



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Library – Joint Occupational Health & Safety Committee

Worker Co-Chair: Sylvia Ranspach
Employer Co-Chair: Ina Reiche

Date: July 8, 2021

Time: 1:00 pm
Location: Virtual Zoom Meeting

AGENDA:

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| <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 6. 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"> 7. Review Education and Training <ul style="list-style-type: none"> • JOHSC Training - Amity 8. Ongoing Business – Status of Action Items <ol style="list-style-type: none"> a. Incident 127474 – Communication regarding poster b. Personal Safety – Campus Security Workshop c. JOHSC Worker Co-Chair – updates to SRS, SharePoint and Confluence 9. Items to be Tabled 10. JOHSC Formal Recommendation Letters & Regulatory Inspections 11. New and Other Business <ul style="list-style-type: none"> • Draft Safety Plans - JOHSC Feedback • Plexiglass for front line library staff • JOHSCs role in the return to campus <p>UBC SRS email:</p> <ul style="list-style-type: none"> o Welcome Back: Being Aware and Taking Care o BC Heat Wave o Inspection of GTS Classrooms covered under Facilities JOHSC o WorkSafeBC Enews (Informational Item) 12. Next Meeting 13. Meeting Adjournment |
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1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Shaun Wang	CUPE 2950	Asian Library	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kristen Wong	CUPE 2950	Community Engagement, IKBLC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jennifer Orme	CUPE 2950	David Lam Library	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sylvia Ranspach	CUPE 2950	Education Library	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wendy Osborne (A)	CUPE 2950	Education Library	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Purnima Chandra	CUPE 2950	Law Library	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
John Welfley (A)	CUPE 2950	Law Library	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Louise Harrison (Rep & Recording Secretary)	CUPE 2950	Library Admin, IKBLC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amity Chiang	AAPS	HR, IKBLC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fern Truong	CUPE 2950	Music, Art & Architecture Library	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kevin Lindstrom	UBCFA	Woodward Library	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tamis Cochrane	CUPE 2950	Xwi7Xwa Library	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employer Representatives	Work Location	Present	Regrets	Absent
Ina Reiche	HR, IKBLC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alicia Munro	Facilities, IKBLC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shauna Barry	Koerner Library	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pouneh Naderi	Music, Art & Architecture Library	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Resources/Guests	Work Location	Present	Regrets	Absent
Dustin Szeto (Safety & Risk Services)	UBC SRS, Donald Rix Building	<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 <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"/>



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: Shauna Barry Seconded by: Tamis Cochrane
- No amendments to minutes

Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

- No additional agenda items

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

Is the agenda approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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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
N/A	N/A	Ran CAIRS report and no accidents/incidents reported since the last Lib-JOHSC meeting in June.	N/A	N/A	N/A



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
N/A	N/A	Nothing to discuss from the General Inspections that have been uploaded since the last Lib-JOHSC meeting in June.	N/A	N/A	N/A

* 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
NB-21/06/10-01	E	2021/07/08 – Amity noted that she has completed part 1 of the JOHSC training on July 2 nd . Part 2 is still on hold with SRS. 2021/06/10 - Amity joined the committee as a new member on June 1 st . JOHSC fundamentals training to be completed. Dustin noted that Part 1 is available online but Part 2 is currently on hold. Louise to forward over the training link to Amity. Louise has updated SRS, SharePoint and Confluence.	Amity Chiang	N/A	RF
ED-21/07/08-01	E	Fern used some of the 8 hours of additional education leave to take some CCOHS and LinkedIn Learning courses on Ergonomics, Cleaning products and other chemicals at work and Psychological Health & Safety. Fern will email members with details of the courses and document this on SharePoint.	Fern Truong	N/A	C

* 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
127474 - 2021/03/10	E	<p>2021/07/08 – Ina emailed the poster and more information to the Lib-Van mailing list. Action item complete.</p> <p>2021/06/10 – Teo has left the library. Tamis will forward over the communication piece to the co-chairs. Update to be provided at the next Lib-JOHSC meeting in July.</p> <p>2021/05/13 – Poster shared with members in advance of the meeting. Poster includes ergonomic information on handling books, working in the stacks and using book trucks. Committee agreed the poster doesn't need any edits. It was decided that an email will be sent to the Lib-VAN mailing list, noting special attention for supervisors and circulation staff to pass this along to their staff members. Tamis will draft the communication for the email and send to Teo.</p>	Co-Chairs	N/A	C
NB-21/05/13-01	E	<p>Personal Safety – Campus Security Workshop</p> <p>2021/07/08 – Workshop took place yesterday.</p>	Kristen Wong/ Louise Harrison	N/A	C
NB-21/06/10-02	E	<p>JOHSC Worker Co-Chair – Call for Volunteers</p> <p>2021/07/08 – Louise updated SharePoint and Confluence and notified SRS of the change. Teo Dobre has been removed from the members list. Action item complete.</p> <p>2021/06/10 - Sylvia volunteered and the worker reps voted in favour of Sylvia as the new worker co-chair.</p> <p>Louise to update SRS with the change, SharePoint and Confluence.</p>	N/A	N/A	C

* ED – Education and Training * GI- General Inspection *NB – New Business



9. ITEMS TO BE TABLED

While the university is operating under emergency circumstances the committee agrees that the following items are to be referred forward until the committee and department has the capacity to continue with these health & safety items.

Items that remain in ongoing & new business have taken precedent during the department’s response to COVID-19 and the scaled back work arrangements. The committee agrees that the items below will be re-assessed based on the departments’ safety needs at a time more suitable time.

Motion to table items: Moved by: Sam Miller Seconded by: Jennifer Orme

Original Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
NB-20/08/13-01	E	<p>Lib-JOHSC Annual Evaluation Report 2018/2019 Review period: November 2018-January 2020. Goals from review noted below:</p> <p><i>Follow up on the completeness of the inspection schedules</i></p> <p>21/01/14 – This item continues to be tabled since most employees are working remotely. Committee will revisit this item once they are back on campus and more inspections are being completed.</p> <p>20/08/13-01 - Committee has a list of inspection schedules for each area in the shared drive space. Committee could look at reviewing the schedules every six months but will table this goal to a later date due to the current circumstances. Committee is also encouraged to look for trends in the inspection reports and record these in the minutes.</p>	All	N/A	RF
NB-20/02/13-01	E	<p>Library JOHSC – Communication</p> <p>Committee to look at digital signage once back on campus.</p> <p>2020/07/09 – Louise shared her screen to show the committee the new Health & Safety space in Confluence (Library intranet). The page includes a structural chart of the areas in the Library and their respective JOHSC members plus the name of their LST. Co-chairs will send out communication – see action item NB-20/07/09-01. Committee will look at digital signage as a possible communication tool once back on campus.</p>	All	N/A	RF
NB-20/01/16-01	E	Ergonomics in the Library	All	N/A	RF



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Original Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
		<p>2021/07/08 – Item is still tabled but once back on campus, committee will look at list of ergo reps and post a list of reps in a weekly update. New employees receive an ergo assessment. Sam moved to another role at UBC.</p> <p>2020/05/14 – Sam asked that this item be tabled due to the UBC Ergo lead needing to assess the different workspaces by visiting them. Given the current circumstances it's not something that can be done while most employees are working remotely.</p> <p>2020/04/09 – Subcommittee has been formed but no further update has been provided by the UBC Ergo lead. This work is on hold right now given the current circumstances around COVID-19.</p>			

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

Item # (use Recommendation #)	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status
N/A	N/A	No recommendation letters or WorkSafeBC inspections to discuss.	N/A	N/A	N/A	N/A

* REC – Recommendation Letter

11. NEW & OTHER BUSINESS

- **Draft Safety Plans - JOHSC Feedback** – SRS provided each JOHSC with the draft safety plans for UBC to review and provide feedback. Co-chairs emailed Library JOHSC on June 14th with the draft plans and survey link. Some members also attended the feedback session. Dustin noted that



11. NEW & OTHER BUSINESS

seven institutional plans are now available and they supersede the individual safety plans. Daily self-assessment is still required for those working on campus but workers no longer need to notify their supervisor that this has been completed. UBC SRS has a [Safe App](#). See action item NB-21/07/08-01.

- **Plexiglass for front line library staff** – Library Executive are working with SRS, the library facilities team and branch heads to order plexiglass as needed for different areas. Any questions can be directed to branch heads.
- **JOHSCs role in the return to campus**
- Ina is away for the August Meeting. Sylvia will co-chair.
- Committee reviewed and discussed the following items from the UBC Safety & Risk Services email, July 2021 which were:
- **Welcome Back: Being Aware and Taking Care** – Last month, SRS introduced an online event being hosted July 26-30: Welcome Back: Being Aware and Taking Care. Following BC’s Restart Plan the university will see increased on-campus activity and the event is aimed at supporting this transition. SRS have created a [webpage](#) that details all the sessions and a short description. Sessions are non-COVID-19 related. All sessions will be available post July 30. See action item NB-21/07/08-02.
- **BC Heat Wave** – SRS provided a refresher on signs and symptoms of heat related illnesses. More information can be found [here](#).
- **Inspection of GTS Classrooms covered under Facilities JOHSC** – The Classroom LST completes an annual Safety Inspection under the Facilities JOHSC in classrooms across campus. Ina asked that JOHSC members share this information with their respective LSTs and employees that conduct general inspections.
- **WorkSafeBC Enews (Informational Item)** – JOHSC and LST members can subscribe to a WorkSafeBC Enews letter which provides information on Occupational Health and Safety Regulation, guidelines and policies etc.

Item # (NB-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
NB-21/07/08-01	E	<p>Safety Plans</p> <p>Ina will discuss the new safety plans at the next Library Executive meeting and ensure that the messaging around the new plans is shared with all Heads and Supervisors. New training is available: UBC Go Forward COVID-19 Safety Planning Training.</p>	Ina Reiche	August 12, 2021	N
NB-21/07/08-02	E	<p>Welcome Back: Being Aware and Taking Care Online series</p> <p>Dustin noted that the online sessions are similar to some of what has been offered at Safety Day each year and encouraged JOHSC members to attend. Members can use this towards their 8 hours of additional educational leave.</p>	All	August 12, 2021	N



11. NEW & OTHER BUSINESS

		Members will discuss this at the next meeting and share their thoughts and ideas on any sessions they attended.			
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**NB – New Business*

12. NEXT MEETING

Date:	August 12, 2021
Time:	1:00 pm
Location:	Virtual Zoom Meeting

13. MEETING ADJOURNED

Time:	1:27 pm
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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):

1. Responsible VP
2. Responsible Managing Director/Dean
3. All JOHSC members
4. Internal Communications Person
5. Safety & Risk Services ubcsafety.committee@ubc.ca
6. Posted on any Safety Bulletin Boards (if applicable)