minutes</i>			
NB-21/03/01-06	E	JOHSC needs to be added to site specific training for the gas and ventilation issues from the SRS report for each lab, and training is documented on TRMS (site specific training). PL to send PH to add a bullet or section about safety for gas valves in site specific training for labs that have actively working gas valves or use gases in FNH and MCML labs.	PL	July 8, 2021	IP
NB-21/03/01-07	E	Safety plan review document will be circulated at next LST meetings (MacMillan, FNH, and UBC Farm) in April for review, updates, and recommendations. Then report back at JOHSC in May, follow up at next JOHSC. We will receive clarity about the safety plans in June from SRS and UBC Restart.	AJ	June 3, 2021	C
NB-21/03/01-08	E	JOHSC needs to find another member from the UBC Dairy Farm. PL will reach out to Mary Ann and Nelson to see if she will join or if she knows someone that will be up for the position, maybe a grad student. PL	PL	June 3, 2021	IP



8. ONGOING BUSINESS – Status of Action Items					
		emailed to both, but did not receive any information back. AJ will ask speak with LD, Augusto, and ND to see if there will be any leads.			
NB-21/03/01-09	E	JOHSC will send out yearly reminders to supervisors that complete field work to ensure they review Field Safety Plans with for their projects with students. This will be done in March of every year, prior to field work increasing. Template was recently updated with UBC template and COVID safety information, and will be sent out to LFS PI's before next month.	AJ/LF	June 3, 2021	C
NB-21/05/06-01	E	Discussed LST/JOHSC welcome letter - send out the the letter to everyone that started around the beginning of the pandemic. AJ suggested that we try to include it into the TRMS website.	AJ/LF	June 3, 2021	C
NB-21/05/06-02	E	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: <a href="#">make a plan, have an emergency kit, emergency proof your home</a> . LF to send to LFS Today, and we should take to the different LSTs.	LF	June 3, 2021	C
NB-21/05/06-03	E	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 reminder, since many faculty and staff continue to work from home, promote the following in your areas: <ul style="list-style-type: none"> <li>• <a href="#">Working from Home Ergonomics Resource</a></li> <li>• <a href="#">Virtual Ergo Assessments</a></li> <li>• <a href="#">Home Office Ergo Webinar</a></li> <li>• <a href="#">Ergo your posture and movement breaks</a></li> </ul> LF to include the information on LFS intranet.	LF	June 3, 2021	C
NB-21/05/06-04	E	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	LF	June 3, 2021	C



8. ONGOING BUSINESS – Status of Action Items					
		your own well-being, discover your strengths, and take action. LF to share with LFS Today.			
NB-21/05/06-05	E	We have a few reports of coyotes enjoying our campus and wanted to provide some tips for any encounters you 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 <a href="#">BC Conservation Officer Service</a> . LF to share to LFS today.	LF	June 3, 2021	C
NB-21/05/06-06	E	Chemical safety practical test update – there has been an increase in use. SRS is asking us to communicate that the chem safety course is not meant for undergraduates, as they should not be working alone with chemicals. SRS is asking us to communicate with respective labs, changing the process to have undergraduates unenroll themselves from chemical safety practical sessions. Brought to the LST's – concern that undergrads will be left without safety training and these issues will not necessarily go away quickly. AJ, PL, DD, PJ to book a meeting with Peggy and Janet to discuss whether the training can continue.	AJ/PL	July 2, 2021	IP

\* 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
E.g.: CODE-REC-2017-01		<i>For all JOHSC Formal Recommendation Letters and Regulatory Inspections (Provincial Regulators including but not limited to WorkSafeBC, and Federal Regulators including but not limited to Transport Canada). Note ALL Regulatory</i>				



9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
		<p><i>Inspections, even if issued to another department. Make sure to refer to any applicable incident, investigations or other related occurrences by item #. DO NOT MOVE OUT OF THIS SECTION – this section is to be used to ensure employer is responding within 21 calendar days. Once correspondence is complete item can be removed.</i></p> <p><i>NOTE: Item# that correspondence pertains to should remain in the “Ongoing Business” and updated with any additional information until fully resolved.</i></p>				
E.g.: IR-2019-08-08- #201913063011A		<p><i>WorkSafeBC or Regulatory Correspondence: Provide a very brief summary and indicate any communication or corrective actions for the JOHSC. E.g. WorkSafeBC confirmed an Employer Incident Investigation Report was received as required. No action required of the JOHSC.</i></p>				
IR-2020-12-03- #202017748144A	E	<p>Chemicals under pressure in the Chemistry A building in a fume hood caused a minor spill on the student which could have potentially resulted in an exposure: reminder that equipment being used in a fume hood must be kept at least 15cm (6 in.) from the opening face of the fume hood (<a href="#">OHSR 30.8 (9)</a>), fume hood sash must be positioned to protect the upper body and face of a worker and at the marked height that maintains the average face velocity (<a href="#">OHSR 30.8 (2)</a>). Information to be shared to PI’s with labs. PJ to locate a recommended fumehood checklist for PL to distribute and reviewed for next steps. LF to take the information from PJ to create a safe work procedure for LFS Today.</p>	LF	January 7, 2021	May 6, 2021	C
IR-2021-04-23 #202116973079A	E	<p>A member of the public informed WorkSafeBC regarding an unsafe condition relating to traffic control, prompting review JOHSC/LST General Learnings/Discussion Points: Whether staff has taken an online course or has completed on-the-job training of specific tasks, it is essential that it is documented.</p>	PL	April 23, 2021	July 8, 2021	N





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

		Upon completion of in person training you can document it here that a <b>documented</b> record of completion as this record can serve as proof of due diligence. Traffic control has specific <b>regulatory requirements</b> which includes that the individual needs to be trained. This means that an untrained individual cannot be assigned the task. Safe Work Procedures need to be reviewed on a regular periodic cycle to ensure they are relevant and accurate. No action items noted.				
--	--	---	--	--	--	--

\* 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
<i>E.g.: NB-19/09/19-01</i>		<i>For new items that are not currently in “ongoing business”. Enter any relevant information regarding this item, actions to be taken, etc. If this item is not completed within the meeting, it will be moved to “Ongoing Business” for the following meeting</i>			
NB-21/06/04-01	E	<b>Welcome Back: Being Aware and Taking Care</b> It’s been a while since we have had an increase of activity and personnel on campus and Safety & Risk Services (SRS) would like to help you navigate this transition smoothly! Save the date to join us for a series of online sessions July 26-30 and learn about the most commonly sought information regarding safety at work, personal wellness and soft skills for a better workplace. All sessions will also count towards a JOHSC member’s entitled 8 hours of education and training. More information to come your way....stay tuned. Note: Sessions are not COVID-19 related.	LF	July 8, 2021	N



10. NEW & OTHER BUSINESS					
NB-21/06/04-02	E	<p><b>Go by Bike Week &amp; Bicycle Safety</b></p> <p>May 31 – June 6 is Go by Bike Week. During the week-long event, HUB Cycling encourages people to get out and ride their bikes anywhere and everywhere. Log your trips <a href="#">online</a> for a chance to win great prizes, track your kilometres, and see how many greenhouse gas emissions you’ve saved. Safety &amp; Risk Services has created a new section on their <a href="#">website</a> regarding bicycle safety on campus including a simple 7 point inspection checklist that should be completed prior to every ride. LF to post information to LFS Today, and to update the booking site to enhance, and print off safe work procedure/inspection checklist.</p>	LF	July 8, 2021	N
NB-21/06/04-03	E	<p><b>World Environment Day (June 5)</b></p> <p>June 5 is World Environment Day. To do your part, make sure you understand how to properly sort waste. Test your knowledge in the “<a href="#">Sort it out – waste sorting game</a>” for a chance to win a \$50 gift certificate from the bookstore.</p>	LF	July 8, 2021	N
NB-21/06/04-04	E	<p>Policy development committee would like to have a delegate for meetings examining policies for pest Control, Environmental Protection, Health and Safety. If anyone is willing to assist with the position, please speak to Baohua or Andy by the end of the day.</p>	LF	July 8, 2021	N

\*NB – New Business.

1. NEXT MEETING	
Date:	July 8, 2021
Time:	11:00 AM
Location:	Zoom Meeting

2. MEETING ADJOURNED	
Time:	11:54 AM

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)