## Joint Occupational Health & Safety Committee Meeting Minutes

**Name of Committee:** UBC Sauder – Joint Occupational Health & Safety Committee

**Worker Co-Chair:** Bryan Keizer

**Employer Co-Chair:** Linda Tommasini

**Date:** June 17, 2021

**Time:** 12:45 hrs

**Location:** Via Zoom

### AGENDA:

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1.</td>
<td>Roll Call</td>
</tr>
<tr>
<td>2.</td>
<td>Determination of Quorum</td>
</tr>
<tr>
<td>3.</td>
<td>Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes</td>
</tr>
<tr>
<td>4.</td>
<td>Additional Agenda Items, Review Actionable Items from Local Safety Team (LST) Minutes &amp; Approval of Agenda:</td>
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<tr>
<td></td>
<td>• Promotion of Health &amp; Safety Events</td>
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<td>5.</td>
<td>Review Central Accident/Incident Reporting System (CAIRS) report</td>
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<tr>
<td></td>
<td>• Monthly Incident &amp; Statistical Summary Report: None</td>
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<td>6.</td>
<td>Review Workplace Safety Inspections</td>
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<td></td>
<td>• None</td>
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<td>7.</td>
<td>Review Education and Training</td>
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<td></td>
<td>• None</td>
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<td>8.</td>
<td>Ongoing Business – Status of Action Items</td>
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<tr>
<td></td>
<td>• None</td>
</tr>
<tr>
<td>9.</td>
<td>JOHSC Formal Recommendation Letters &amp; Regulatory Inspections</td>
</tr>
<tr>
<td></td>
<td>• WorkSafe BC Inspection Reports (ALL): IR#202116973079A &amp; IR#202116973101A</td>
</tr>
<tr>
<td>10.</td>
<td>New and Other Business</td>
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<tr>
<td></td>
<td>• Monthly Email from Teela:</td>
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<tr>
<td></td>
<td>a. Welcome Back: Being Aware and Taking Care</td>
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<td></td>
<td>b. Go by Bike Week &amp; Bicycle Safety</td>
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<tr>
<td></td>
<td>c. World Environment Day (June 5)</td>
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<td></td>
<td>d. WorkSafeBC Inspection Reports (IR)</td>
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<td></td>
<td>• UBC Sauder JOHSC Annual Evaluation Review - 2019/2020</td>
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<td></td>
<td>• Teela’s Email (June 15th): Draft Safety Plans - JOHSC Feedback</td>
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<tr>
<td>11.</td>
<td>Next Meeting</td>
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<td>12.</td>
<td>Meeting Adjournment</td>
</tr>
</tbody>
</table>
### 1. ROLL CALL

<table>
<thead>
<tr>
<th>Worker Representatives</th>
<th>Association/Union</th>
<th>Work Location</th>
<th>Present</th>
<th>Regrets</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jonathan Easey</td>
<td>AAPS</td>
<td>HA 441</td>
<td></td>
<td>☑</td>
<td>☐</td>
</tr>
<tr>
<td>Erica Hill</td>
<td>AAPS</td>
<td>HA 451B</td>
<td></td>
<td>☑</td>
<td>☐</td>
</tr>
<tr>
<td>Imogene Huxham</td>
<td>AAPS</td>
<td>Robson Square</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Bryan Keizer</td>
<td>CUPE 2950</td>
<td>HA 038</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Kari Marken</td>
<td>UBCFA</td>
<td>HA 351J</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Steven Minns</td>
<td>UBCFA</td>
<td>HA 351</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Jennifer Orme</td>
<td>CUPE 2950</td>
<td>DL 211</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Barbara Wyntjes</td>
<td>UBCFA</td>
<td>DL 419</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employer Representatives</th>
<th>Work Location</th>
<th>Present</th>
<th>Regrets</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Linda Tommasini</td>
<td>HA 447C</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Resources/Guests</th>
<th>Work Location</th>
<th>Present</th>
<th>Regrets</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paul Wong (Safety &amp; Risk Services)</td>
<td>UBC – Vancouver Campus</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Tom Leslie (Internal Communications)</td>
<td>HA 449B</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Beatriz Alban (Recording Secretary)</td>
<td>HA 443</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

### 2. DETERMINATION OF QUORUM

- A minimum of 4 members;
- Worker representatives (faculty and staff workers who do not exercise managerial functions) and employer representatives (management workers who exercise managerial functions);
- 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: Barbara Wyntjes  
  Seconded by: Jennifer Orme

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.

☑ No actionable items noted

<table>
<thead>
<tr>
<th>Item # (CAIRS ID# and yy/mm/dd)</th>
<th>Priority</th>
<th>Date</th>
<th>Action Plan (Actions Taken/Need to be taken)</th>
<th>Assigned To</th>
<th>Follow up Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>None over the last 30 days.</td>
<td></td>
<td></td>
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</tbody>
</table>

* See Legend at end for Priority and Status Codes

5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

See attached incident report:
- Monthly Incident List & Statistical Summary Report (make note of trends etc. For any general CAIRS information that requires discussion or action, please record under “New Business”. Any incident specific items and follow up requests are to be listed below)

<table>
<thead>
<tr>
<th>Item # (CAIRS ID# and yy/mm/dd)</th>
<th>Priority</th>
<th>Date</th>
<th>Discussion/Comments/Recommendations</th>
<th>Assigned To</th>
<th>Follow up Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>None over the last 30 days.</td>
<td></td>
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</tbody>
</table>

* See Legend at end for Priority and Status Codes

6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)

Attach inspection checklist(s) and report(s) to these meeting minutes and use this table to record discussion and new recommendation(s)

<table>
<thead>
<tr>
<th>Item # (GI-SAUND-yy-mm-dd-##)</th>
<th>Priority</th>
<th>Discussion/Comments/Recommendations</th>
<th>Assigned To</th>
<th>Follow up Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>None over the last 30 days.</td>
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* GI - General Inspection
# Joint Occupational Health & Safety Committee
## Meeting Minutes

### 7. REVIEW EDUCATION AND TRAINING
(General discussion, confirm all training is up-to-date, etc. For all actionable items please list below)

- Bryan Keizer made the JOHSC members aware of the CAIRS workshop below. Linda Tommasini encouraged everyone to participate, if not in this session, at a later date.

<table>
<thead>
<tr>
<th>Item # (ED-yy/mm/dd-01)</th>
<th>Priority</th>
<th>Discussion/Comments/Recommendations</th>
<th>Assigned To</th>
<th>Follow up Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>None over the last 30 days.</td>
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</tbody>
</table>

*ED – Education and Training*

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

<table>
<thead>
<tr>
<th>Original Item #</th>
<th>Priority</th>
<th>Action Plan (Actions Taken/Need to be taken)</th>
<th>Assigned To</th>
<th>Follow up Date</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>None over the last 30 days.</td>
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</table>

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

<table>
<thead>
<tr>
<th>Item # (use Recommendation #)</th>
<th>Priority</th>
<th>Discussion and/or Action Items</th>
<th>Assigned To</th>
<th>Date of Issue</th>
<th>Date to be Completed</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>IR#2021116973079A</td>
<td>E</td>
<td>No action is required from the JOHSC.</td>
<td>Linda Tommasini</td>
<td>May 28, 2021</td>
<td>June 17, 2021</td>
<td>C</td>
</tr>
<tr>
<td>IR#2021116973101A</td>
<td>E</td>
<td>No action is required from the JOHSC.</td>
<td>Linda Tommasini</td>
<td>May 28, 2021</td>
<td>June 17, 2021</td>
<td>C</td>
</tr>
</tbody>
</table>

*REC – Recommendation Letter*

### 10. NEW & OTHER BUSINESS
- General discussion items (list actionable items below)

<table>
<thead>
<tr>
<th>Item # (NB-yy/mm/dd-01)</th>
<th>Priority</th>
<th>Discussion and/or Action Items</th>
<th>Assigned To</th>
<th>Date to be Completed</th>
<th>Status</th>
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</tbody>
</table>
## 10. NEW & OTHER BUSINESS

<table>
<thead>
<tr>
<th>NB-21/06/17-01</th>
<th>E</th>
<th>Linda Tommasini discussed and made everyone aware of the following items from Teela Narsih, Safety &amp; Risk Services email of June 2021:</th>
</tr>
</thead>
</table>
|                 |     | a. Welcome Back: Being Aware and Taking Care  
|                 |     | b. Go by Bike Week & Bicycle Safety  
|                 |     | c. World Environment Day (June 5)  
|                 |     | d. WorkSafeBC Inspection Reports (IR): IR#202116973079A & IR#202116973101A |
|                 |     | Barbara Wyntjes inquired whether there is a bike locker at UBC Sauder for those who cycle to work. Bryan Keizer confirmed that there is one at the back of the building, but booking is required. He also mentioned the existence of outside lockers near the main entrance off of Main Mall and as well on University Blvd. |

<table>
<thead>
<tr>
<th>NB-21/06/17-02</th>
<th>E</th>
<th>Linda Tommasini discussed the UBC Sauder JOHSC Annual Evaluation Review - 2019/2020 and shared the results with the Committee:</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>UBC Sauder obtained an overall effectiveness score of 91% (higher than the previous year: 88%). Linda Tommasini thanked everyone for this result, one of the highest functioning committees at UBC.</td>
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<td></td>
<td></td>
<td>Linda Tommasini also highlighted some of the areas with lower scores, such as: education/training, attendance, etc.</td>
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<td></td>
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<td>Regarding training, Bryan Keizer mentioned that, even if it is not for an entire session, any portion of a member’s time devoted to training counts towards this score.</td>
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<td></td>
<td></td>
<td>Barbara Wyntjes asked how the additional 8 hours of education and training were registered. Paul Wong explained that once a member has participated in a training session, they just need to inform Office Admin</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Linda Tommasini</th>
<th>June 17, 2021</th>
<th>C</th>
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10. NEW & OTHER BUSINESS

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<td>so that it is recorded and included in the next meeting’s agenda, as well as documented in the minutes.</td>
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<td></td>
<td>JOHSC Committee Representative Survey Results</td>
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<td></td>
<td>Linda Tommasini encouraged everyone to participate in the survey, to obtain everyone’s feedback. Responses are treated anonymously.</td>
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<td></td>
<td>Linda Tommasini encouraged all JOHSC Committee members to volunteer to assist with the Committee’s goals based on 2019/2020 JOHSC Evaluation, which are:</td>
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<tr>
<td></td>
<td>1. Discuss and develop a plan for increasing regular member attendance</td>
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<td></td>
<td>(Barbara Wyntjes/Kari Marken) Committee Member Attendance</td>
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<td></td>
<td>JOHSC to inquire as to why members are unable to participate in monthly meetings and address accordingly. Committee should discuss the issue, stress the importance of regular attendance and create a plan to address.</td>
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<td>2. JOHSC to develop a plan to further promote health and safety within their area of scope</td>
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<td></td>
<td>(Imogene Huxham/Bryan Keizer) JOHSC Activities</td>
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<td></td>
<td>Recommend that the Committee continue to develop a communications and activity plan to determine periodic activities to further promote health and safety within their areas throughout the year.</td>
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<td>3. Encourage all members to use, at minimum, a portion of their annual education and training</td>
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Barbara Wyntjes/Kari Marken  
July 15, 2021  
IP

Imogene Huxham/Bryan Keizer  
July 15, 2021  
IP
## 10. NEW & OTHER BUSINESS

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Responsible</th>
<th>Date</th>
<th>Type</th>
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</thead>
</table>
| NB-21/06/17-03 | **(Linda Tommasini/Jennifer Orme)** **Education and Training**  
Recommend the Committee to find out if there are any barriers preventing members from obtaining education and training. JOHSC to encourage all members to use at minimum a portion of their entitled education and training.  
Deadline for these groups to work together and come up with ideas/plans is July’s meeting.  
Linda Tommasini/Jennifer Orme, July 15, 2021  
Paul Wong added to this that previous Safety Plans on our UBC Sauder Intranet will disappear once Stage 3 is in effect. New Safety Plans will be communicated to everyone. He also explained that a new course for faculty and staff members working on campus will be mandatory, and it will include new processes to move around campus.  
Linda asked who was in charge of approving these plans. Paul confirmed that they would need to be approved by the Dean and/or higher level members of the University.  
Linda inquired about capacity limits. Paul explained that, coming July, no capacity limits are expected and/or physical distancing. Staff and faculty members that need to work on campus can be there from the beginning of July.  
Paul also informed JOHSC members about the ‘hybrid work model’ being developed by UBC HR (part-time work from home arrangement). He reminded members that, to be a UBC employee, the geographical restriction of working from BC will still apply. | Linda Tommasini | June 17, 2021 | C |
10. NEW & OTHER BUSINESS

**NB-21/06/17-04**  
**E**  
Paul Wong announced that UBC has signed a contract for a new mobile first aid vehicle that can serve as a first aid room. Employees wishing to discuss private issues can also make use of it. Current first aid processes and emergency numbers will remain in place, whoever needs assistance should call Campus Security (604.822.2222).

Imogene Huxham inquired whether Robson Square would also have the same first aid vehicle. Paul Wong confirmed Robson Square will not be getting one at this time.

**NB-21/06/17-05**  
**E**  
Linda informed the JOHSC committee that the approval of the updated version of the ‘Terms of Reference’ and the election of the ‘Workers and Employers Co-chairs’ would take place during the July meeting as well.

Linda Tommasini  
June 17, 2021

*NB – New Business*

11. NEXT MEETING

Date:  
July 2021

Time:  
12:45 PM

Location:  
Zoom

12. MEETING ADJOURNED

Time:  
13:29

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**LEGEND**

**PRIORITY:**

A  
Critical/Life threatening/high probability

B  
Urgent/moderate probability of re-occurrence

C  
Important/low probability of re-occurrence

D  
Reminders

E  
Information

**STATUS:**

N  
New

R  
Repeat

C  
Complete

IP  
In Progress

RF  
Referred forward
**Monthly Distribution and Posting of Approved Meeting Minutes (Required):**

- Responsible VP - Provost and VP Academic, Andrew Szeri
- Responsible Managing Director/Dean – c/o Kattriona MacDonald
- All JOHSC members
- Internal Communications Person – Tom Leslie
- Risk Management Services [ubcsafety.committee@ubc.ca](mailto:ubcsafety.committee@ubc.ca)
- Posted on any Safety Bulletin Boards (if applicable)