



## Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: SHHS -JOHSC

Worker Co-Chair: Susan Kelly  
Employer Co-Chair: David Kiloh \*

Date: April 27, 2021

Time: 9:00 am  
Location: Conference Call (due to the COVID-19 response)

### AGENDA:

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| <ol style="list-style-type: none"> <li>1. Musqueam Land Acknowledgment</li> <li>2. Roll Call</li> <li>3. Determination of Quorum</li> <li>4. Record of Email Distribution to Members</li> <li>5. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes</li> <li>6. Approval of Agenda</li> <li>7. Review Central Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents             <ol style="list-style-type: none"> <li>a. Overview of CAIRS reviewed at the LSTs</li> </ol> </li> <li>8. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)</li> </ol> | <ol style="list-style-type: none"> <li>9. Ongoing Business – Status of Action Items             <ol style="list-style-type: none"> <li>a. <i>Re-structuring of the SHCS JOHSCs discussion (Tabled)</i></li> <li>b. JOHSC Evaluation – update from the LSTs</li> <li>c. Annual Reminders for the JOHSC checklist                 <ol style="list-style-type: none"> <li>i. Movement to adopt latest ToR revisions</li> </ol> </li> <li>d. ResLife Ergo Assessment (NB-21-02-23-02) - update</li> </ol> </li> <li>10. New and Other Business             <ol style="list-style-type: none"> <li>a. Operational outlook for the Summer session – unit staffing updates from mgmt</li> <li>b. COVID-19 Updates                 <ol style="list-style-type: none"> <li>i. Public Health Order - extension (until further notice)</li> </ol> </li> <li>c. Divisional Improvements &amp; Learnings</li> <li>d. SRS Email</li> </ol> </li> <li>11. Next Meeting – May 25, 2021; Zoom Conference Call (until further notice)</li> <li>12. Meeting Adjournment</li> </ol> <p>***Extended BC Provincial State of Emergency until end of day April 27, 2021, and reduced university services.***</p> |
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## 1. MUSQUEAM LAND ACKNOWLEDGEMENT

This new practice of acknowledging the ancestral land of the Musqueam people at the beginning of each monthly meeting, has begun as a result of discussion between the Co-Chairs regarding the Black Lives Matter movement, and the recent communications the President has published regarding UBC's values.

Inclusion is one of the cornerstones of this committee's values; the Co-Chairs believe this monthly practice is a simple step we can take now to shape our culture, remind us of our values, and the future actions we can take to further this committee's commitment to inclusion.

## 2. ROLL CALL

Worker Representatives	Work Location	Present	Regrets	Absent
Barbara Undurraga, ECE Childcare	UBC Childcare Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carla Arrano - ECE Childcare ( <i>alt.</i> )	UBC Childcare Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Billie Sandhu, Procurement Officer	Purchasing – MD6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emma Atillo, Assistant Supervisor, BSM group	Ponderosa Commons Residence	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vassili Molnar, Procurement Officer	Purchasing – MD6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michael Chow, Clerk, Res Life & Admin Group	SHHS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sarah Bellis, Res Life ( <i>Michael's alt.</i> )	SHHS Main Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Peter Ferrari, Head Tradesperson	SHHS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rob Harley, Electrician ( <i>alt.</i> )	SHHS – Trades / T-Bird facilities office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Romulo Garcia, Service Worker ( <i>alt.</i> )	Thunderbird Residence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Simon Gorecki, Plumber	SHHS – Trades / T-Bird facilities office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Susan Kelly, Supervisor, Food Services	Gather @ Vanier	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fani Zakios, Sales & Catering Coordinator ( <i>alt.</i> ) ( <i>Currently on paternal leave</i> )	Sage & The Point	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tom Higuchi, Residence Front Desk Service Coordinator	Res Life and Admin - Acadia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monica Borges, Front Desk Coordinator ( <i>alt.</i> )	Res Life and Admin - T-Bird	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Zoe Diomis, Front Desk Coordinator ( <i>alt.</i> )	Res Life and Admin - Place Vanier	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management Representatives	Work Location	Present	Regrets	Absent



2. ROLL CALL				
David Kiloh, Director	Facilities and Building Services / T-Bird Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Janice Robinson, Director	Res Life and Admin / MD6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Colin Moore, Director	Food Services / MD6 SHHS-Admin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Karen Vaughan, Director	Child Care Services – CC Admin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joel Kobyłka, Assoc. Director, Operations ( <i>alt.</i> )	Child Care Services – CC Admin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Allan De Jong, General Manager	Conferences & Accommodation/ Gage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guests	Work Location	Present	Regrets	Absent
Tariq Din, OH&S Manager	SRS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gontran Paget, Health and Safety Advisor	SRS Resources – SHHS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joanne Thember, Health and Safety Associate	SRS Resources – SHHS Main Office	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Valerie Leung, Health and Safety Associate	SRS Resources – SHHS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jessica Sterman, Administrative Support	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. 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? <i>* 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.</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

4. RECORD OF EMAIL DISTRIBUTION	
<b>DOCUMENT</b>	<b>DATE</b>
SHHS LST's April Minutes	04/23/2021
JOHSC March Minutes	04/23/2021
JOHSC April 2021 Agenda	04/23/2021





		<b>Support Services:</b> - 1 new CAIRS reviewed & closed.			
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**8. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)**

**CHILDCARE SERVICES:**  
 - (29/29) monthly inspections in open units have been completed in April.

**FOOD SERVICES:**  
 - 83.33% (10/12) all open units completed their monthly inspections in April (Bento re-opened in March).

**OPERATIONAL SERVICES:**  
 - All inspections in the warehouse, carpentry shop, and back-end building service areas have been completed in April.  
 - Fall-safe gear was also inspected and audited by our vendor in April for their annual check.

**SUPPORT SERVICES:**  
 - Monthly fire check completed for April – office inspections were completed 2 months earlier for this quarter – that said, throughout this period informal inspections are occurring being work orders have been placed for any repairs that need to be made.

*\*Inspections are tracked on a monthly basis. Units have until the end of the month to complete their inspections; from the time their monthly reports are shared with the JOHSC every 4<sup>th</sup> Tuesday of the month.*

*\*All WorkSafe Inspection Reports can be found online on the RMS website: [safetycommittees.ubc.ca](http://safetycommittees.ubc.ca)*

Item # (Use Inspection #)	Priority	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status
		N/A (see above)			

**9. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)**

Original Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status



9. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)					
<p>Committee Discussion: Possible JOHSC Re-structuring (NB-21-02-23-03)</p>	<p>E</p>	<p>David is asking the committee to give some thought as to what has been working well, and what could be improved on this committee; and visualize how things could look as one committee with all of SHCS, or a two committees in different structures.</p> <p><b>March update:</b> The Co-Chairs have asked for the committee’s support in reaching out to the UCS Co-Chairs to start initial conversations re: how a JOHSC restructuring could look in SHCS. Motion by JR, seconded by CM</p> <p><b>April update:</b> SHCS Safety to provide committee with an overview of the current two JOHSC structures in SHCS.</p> <ul style="list-style-type: none"> <li>- This agenda item to be tabled until a re-structuring timeline has been decided for the summer session.</li> </ul>	<p>ALL</p>	<p><i>Tabled until transition in the summer session</i></p>	<p>IP</p>
<p>JOHSC Evaluation</p>	<p>C</p>	<p>The results of the SHHS JOHSC evaluation were shared with the JOHSC members ahead of the February meeting for their review.</p> <ul style="list-style-type: none"> <li>- The committee members acknowledge the value in evaluating our efficacy.</li> <li>- David – homework for the committee: all please review the SRS evaluation, and the WorkSafeBC evaluation tool (to be shared).               <ul style="list-style-type: none"> <li>o Ask yourself what 3 things we should focus on as a committee? Be prepared to contribute at the March meeting.</li> </ul> </li> </ul> <p><b>March update:</b> The committee had a robust conversation re: how we would like to measure our effectiveness as a committee going forward.</p> <p>Comments from Allan – the JOHSC evaluation is largely administrative and doesn’t directly reflect the effectiveness of the committee; it would be much more effective to be reviewing statistical data that demonstrates our committee’s impacts on the workplace, and by</p>	<p>Co-Chairs / SRS Resources</p>	<p>04-27-2021</p>	<p>C</p>



9. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)

		<p>pursuing activities like keeping our LSTs fully represented and staffed by management.</p> <p>The Co-chairs are asking the LSTs to reflect on which techniques/measurements we could use as a basis for the 2021-2022 evaluation term at their April meetings. (i.e. Complete our inspections, increasing knowledge of ergonomics, etc.)</p> <p><b>April update:</b></p> <ul style="list-style-type: none"> <li>- Feedback re: our SHCS JOHSC's effectiveness was taken warmly from LST members. Discussion identified:             <ul style="list-style-type: none"> <li>o The importance of engaging supervisors and staff in reporting, identifying and following up on inspection items; and how the speed of the completion of the inspection findings have improved since standardized inspections have been implemented, and is being reported on at the JOHSC.</li> <li>o The importance of communicating identified learning outcomes from investigations to all levels of employees (not only management and safety committee members), as well as to other units who these learnings may apply to given similarities in work.</li> </ul> </li> </ul>			
<p>Annual Reminders for the JOHSC (NB-21-03-23)</p>	<p>E</p>	<p>The committee began to review the annual JOHSC reminders checklist at the March meeting.</p> <p>The committee reviewed the current ToR at this meeting, and have decided to motion that the 2021-2022 version of the ToR remove the member names that are included in the 2020-2021 version. Going forward the member names will be managed separately from the ToR to ensure it is kept up-to-date for the annual period – Motion moved by FT &amp; seconded by BU.</p>	<p>All Members</p>	<p>04-27-2021</p>	<p>C</p>



9. ONGOING BUSINESS – Status of Action Items (includes review of previous meeting minutes)

		<p>Based on time restrictions, the committee will continue to review the remainder of the annual reminders checklist at the April meeting, due to the robust conversation we had regarding our SRS JOHSC evaluation.</p> <p><b>April update:</b></p> <p>Move to update the latest version of the ToR: approved by SK, seconded by: SG</p> <p>Movement to re-instate David as the Mgmt Co-Chair – there was no opposition from the management reps.</p>			
<p>Residence Life Ergo Assessment (NB-21-02-23-02)</p>	<p>C</p>	<p>The ergo survey has been sent out to all of the front desk staff, management is currently awaiting the results: Tom H. to provide an update at March meeting.</p> <p><b>March update:</b> Abigail visited the Front Desks this month to review the current work station set-ups and work tasks – Tom is currently awaiting her findings and will report back to the JOHSC in April.</p> <p><b>April update:</b> After Abigail’s assessment of all of the Front desk areas she’s currently identifying recommendations for these areas. She is also creating a parcel processing how-to resource for staff dealing with awkward parcels; expected completion by May. She’s also looking at new chairs, which has been a consistent complaint among staff for some time. She will also be recommending for employee input to be incorporated into any new ResLife build designs.</p>	<p>TH</p>	<p>05-25-2021</p>	<p>IP</p>





10. NEW & OTHER BUSINESS* (ROUNDTABLE)					
Item # (NB-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
Operational Outlook for the Summer Session	E	<p><b>Unit staffing updates from management:</b></p> <p><u>Child Care:</u> Business as usual, no real changes to staffing, programs are 96% full.</p> <p><u>Support Services:</u> Anticipating student housing to be servicing a higher level of student capacity than 2020; looking forward to more vaccines being dispensed as September approaches when we start welcoming more staff and students back.</p> <p><u>Food Services:</u> 4 retail locations will be open during the summer semester (same as last summer). Food Services to launch a new food delivery subscription service called 'UBC Eats' this summer. No catering business this the summer, and no restaurants will be open this summer.</p> <p><u>Conferences &amp; Accommodations:</u> Business way down from historical summer semester levels, however business is better than last summer. Will be utilizing Gage as self-isolation suites for incoming students. Seeing a bit of an uptick in tourist &amp; business bookings, and some interest in boarding on campus from the Canadian Paralympics team.</p> <p><u>Facilities &amp; Building Services:</u> Would generally be hiring 150 seasonal staff at this time of year, which will not be happening once again this year. That said, the general safety for these workers starting out in new jobs is also not a concern this year.</p>	Mgmt. Reps	04-27-2021	C
Covid-19 Updates	E	<p><b>Public Health Order – extended until further notice</b></p> <p>This is a notice that the Public Health Order from November 19<sup>th</sup> has been extended, our units are to continue to:</p>	All staff	Ongoing / compliant	C



10. NEW & OTHER BUSINESS* (ROUNDTABLE)					
		<ul style="list-style-type: none"> <li>- Ensure employees are self-assessing their health before coming into the workplace; and that these self-health assessments are being documented at their unit.</li> <li>- Masks are required in any indoor public or shared spaces (i.e. lunch rooms, hallways, etc.).</li> <li>- Updates to Open Kitchen and food truck safety plans as minor changes are made in Jan to reflect what works best with increased service levels.</li> </ul> <p><b>March updates</b> – although the province has increased our social bubbles up to 10 people outdoors earlier this month – it does not change any of our standing workplace practices.</p> <p><b>April updates:</b> Current PHO continuing until May 25<sup>th</sup>, which now includes an update from last week that states 3 positive cases in one location that can result in a closure.</p>			
Divisional Learnings	E	<p><b>Divisional Improvements &amp; Learnings</b></p> <p><b>Childcare</b></p> <ul style="list-style-type: none"> <li>- Tillicum’s success in acquiring additional childcare support quickly for a child who required additional care.</li> </ul> <p><b>Food Services</b></p> <ul style="list-style-type: none"> <li>- A year ago the FS LST discussed the potential of being involved in the planning of new retail builds to negate potential ergo issues related to limited storage and work spaces, as seen Mercante – this month Jody was involved in the planning of the new Tim Horton’s being designed in the new Pacific building – what a win!</li> </ul> <p><b>Operational Services</b></p> <ul style="list-style-type: none"> <li>- Learning as a deliberate improvement strategy (i.e. refreshing the Service Worker group on ladder training once a staff</li> </ul>	All Members	N/A	C



10. NEW & OTHER BUSINESS* (ROUNDTABLE)					
		<p>member brought up they didn't feel comfortable working at heights on a step ladder).</p> <p><b>Support Services</b></p> <ul style="list-style-type: none"> <li>- Zoe interested in taking the Ergo Office Rep course (once it opens back up), after having great results from Abigail helping her to properly adjust her chair.</li> </ul>			
Safety & Risk Services Monthly Co-Chair Email	C	<p><b>SRS Email</b></p> <ul style="list-style-type: none"> <li>- Resumption of Fire Drills</li> <li>- Respirator Fit Testing Course going Live April 1</li> <li>- CAIRS instructional resources now available</li> <li>- Substance use or Addictions</li> <li>- Day of Mourning – April 28</li> </ul>	SRS Resources	04-27-2021	C

1. NEXT MEETING	
Date:	Tuesday, May 25, 2021
Time:	9:00 am
Location:	Zoom Conference Call

2. MEETING ADJOURNED	
Time:	10:20 am

LEGEND		STATUS:	
<b>PRIORITY:</b>			
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
- Risk Management Services [ubcsafety.committee@ubc.ca](mailto:ubcsafety.committee@ubc.ca)
- Posted on any Safety Bulletin Boards (if applicable)