



## 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: August 12, 2021

Time: 1:00 pm  
Location: Virtual Zoom Meeting

### AGENDA:

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| <ol style="list-style-type: none"> <li>1. Roll Call</li> <li>2. Determination of Quorum</li> <li>3. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes</li> <li>4. Additional Agenda Items, Review Actionable Items from Local Safety Team (LST) Minutes &amp; Approval of Agenda</li> <li>5. Review Centralized Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents <ul style="list-style-type: none"> <li>• Monthly Incident List &amp; Statistical Summary Report</li> <li>• Incident 128003</li> </ul> </li> <li>6. 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>7. Review Education and Training</li> <li>8. Ongoing Business – Status of Action Items <ol style="list-style-type: none"> <li>a. New Safety Plans communication</li> <li>b. Welcome Back: Being Aware and Taking Care</li> </ol> </li> <li>9. Items to be Tabled</li> <li>10. JOHSC Formal Recommendation Letters &amp; Regulatory Inspections <ol style="list-style-type: none"> <li>a. WorkSafeBC Inspection Report (IR) #202117747064A</li> </ol> </li> <li>11. New and Other Business <ul style="list-style-type: none"> <li>• World First Aid Day (September)</li> <li>• UBC SRS email: <ol style="list-style-type: none"> <li>○ Welcome Back: Being Aware and Taking Care</li> <li>○ Heat Stress Awareness</li> <li>○ Remote Work</li> <li>○ JOHSC Training</li> <li>○ Building Ventilation and Safety Measures (Informational Item)</li> </ol> </li> </ul> </li> <li>12. Next Meeting</li> <li>13. Meeting Adjournment</li> </ol> |
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1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Shaun Wang	CUPE 2950	Asian Library	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tamis Cochrane	CUPE 2950	Xwi7Xwa Library	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

  

Employer Representatives	Work Location	Present	Regrets	Absent
Ina Reiche	HR, IKBLC	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input 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: Pouneh Naderi Seconded by: Shauna Barry
- 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
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**5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:**

128003- 2021/07/26	C	<p>Worker in IKBLC was assisting with book move project. Repetitive motion caused strain on back, neck and shoulders and aggravated previous injuries.</p> <p>Measures have already been put in place by workers supervisor but corrective actions need to be completed. Discussion around an ergonomics assessment of this book move project to see if any adjustments are needed. Dustin recommended that the supervisor connect with the UBC Ergonomics Program Lead to help with an assessment and a return to work advisor (if applicable). Discussion around importance of contacting first aid with any injuries that occur in the workplace.</p> <p>Pouneh will connect with the Ergo Lead at UBC. Updates to be provided at the next Lib-JOHSC meeting.</p>	Pouneh Naderi	September 9, 2021	N
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**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 July.	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
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7. REVIEW EDUCATION AND TRAINING					
NB-21/06/10-01	E	2021/07/08 – Amity noted that she has completed part 1 of the JOHSC training on July 2 <sup>nd</sup> . 2021/06/10 - Amity joined the committee as a new member on June 1 <sup>st</sup> . 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-21/08/12-01	E	Some committee members attended sessions provided in the Welcome Back: Being Aware and Taking Care series. Louise attended these live sessions: Safety is not Common Sense; WorkSafeBC is here...What do I do? and took some of the online training. Kristen attended these live sessions: Safety is not Common Sense and Mental Fitness 101: Foundational Elements to Building a Mental Fitness Plan. Members can add their training to SharePoint.	N/A	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
NB-21/07/08-01	E	<b>New Safety Plans communication</b> 21/08/12 – Information regarding the new safety plans has been provided to all library employees. 21/07/08 - 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: <a href="#">UBC Go Forward COVID-19 Safety Planning Training</a> .	N/A	N/A	C
NB-21/07/08-02	E	<b>Welcome Back: Being Aware and Taking Care</b> 21/08/12 – Some members took part in this online series. Training documented in Education and Training (ED-21/08/12-01). 21/07/08 - Dustin noted that the online sessions are similar to some of what has been offered at Safety Day each year and encouraged JOHSC	N/A	N/A	C



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

		members to attend. Members can use this towards their 8 hours of additional educational leave.			
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\* 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><b>Lib-JOHSC Annual Evaluation Report 2018/2019</b> Review period: November 2018-January 2020. Goals from review noted below:</p> <p><i>Follow up on the completeness of the inspection schedules</i> 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. 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><b>Library JOHSC – Communication</b> Committee to look at digital signage once back on campus. 2020/07/09 – Louise shared her screen to show the committee the new Health &amp; 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</p>	All	N/A	RF



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**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
		communication – see action item NB-20/07/09-01. Committee will look at digital signage as a possible communication tool once back on campus.			
NB-20/01/16-01	E	<p><b>Ergonomics in the Library</b></p> <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>	All	N/A	RF

### 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
IR-2021-06-28 #202117747064A	E	Worker at Malcolm Knapp Research Forest worked a significant amount of time outdoors in high heat resulting in heat stress concerns after that worker was transported to	All	June 28, 2021	N/A	C



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

		hospital. No orders issued to the university. Full report can be found <a href="#">here</a> . Committee reviewed and discussed the SRS discussion points. No action required from Lib-JOHSC.				
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\* REC – Recommendation Letter

**11. NEW & OTHER BUSINESS**

- **World First Aid Day (September)** – Louise noted that World First Aid Day is September 11<sup>th</sup>. Dustin noted that UBC Campus Security are now providing first aid and are OFA Level 2 trained. First aid is now also provided to students and visitors. More information regarding the UBC First Aid program will be provided in September. See action item NB-21/08/12-01 below.
- Louise has booked the meeting room at IKBLC for 2021/2022 (September-August) for the Library JOHSC meetings.
- Committee reviewed and discussed the following items from the UBC Safety & Risk Services email, August 2021 which were:
- **Welcome Back: Being Aware and Taking Care** –SRS encouraging JOHSC and LSTs to attend all live sessions of the week-long series (July 26-30). Series was promoted in weekly updates and some JOHSC members attended the live sessions and self-paced training. See Education & Training. Series is open to all UBC Faculty and Staff.
- **Heat Stress Awareness** – [Heat Stress Awareness course](#) is now available and is recommended for all workers that are at risk of heat exposure and their supervisors to complete this course. More information on heat stress can be found [here](#).
- **Remote Work** –A [new remote work course](#) has been released. SRS provided links to where information can be found on remote work: <https://hr.ubc.ca/remote-work-ubc> and [Workday knowledge base](#).
- **JOHSC Training** –Part 2 JOHSC training had been on hold for a short while. New dates have been released.
- **Building Ventilation and Safety Measures (Informational Item)** –UBC Facilities have updated their [website](#) regarding building ventilation and safety measures.

Item # (NB-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
NB-21/08/12-01	E	<b>World First Aid Day</b> Louise will include information in a weekly update regarding World First Aid Day and add a reminder of the numbers to call at UBC for First Aid.	Louise Harrison	September 9, 2021	N

\*NB – New Business





12. NEXT MEETING	
Date:	September 9, 2021
Time:	1:00 pm
Location:	IKBLC 240A

13. MEETING ADJOURNED	
Time:	1:19 pm

**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](mailto:ubcsafety.committee@ubc.ca)
6. Posted on any Safety Bulletin Boards (if applicable)