Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Student Health, Wellbeing & Engagement

Worker Co-Chair: Laura Sierra
Employer Co-Chair: Carol Naylor

Date: July 14 2021
Time: 9:00am
Location: Virtual – Zoom Meeting

AGENDA:

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
   • 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)
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

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>Simon Chen</td>
<td>M&amp;P</td>
<td>Student Health – UBC Hospital</td>
<td>☑️</td>
<td>☐️</td>
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</tr>
<tr>
<td>Laura Sierra</td>
<td>CUPE 2950</td>
<td>Cntr for Student Involvement &amp; Careers – Brock Hall</td>
<td>☑️</td>
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<tr>
<td>Sarah Watson</td>
<td>CUPE 2950</td>
<td>Counselling Services – Brock Hall</td>
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<tr>
<td>Tllel Elviss (Worker Rep &amp; Administrator)</td>
<td>VPS</td>
<td>VPSO – Permanent Remote Worker</td>
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</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.

<table>
<thead>
<tr>
<th>Employer Representatives</th>
<th>Work Location</th>
<th>Present</th>
<th>Regrets</th>
<th>Absent</th>
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</thead>
<tbody>
<tr>
<td>Carol Naylor</td>
<td>VPSO - Old Admin Building</td>
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<td>☐</td>
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<tr>
<td>Dickson Ng</td>
<td>Centre for Accessibility – Brock Hall</td>
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<td>☐</td>
<td>☐</td>
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<tr>
<td>Kelly White</td>
<td>Health Promotion &amp; Education – UBC Life</td>
<td>☑</td>
<td>☐</td>
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<tr>
<td>Dustin Szeto</td>
<td>Safety &amp; Risk Services</td>
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</tbody>
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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: Carol Seconded by: Simon

Minutes were reviewed and approved by the committee.

4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

- No additional agenda items.

4 A. REVIEW ACTIONABLE ITEMS FROM LST MINUTES (if applicable)
4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

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 ☑

No ☐

5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

- 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)

<table>
<thead>
<tr>
<th>Item # (Use CAIRS Incident ID # and Incident Date)</th>
<th>Priority</th>
<th>Action Plan (Actions Taken/Need to be taken)</th>
<th>Assigned To</th>
<th>Follow up: Date Pending</th>
<th>Status</th>
</tr>
</thead>
</table>
| INC#127820 | C        | • The incident date is March 2020 – first few days of pandemic – actions taken are a summary of what the University has been doing in relation to the pandemic. These are not specific to this one incident.  
- Still important to talk about the now – what the University is doing in the present to prevent further exposure. We have transitioned from old safety plans to new safety plans.  
- JOHSC can provide feedback if there are any gaps on how the University is going to ensure safety going forward.  
- The JOHSC members felt that there were good safety precautions being taken by the university in the new safety plans. This includes:  
  - Many individuals will be double vaccinated which will be different now as our vaccinations numbers go up.  
  - Masks are optional indoors but still recommended. | | | C |
### 5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

- Daily self-assessment required for all staff, even in Phase 3 or 4. Staff are all still expected to do the self-assessment and stay home if sick.
- Safety module released to staff this week that includes all the campus-wide safety plans and is mandatory for all staff before they return to campus.
- Good to refer all departments and workers back to the institutional plans and ensure that all departments and workers review the institutional plans and if they see gaps bring those forward to the JOHSC.
- Question: How come this came in so much later? Is that normal for a CAIRS report.
  - They are supposed to be submitted within 48 hours.
  - It is possible that this incident is tied to a claim and so for a claim to be approved, a report needs to be documented.

### 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)

<table>
<thead>
<tr>
<th>Item # (Use Inspection #)</th>
<th>Priority</th>
<th>Action Plan (Actions Taken/Need to be taken)</th>
<th>Assigned To</th>
<th>Follow up: Date Pending</th>
<th>Status</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>No inspections for review</td>
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</table>

* 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)
### 7. REVIEW EDUCATION AND TRAINING

<table>
<thead>
<tr>
<th>Item # (ED-yy/mm/dd-01)</th>
<th>Priority</th>
<th>Action Plan (Actions Taken/Need to be taken)</th>
<th>Assigned To</th>
<th>Follow up: Date Pending</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td>No education and training items for review.</td>
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</table>

* ED – Education and Training

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

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<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 Pending</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>No ongoing business for review.</td>
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* ED – Education and Training  
* GI – General Inspection  
* NB – New Business

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

<table>
<thead>
<tr>
<th>Item # (use Recommendation or Report #)</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>
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<tbody>
<tr>
<td>No recommendation letters or regulatory inspections to review.</td>
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* REC – Recommendation Letter  
* IR – WorkSafeBC Regulatory Inspection

### 10. NEW & OTHER BUSINESS

<table>
<thead>
<tr>
<th>Item # (NB-yy/mm/dd-01)</th>
<th>Priority</th>
<th>Action Plan (Actions Taken/Need to be taken)</th>
<th>Assigned To</th>
<th>Date to be Completed</th>
<th>Status</th>
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### 10. NEW & OTHER BUSINESS

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**Welcome Back: Being Aware and Taking Care:**

- SRS is hosting a return to campus event workshop series, July 26-30: *Welcome Back: Being Aware and Taking Care* aimed at supporting the transition back to increased campus activity. Details all the sessions can be found [here](https://wpl.ubc.ca/?query=WEBK) or in PDF sent with the meeting materials. The sessions are non-COVID-19 related and range from 5 min to 60 min. The majority of sessions are online and will be hosted on the WPL website ([https://wpl.ubc.ca/?query=WEBK](https://wpl.ubc.ca/?query=WEBK)).
- There are also five in-person sessions. If you are unable to attend the in-person sessions, they will be recorded and available to view at a later date.
- Registration is open now for the in-person workshops and the registration for the remaining sessions opens on July 26.
- We recommend dividing up the sessions across your JOHSC or unit to have different members take different sessions and share their learning at your next meeting. Remember that all sessions count towards a JOHSC members entitled 8 hours of training.
- This event is open to all UBC staff and faculty and is not limited to JOHSC/LST members so please spread the word! A communications toolkit can be found [here](https://wpl.ubc.ca/?query=WEBK) early in the week of June 28 and can be used by your internal comms team to communicate within your department/portfolio.

- **BC Heat Wave:** As summer has just began and we’re in midst of a heat wave, it’s a good time to refresh our memories on the signs and symptoms of any heat related illnesses. See attached pdf for common signs and symptoms and the relevant actions to take. Further information can be found on the [SRS Website](https://wpl.ubc.ca/?query=WEBK).
## 10. NEW & OTHER BUSINESS

- **Inspection of GTS Classrooms covered under Facilities JOHSC**: Did you know that approximately 350 classrooms spread throughout 40 different buildings receive an annual Safety Inspection through the Classroom Local Team, reporting up through the Facilities JOHSC? If your LST or JOHSC normally inspects classrooms, please double check the list to avoid duplication of work. Any classroom listed on the link provided will be covered through the Classroom LST: [https://learningspaces.ubc.ca/find-space](https://learningspaces.ubc.ca/find-space)

- **WorkSafeBC Enews**: As JOHSC and LST members, it may be of interest to you to subscribe to WorkSafeBC’s Enews – a monthly enews that outlines the latest changes to the Occupational Health and Safety Regulation, guidelines and policies. It also includes information on new workplace health and safety resources, initiatives, and events. You can also subscribe for additional items like industry-specific enews, recent work-related incidents, research services updates, and more. Visit [Enews](https://www.worksafebc.com/enews) to subscribe.

| NB-14/07/21-03 | E | • Confirming attendance for next meeting.  
|                |   | • Sarah, Simon, and Carol away  
|                |   | • Will move to August 11th instead to ensure we have quorum. |

**NB – New Business**

### 11. NEXT MEETING

- **Date**: August 11th, 2021
- **Time**: 9am
- **Location**: Virtual – Zoom meeting

### 12. MEETING ADJOURNED

- **Time**: 9:23am
LEGEND

<table>
<thead>
<tr>
<th>PRIORITY</th>
<th>STATUS</th>
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<tbody>
<tr>
<td>A</td>
<td>N</td>
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<tr>
<td>B</td>
<td>R</td>
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<tr>
<td>C</td>
<td>C</td>
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<td>D</td>
<td>IP</td>
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<td>E</td>
<td>RF</td>
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**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
- Responsible Managing Director/Dean
- All JOHSC members
- Internal Communications Person
- Safety & Risk Services [ubcsafety.committee@ubc.ca](mailto:ubcsafety.committee@ubc.ca)
- Posted on any Safety Bulletin Boards (if applicable)