



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Faculty of Forestry

Worker Co-Chair: Natasha Thompson
Employer Co-Chair: Sylvia Ho

Date: Tuesday, April 19, 2021

Time: 2:00 pm
Location: Zoom Call

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 | <ol style="list-style-type: none"> 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 |
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1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Diana Hastings	M&P	Wood Science	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brandon Chan (A)	M&P	Wood Science	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lief Davies Eriksen	M&P	Wood Science	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ivy Fung (A)	CUPE 2950	Wood Science	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Neil Leveridge	Faculty	Wood Science	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Janette Bulkan	Faculty	Forest Resources Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ken Byrne	Faculty	Forest Resources Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Aquino	CUPE 116	Forest Resources Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Zoe Zhou (A)	CUPE 2950	Forest Resources Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rolando Descalzo	M&P	Forest & Conservation Sciences	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intu Boedhihartono	Faculty	Forest & Conservation Sciences	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Natasha Thompson	CUPE 2950	Forest & Conservation Sciences	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Erika Dort	CUPE 2278	Forest & Conservation Sciences	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Andrew Lotto	Non-Union Tech	Forest & Conservation Sciences	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Liz Smith	M&P	Malcolm Knapp Research Forest	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deborah Pearson	M&P	Haida Gwaii Institute	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emily Sky-Collins (A)	M&P	Haida Gwaii Institute	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jodi Taylor	M&P	Alex Fraser Research Forest	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lily Chua	CUPE 2950	Dean's Office	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jennifer Lim	CUPE 2950	Dean's Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nicole Lee (A)	CUPE 2950	Dean's Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Steph Troughton	M&P	Dean's Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employer Representatives			Present	Regrets	Absent
Sylvia Ho		Forest & Conservation Sciences	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leslie Fernandez (A)		Dean's Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Guests			Present	Regrets	Absent
Dustin Szeto		SRS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Greg Smith		Wood Science	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input 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"/>
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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)

<ul style="list-style-type: none"> • Move to adopt minutes. Moved by: <u>Diana Hastings</u> Seconded by: <u>Natasha Thompson</u> 		
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Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

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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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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
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* 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
ED-2022/03/18-01		Welcome new member Steph Troughton (DO rep) - To complete the JOHSC Fundamentals 1&2 training	Natasha Thompson	September 20, 2022	IP

* 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-22-01-18-07		<p>Suggestion to install Safety Phone in FSC building's basement</p> <p>Jennifer:</p> <ul style="list-style-type: none">- Conduit work completed, waiting for Voice Services to supply / install the phone units- Next up is signage <p>Rolando:</p> <ul style="list-style-type: none">- Existing 3rd Floor Safety Phone has no dial tone <p>Action Item:</p> <ul style="list-style-type: none">- Rolando to place an SR to check dial tone on existing phone- Jen to send update on new phones	<i>Jennifer Lim</i>	<i>May 17, 2022</i>	IP



NB-22-03-15-02	<p>a) Revised Building Emergency Response Plan (BERP)</p> <p>Greg:</p> <ul style="list-style-type: none"> - Confirming that fire drill will be on May 10th at 10:00am - Do we have a list of keylist of actions and floor plans for the fire drills? <p>Dustin:</p> <ul style="list-style-type: none"> - Goal of a fire drill should be a 'perfect practice', floor wardens should be informed <p>Diana:</p> <ul style="list-style-type: none"> - Will both fire alarms go off at the same time for FSC and CAWP? - Are there separate Fire Wardens for the CAWP high head North and South wing? Greg needs to check with the current Fire Wardens to see if they're covering both sides of the high-head labs <p>Rolando:</p> <ul style="list-style-type: none"> - Is Tim horton's part of the whole exercise? <p>Action Items:</p> <ul style="list-style-type: none"> - Greg to find out if both fire alarms will go off at the same time - Greg to find alternate for 4th floor office block - Greg to find Fire Wardens for CAWP highhead if needed - Greg to schedule a fire drill and coordinate with fire wardens 	Greg Smith	May 17, 2022	IP
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* ED – Education and Training * GI – General Inspection *NB – New Business

9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
Item # (use Recommendation or Report #)	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status



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

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* REC – Recommendation Letter *IR – WorkSafeBC Regulatory Inspection

10. NEW & OTHER BUSINESS

Item # (use Recommendation or Report #)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
NB-22-04-19-01		Emergency Procedure Key Plans <ul style="list-style-type: none"> - Emergency procedures plans are located in the entrances, lobbies, elev area - These show locations of exits, fire extinguishers - Site-specific safety location. URFO, - FCS has sample of Personal Orientation and Training Record, trainings available - FOF is compliant to general and site specific safety training required except for FRM who does not have lab trainings 	<i>Rolando Descalzo</i>		C
NB-22-04-19-02		Remove Outdated Signage <ul style="list-style-type: none"> - Reminder from SRS to remove signages that are no longer applicable - https://srs.ubc.ca/covid-19/digital-and-print-signage/ - Masks required, coughing and checking - Always pull signs down 	<i>Natasha Thompson</i>		IP
NB-22-04-19-03		Violence Risk Assessment <ul style="list-style-type: none"> - SRS reminds the Faculties to conduct Workplace Violence assessment. Risk factors may include : <ul style="list-style-type: none"> o Working alone or in isolation with the likelihood of dealing with an irate person. o Providing services directly to the public. 	<i>Erika Dort</i>		C



10. NEW & OTHER BUSINESS					
		<ul style="list-style-type: none"> ○ Handling, securing, protecting cash or valuables including narcotics and controlled substances. ○ Making decisions which may impact academic; employment status; or dealing with controversial personal matters. ○ Dealing with unstable/volatile individuals. ○ Patrolling or providing protective services and/or by-law enforcement. ○ Transporting people or goods. ○ Traveling to remote or hazardous locations. <p>- For more information visit Workplace Violence Prevention Safety & Risk Services (ubc.ca)</p>			
NB-22-04-19-04		<p>Health Protection Program</p> <ul style="list-style-type: none"> - UBC has updated two important Health Protection Program Documents: <ul style="list-style-type: none"> ○ Respiratory Protection Program Document UBC-Respirator-Protection-Program.pdf ○ Hearing Conservation Program Document UBC-Hearing-Conservation-Program.pdf - UBC is required to provide faculty, staff and students with appropriate respirators when there is an increased risk of exposure to hazardous airborne contaminants arising from workplace activities and no other adequate control options such as fume hoods are available - To learn more about Noise Hazards visit Noise Hazards Safety & Risk Services (ubc.ca) 	<i>Natasha Thompson</i>		C



10. NEW & OTHER BUSINESS					
NB-22-04-19-05		<p>Day of Mourning</p> <ul style="list-style-type: none"> - Across Canada, April 28 has been designated as the “Day of Mourning”. It is a day to remember those who have lost their lives to work related incidents or occupational disease and to renew our commitment to creating healthy and safe workplaces - WSBC has provided a link inviting people to join them in remembering the victims which will go LIVE on April 28 @ 10:30 am Day of Mourning; will be added to the safety section of the Faculty Newsletter 	<i>Jennifer Lim</i>		C
NB-22-04-19-06		WSBC Reports			
NB-22-04-19-06-a		<p>1) MARCH 02, 2022 – IR202216973025A – INVESTIGATION SUBMITTED AND RECEIVED</p> <ul style="list-style-type: none"> - Incident which happened at the off-site location where the individual was working alone and was able to de-escalate a confrontational situation with an irate individual; this is to remind that incidents must be reported within 48 hours 	<i>Dustin Szeto</i>		C
NB-22-04-19-06-b		<p>2) MARCH 4, 2022 – IR202217748019A – DUCTLESS FUME HOOD VARIANCE</p> <ul style="list-style-type: none"> - An employer representative reached out to WorkSafeBC regarding the possibility of using ductless re-circulating fume hood units instead of fume hoods attached to a local exhaust system venting directly to the outside and information on the variance process and how it may apply to this situation 	<i>Diana Hastings</i>	<i>May 17, 2022</i>	IP



10. NEW & OTHER BUSINESS					
		<ul style="list-style-type: none"> - Question to Dustin: Do we have ductless fumehoods on campus? Can a lab just purchase and install it without anyone knowing it's not safe? <p>Greg:</p> <ul style="list-style-type: none"> - Fumehoods have to work and air should be forced out and filtered <p>Diana:</p> <ul style="list-style-type: none"> - Is there a possibility that anybody can purchase something and just install it, not knowing it is not that safe. UBC should have someone regularly looking into this. - The Annual Fumehood Testing would not cover these if ever since they are not recorded and UBC does not know of the labs have them <p>Action Item:</p> <ul style="list-style-type: none"> - Dustin to find out if there are labs using ductless fumehoods and if anyone is checking 			
NB-22-04-19-06-c		<p>3) MARCH 28, 2022 – IR202216973012A – RENEWAL OF JOHSC VARIATION</p> <ul style="list-style-type: none"> - WorkSafeBC permits UBC to continue to maintain the 23 JOHSC structure - WSBC would be asking for the TORs and Safty Manuals so these documents should be uploaded on Sharepoint 	<i>Dustin Szeto</i>		C

*NB – New Business



g) NEXT MEETING	
Date:	May 17, 2022
Time:	2:00 pm
Location:	Zoom

h) MEETING ADJOURNED	
Time:	2:40 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):

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