



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: SHHS -JOHSC

Worker Co-Chair: Phillip Wong (Work Rep Alternate)
Employer Co-Chair: David Kiloh *

Date: May 25, 2021

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

AGENDA:

<ol style="list-style-type: none"> 1. Musqueam Land Acknowledgment 2. Roll Call 3. Determination of Quorum 4. Record of Email Distribution to Members 5. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes 6. Approval of Agenda 7. Review Central Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents <ol style="list-style-type: none"> a. Overview of CAIRS reviewed at the LSTs 8. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers) 	<ol style="list-style-type: none"> 9. Ongoing Business – Status of Action Items <ol style="list-style-type: none"> a. <i>Re-structuring of the SHCS JOHSCs discussion (Tabled)</i> b. ResLife Ergo Assessment (NB-21-02-23-02) – update c. COVID-19 Updates <ol style="list-style-type: none"> i. Provincial PHO ii. University 10. New and Other Business <ol style="list-style-type: none"> a. UBC JOHSC training unavailable for the foreseeable future b. Co-Chair membership update c. Musculoskeletal injury (MSI) considerations for returning staff <ol style="list-style-type: none"> i. Directors update on current staffing plan for returning workers ii. WorkSafeBC Webinar ‘Intro to MSI Prevention’ d. Divisional Improvements & Learnings e. SRS Email 11. Next Meeting – June 22, 2021; Zoom Conference Call (until further notice) 12. Meeting Adjournment <p>***Extended BC Provincial State of Emergency until end of day May 25, 2021, and reduced university services.***</p>
---	---



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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carla Arrano - ECE Childcare <i>(alt.)</i>	UBC Childcare Services	<input 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 type="checkbox"/>	<input type="checkbox"/>
Vassili Molnar, Procurement Officer	Purchasing – MD6	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Susan Kelly, Supervisor, Food Services	Gather @ Vanier	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Phillip Wong, Supervisor, Food Services Worker Co-Chair	Open Kitchen @ Orchard	<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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Zoe Diomis, Front Desk Coordinator <i>(alt.)</i>	Res Life and Admin - Place Vanier	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management Representatives	Work Location	Present	Regrets	Absent
David Kiloh, Director Employer Co-Chair	Facilities and Building Services / T-Bird Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



2. ROLL CALL				
Guests	Work Location	Present	Regrets	Absent
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"/>
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 checked="" type="checkbox"/>	<input 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 Serman, 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	
DOCUMENT	DATE
SHHS LST's May Minutes	05/21/2021
JOHSC April Minutes	05/21/2021
JOHSC May 2021 Agenda	05/21/2021

5. APPROVAL OF PREVIOUS JOHSC MEETING MINUTES

The minutes of the previous meeting were unanimously approved as distributed.



- 0 new CAIRS reviewed

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:

- (25/29) monthly inspections in open units have been completed in May.
- Childcare to follow up with remaining programs who have not yet submitted their inspection reports.

FOOD SERVICES:

- 100% (12/12) all open units completed their monthly inspections in May (Bento re-opened in March).
- **An FYI for other units completing digital inspections on iAuditor -The Food Services team discovered that the latest iOS updates on the provided Apple iPads has caused the current version of iAuditor to be incompatible with the latest iOS update. However, once SHCS IT updates iAuditor to the latest version, it has better features than the previous version!**

OPERATIONAL SERVICES:

- All but 3 of the May inspections are outstanding (tbird, exchange, warehouse).
- 4/6 residences have been completed (Marine D, Pond, Gage & Acadia), the remainder of the residences are not open – David to follow up with the BSMs on the incomplete inspections.

SUPPORT SERVICES:

- Fire extinguisher inspections have been completed in May.
- The Front Desk inspections are expected to be completed for this quarter before the June JOHSC meeting.

May update: As agreed upon by the committee, inspections for all areas (depending on their cycle) need to be completed by the Friday before the JOHSC meeting. For the purpose of the inspection numbers to be included on the agenda for that month’s JOHSC meeting.

**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 4th Tuesday of the month.*

**All WorkSafe Inspection Reports can be found online on the RMS website: 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
Committee Discussion: Possible JOHSC Re-structuring (NB-21-02-23-03)	E	<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>March update: 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>April update: SHCS Safety to provide committee with an overview of the current two JOHSC structures in SHCS.</p> <ul style="list-style-type: none"> - This agenda item to be tabled until a re-structuring timeline has been decided for the summer session. 	ALL	<i>Tabled until transition in the summer session</i>	IP
Residence Life Ergo Assessment (NB-21-02-23-02)	C	<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>March update: 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>April update: 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</p>	TH	06-22-2021	IP



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

		<p>some time. She will also be recommending for employee input to be incorporated into any new ResLife build designs.</p> <p>May update: No new updates.</p>			
<p>Covid-19 Updates</p>	<p>E</p>	<p>Public Health Order – extended until further notice This is a notice that the Public Health Order from November 19th has been extended, our units are to continue to:</p> <ul style="list-style-type: none"> - Ensure employees are self-assessing their health before coming into the workplace; and that these self-health assessments are being documented at their unit. - Masks are required in any indoor public or shared spaces (i.e. lunch rooms, hallways, etc.). - 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. <p>March updates – 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>April updates: Current PHO continuing until May 25th, which now includes an update from last week that states 3 positive cases in one location that can result in a closure.</p> <p>May updates: Provincial – next broadcasted update occurring today at 1pm.</p> <p>UBC – there was a post-secondary specific webinar hosted by the Provincial Health Authority earlier this week which addressed:</p> <ul style="list-style-type: none"> - Accessibility of vaccines - Expectations for staff come September (where in-class sessions will be operating in person) This is based new medical 	<p>All staff</p>	<p>Ongoing / compliant</p>	<p>C</p>



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

		<p>understanding of the virus & observations from case studies in the UK and the K-12 sector</p> <ul style="list-style-type: none"> - Optimism with in-class learning - Most transmissions are due to social interactions - Vaccine will not be mandatory but highly encouraged <p>Rapid testing on campus will remain available to those who have already had their first dose of the vaccine (see website, www.housing.ubc.ca/rapidtest)</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
UBC JOHSC Training	E	<p>UBC JOHSC training hosted by Safety & Risk Services is unavailable for the foreseeable future, due to a change in staff.</p> <ul style="list-style-type: none"> - Interim training came be completed through WorkSafeBC - Stay tuned for further updates. 	ALL	N/A	C
Membership Update	E	<p>Co-Chair membership update</p> <ul style="list-style-type: none"> - Phillip Wong has joined as the alternate co-chair during Susan's absence - Fortunately for us, Phillip has safety committee experience; he was a Food Services LST member from 2014-2019, and was a co-chair of that committee from 2016-2019. Welcome to the team Phillip, we are so happy to have you aboard! 	ALL	N/A	C
Musculoskeletal injury (MSI) considerations	E	<p>Musculoskeletal injury (MSI) considerations for returning staff:</p> <ul style="list-style-type: none"> a. Directors update on current staffing plan for returning workers 	ALL		



10. NEW & OTHER BUSINESS* (ROUNDTABLE)

<p>for returning staff</p>		<ul style="list-style-type: none"> i. As directors begin their initial planning for returning staff orientations, they are considering the additional refresher training the returning staff will require after having been on temporary leave for several months. ii. Food Services plans are tentative; they expect they will need more staff on campus than ever before, in anticipation that the second year students will be seeking the 'first year experience', by way of the SHCS student services. iii. The committee would like to keep this as a standing item on the agenda as the fall semester approaches to track the planning progress. iv. It is worth noting that as important as it is to consider returning staff to campus, we do not want to overshadow the remarkable work of the staff who have stayed on campus – David thanks you for all of your hard work!! <p>ii. WorkSafeBC Webinar 'Intro to MSI Prevention' – Wed, May 26th from 2-3pm</p> <ul style="list-style-type: none"> - Safety resources recommend attending this webinar in light of the previous item re: staff returning to campus, and the added risk of MSIs. 			
<p>Divisional Learnings</p>	<p>E</p>	<p>Divisional Improvements & Learnings</p> <p>Childcare</p> <ul style="list-style-type: none"> - LST been considering how they can circulate the learning outcomes that arise for reviewing the CAIRS reports across all programs in child care. - The child care LST has circulated the JOHSC annual evaluation along with alternative evaluation tools (i.e. 	<p>All Members</p>	<p>N/A</p>	<p>C</p>



10. NEW & OTHER BUSINESS* (ROUNDTABLE)

		<p>WorkSafeBC) for their program staff to review and consider.</p> <ul style="list-style-type: none">- Karen: For units welcoming staff back, updating covid-19 protocols is a huge consideration being child care has not closed and has had to revise their plans 4 times; the senior supervisor meetings have been critical piece in conveying these changes to staff across all of the programs. <p>Food Services</p> <ul style="list-style-type: none">- Looking to streamline inspections in the retail units, being they are currently performing both the franchise and SHCS monthly inspections. <p>Operational Services</p> <ul style="list-style-type: none">- Facilities and building services is currently working with Abigail, the UBC Ergonomist, to develop programing to welcome returning staff back to campus. <p>Support Services</p> <ul style="list-style-type: none">- Parcels have become cumbersome for front desk staff, to alleviate the ergonomics risks, Campus Mail is now leaving the parcel bins with the front desk so they can unload them more efficiently at their own pace (as opposed to previous procedure where Campus Mail would unload the bin & then take them back, making for awkward lifting for the front desk staff.)			
--	--	---	--	--	--



10. NEW & OTHER BUSINESS* (ROUNDTABLE)

Safety & Risk Services Monthly Co-Chair Email	C	SRS Email <ul style="list-style-type: none"> - Working From Home – Statistics - Emergency Preparedness Week - Mental Health Week (May 3-9) - Staying Safe around Wildlife - WorkSafeBC Inspection Reports 	SRS Resources	05-25-2021	C
---	---	---	---------------	------------	---

1. NEXT MEETING

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

2. MEETING ADJOURNED

Time:	9:53 am
-------	---------

LEGEND		STATUS:	
PRIORITY:			
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

<p>Monthly Distribution and Posting of Approved Meeting Minutes (Required):</p> <ul style="list-style-type: none"> • Responsible VP • Responsible Managing Director/Dean • All JOHSC members 	<ul style="list-style-type: none"> • Internal Communications Person • Risk Management Services ubcsafety.committee@ubc.ca • Posted on any Safety Bulletin Boards (if applicable)
--	---