



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Law JOHSC

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

Date: June 17, 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 type="checkbox"/>	<input checked="" 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?

(Agenda Moved Robert Russo; Seconded Saker Hirani)

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. 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>					



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

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-2021/05/20-	C	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	Admin	2021/06/17	C



8. ONGOING BUSINESS – Status of Action Items					
		<p>related to Work From Home (WFH). Ergo stats and resources were reviewed.</p> <p>Action:</p> <ul style="list-style-type: none"> ○ Ergonomics i-resources will 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 May 21, 2021.</p>			
NB-2021/05/20	E	<p>b. Mental Health Week (May 3 to 9)</p> <p>The JOHSC reviewed The Canadian Mental Health brochure that outlines tips and activities for self-directed mental health and well-being care.</p> <p>Action:</p> <ul style="list-style-type: none"> ○ Information and resources will 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 May 21, 2021.</p>	Admin	2021/06/17	C
NB-2021/05/20	C	<p>c. 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>	Admin	2021/06/20	C



8. ONGOING BUSINESS – Status of Action Items					
		<ul style="list-style-type: none"> 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. 			
NB-2021/03/18	E	<p>d. Fall 2021 Planning</p> <p>a. New SRS Campus Safety plans for re-opening</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.</p> <p>SRS provided six draft safety plans for all JOHS Committies to review. Four or five of these plans are applicable to the law school. Some controls will remain, like the recommendation to wear masks in common areas, and the daily self-assessments. The Law JOHSC reviewed the applicable draft safety plans. The JOHSC had feedback on four points: mask recommendations, practicality of attendance management in the office plan, any further support to manage non-viral illness and symptoms (like rapid covid tests so members of the community do not need to stay away from weeks of work, due to having a cough for example), and communication chains on the plans.</p> <p>Action:</p> <ul style="list-style-type: none"> The committee will provide feedback on four points by the deadline to SRS by Monday, June 21, 4 pm. 	Admin	On-going	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
NB2021/06/17	E	<p>a. WorkSafeBC Inspection & Traffic Control The committee reviewed the item.</p> <p>Action:</p> <ul style="list-style-type: none"> ○ No further action required. 	Admin	2021/06/17	2021/06/17	C

* REC – Recommendation Letter *IR – WorkSafeBC Regulatory Inspection

10. NEW & OTHER BUSINESS						
<ul style="list-style-type: none"> • 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-2021/06/17-	C	<p>a. New Management Rep – Co-Chair This being Lia Cosco’s (Management Co-chair) last JOHSC meeting, the JOHSC discussed the short-term vacancy in the co-chair role. Loretta Siu (Worker Co-chair) will Chair the summer JOHSC meetings. No interim replacement to be nominated. Once Lia’s replacement is hired, they will fill the vacant Management Co-Chair position.</p> <p>Action:</p> <ul style="list-style-type: none"> ○ No further action required. 	Admin	2021/06/17	C	
NB-2021/06/17	E	b. Welcome Back: Being Aware and Taking Care	Admin	2021/06/17	C	



10. NEW & OTHER BUSINESS					
		<p>As it has been a while since we have had an increase of activity and personnel on campus, Safety & Risk Services (SRS) would like to help navigate a smooth transition back to campus. A series of online sessions will take place July 26-30 to 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. Note: Sessions are not COVID-19 related.</p> <p>Action:</p> <ul style="list-style-type: none"> ○ Law JOHSC members were encouraged to participate if possible. No further action required. 			
NB-2021/06/17	E	<p>c. Go by Bike Week & Bike Safety May 31 – June 6 was Go by Bike Week. Item was reviewed.</p> <p>Action:</p> <ul style="list-style-type: none"> ○ No further action required. 	Admin	2021/06/17	C
NB-2021/06/17	E	<p>d. World Environment Day (June 5) June 5 is World Environment Day. To do your part, make sure you understand how to properly sort waste</p> <p>Action:</p> <ul style="list-style-type: none"> ○ No further action required. 	Admin	2021/06/17	C



11. NEXT MEETING	
Date:	July 15, 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)