



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: September 9, 2021

Time: 1:00 pm
Location: Zoom

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 8. Ongoing Business – Status of Action Items <ol style="list-style-type: none"> a. Incident 128003 b. World First Aid Day 9. Items to be Tabled 10. JOHSC Formal Recommendation Letters & Regulatory Inspections <ul style="list-style-type: none"> • WorkSafeBC Inspection Report (IR) #202116973150A 11. New and Other Business <ul style="list-style-type: none"> • UBC SRS email: <ol style="list-style-type: none"> ○ New PHO and upcoming changes ○ Linking to correct Safety Plans ○ Remote Work + Working Alone ○ Wildfire Smoke ○ Safety Connect Conference (Informational Item) ○ Welcome Back: Being Aware and Taking Care (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 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 type="checkbox"/>	<input checked="" 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: Sylvia Ranspach Seconded by: Tamis Cochrane
- No amendments to minutes

Are the minutes approved?

Yes

No

4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

- Meeting location moving forward – see New & Other Business.

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

No

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
128003- 2021/07/26	E	See Ongoing Business for updates on this incident. No other CAIRS accident/incidents reported.	Pouneh Naderi	N/A	C



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 August.	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 . 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 – 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
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8. ONGOING BUSINESS – Status of Action Items					
128003- 2021/07/26	C	<p>21/09/09 – Corrective actions completed. Ergo assessment to take place in September.</p> <p>2021/08/12 - 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	N/A	C
NB-21/08/12-01	E	<p style="text-align: center;">World First Aid Day</p> <p>21/09/09 – Information regarding World First Aid Day was included in today’s weekly update. Dustin noted that information about the UBC OFA program is being updated and the website will be updated soon. Louise will update Confluence and add this new information into a future weekly update.</p> <p>21/08/12 - 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.</p>	Louise Harrison	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	October 13, 2021	IP
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	October 13, 2021	IP
NB-20/01/16-01	E	Ergonomics in the Library	All	October 13, 2021	IP



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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
		<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
IR-2021-08-09 #202116973150A	E	<p>Worker reaching for their work boots while getting ready. One of the boots fell, striking the worker in the eye causing an eye injury requiring medical follow up. Zero orders issue to the University. Full inspection report can be found here. Committee reviewed and discussed the SRS discussion points. No actions required from Lib-JOHSC.</p>	All	August 9, 2021	N/A	C



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

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* REC – Recommendation Letter

11. NEW & OTHER BUSINESS

- **Meeting location moving forward** – This meeting took place over Zoom with the meeting room space being used if members had access to a laptop but needed a quiet space to attend. Discussion around meeting location moving forward and if Zoom is preferred. Majority voted for Zoom meetings.
- **Items to be Tabled** – Committee discussed and these will be reviewed at the October meeting.
- **Next Meeting** - October meeting rescheduled to October 13th at 3:00pm.
- Committee reviewed and discussed the following items from the UBC Safety & Risk Services email, September 2021 which were:
- **New PHO and upcoming changes** –SRS has updated the UBC Campus Rules and safety plans given the recent announcements from the Public Health Officer and UBC. Documents can be found [here](#).
- **Linking to correct Safety Plans** –Reminder to remove any parent/intermediate/child safety plans that may be posted online. To avoid broken links, SRS recommends following [their webpage for the latest plans](#). Ina asked that any safety plans online link to the SRS website which has the most recent plans.
- **Remote Work + Working Alone** –If working remotely, you will be required a [Remote Work course](#), [Remote Work request form \(Workday\)](#) and upload the [Remote Work Safety Assessment](#). Find a document [here](#) for a risk assessment and procedure template, this applies if you indicate that you are alone on the safety assessment. Ina noted that a risk assessment is part of the Workday request. Discussion around Working Alone procedures in general and using the UBC Safe App. See action item NB-21/09/09-01 below.
- **Wildfire Smoke** - With an increased number of wildfires in the province, we have seen that at times wildfire smoke makes its way into the lower mainland. Members encouraged to familiarize themselves with the information on the wildfire smoke health and safety section of the [SRS Website](#). Committee discussed and will table this for a future meeting – summer 2022.
- **Safety Connect Conference (Informational Item)** –JOHSC members can attend [this](#) conference and this can be used to their entitled 8 hours of annual training.
- **Welcome Back: Being Aware and Taking Care – Informational Item** –All sessions of this welcome back event are eligible to be used towards a JOHSC member’s entitled 8 hours of annual training. Sessions have either been recorded or PowerPoint presentations and summary of the Q&A is available. Full list of session can be found [here](#). This link also includes links to register for self-guided courses and access to recordings. Members encouraged to add their education and training to SharePoint.

Item # (NB-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
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11. NEW & OTHER BUSINESS

11. NEW & OTHER BUSINESS						
NB-21/09/09-01	E	Working Alone Information		Louise Harrison	October 13, 2021	N
		<p>General discussion from the New & Other Business item regarding Remote Work and Working Alone. The UBC Safe App check-in feature can only be used when working on campus. At this time the app is not available for desktop use. For remote work check-ins, other methods like phone calls, Zoom or Team messaging can be used. Committee discussed working alone procedures in general. Most branches have their own procedures in place. Dustin noted the importance of risk assessments and how these should be completed even if workers are not due to work alone but are called to do so e.g. due to covering staff member who is ill. Ina asked that members share information on work alone procedures with their respective LSTs.</p> <p>Information will be posted to Confluence and put in a weekly update.</p>				

*NB – New Business

12. NEXT MEETING

Date:	October 13, 2021
Time:	3:00 pm
Location:	Zoom

13. MEETING ADJOURNED

Time:	1:33 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)