



## Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Faculty of Forestry

Worker Co-Chair: Natasha Thompson  
Employer Co-Chair: Leslie Fernandez

Date: Tuesday, May 17, 2022

Time: 2:00 pm  
Location: Zoom Call

### 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> </ul> </li> </ol> | <ol style="list-style-type: none"> <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> <li>7. Review Education and Training</li> <li>8. Ongoing Business – Status of Action Items</li> <li>9. JOHSC Formal Recommendation Letters &amp; Regulatory Inspections</li> <li>10. New and Other Business</li> <li>11. Next Meeting</li> <li>12. Meeting Adjournment</li> </ol> |
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1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Diana Hastings	M&P	Wood Science	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Brandon Chan ( A )	M&P	Wood Science	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alberto Renteria	CUPE 2950	Dean's Office	<input checked="" 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"/>
<b>Employer Representatives</b>			<b>Present</b>	<b>Regrets</b>	<b>Absent</b>
Sylvia Ho		Forest & Conservation Sciences	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Leslie Fernandez ( A )		Dean's Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Resources/Guests</b>			<b>Present</b>	<b>Regrets</b>	<b>Absent</b>
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		
<ul style="list-style-type: none"> <li>a. A minimum of 4 members;</li> <li>b. Worker representatives (faculty and staff workers who do not exercise managerial functions) and employer representatives (management workers who exercise managerial functions);</li> <li>c. At least half of the members must be worker representatives;</li> </ul>		
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		
<i>(Statement to indicate minutes of previous meeting have been read &amp; acknowledged and to record any corrections to it)</i>		
<ul style="list-style-type: none"> <li>• Move to adopt minutes. Moved by: <u>Erika Dort</u> Seconded by: <u>Leslie Fernandez</u></li> </ul>		
Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA		
4 A. REVIEW ACTIONABLE ITEMS FROM LST MINUTES (if applicable)		
<i>Place actionable items under Accident/Incident Investigation, Safety Inspections, Correspondence, New Business etc. as applicable and assign proper item # for further discussion/action.</i>		
<input checked="" type="checkbox"/> No actionable items noted		
Is the agenda approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>



**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
IR# 129225 - 22/05/17		<b>Fall on same level / Abrasion</b> <ul style="list-style-type: none"> <li>- Still investigating</li> <li>- Walking and stubbed toe, scratched hand on a sawmill.</li> </ul> <b>Action:</b> <ul style="list-style-type: none"> <li>- Joanne to update CAIRS</li> </ul>	Joanne Dean		IP
IR# 129282 /129278 – 22/05/17		<b>Struck By / Laceration of Fingers</b> <ul style="list-style-type: none"> <li>- Was improper holding of the instrument to chop wood; instructor gave a proper demonstration</li> <li>- Employee had few stitches</li> </ul> <b>Action Item:</b> <ul style="list-style-type: none"> <li>- Dustin: Supervisor needs to indicate corrective actions in the report</li> </ul>	Liz Smith		C
IR# 129285 / 129276 – 22/05/17		<b>Others / Laceration on hand</b> <ul style="list-style-type: none"> <li>- Laceration of hand on damaged bucket</li> <li>- Department’s corrective action is to replace bucket more often</li> </ul> <b>Action Item:</b> <ul style="list-style-type: none"> <li>- Reminder to have sign on bucket to put Lab Glass waste only</li> </ul>	Natasha Thompson		C



**5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:**

**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		<b>Welcome new member Steph Troughton ( DO rep )</b> - To complete the JOHSC Fundamentals 1&2 training - Steph completed JOHSC Fundamentals 1	<i>Steph Troughton</i>	<i>September 20, 2022</i>	<i>IP</i>
ED-2022/05/17-01		<b>Welcome new member Alberto Renteria ( DO rep )</b> - To complete the JOHSC Fundamentals 1&2 training	<i>Alberto Renteria</i>	<i>November 15, 2022</i>	<i>IP</i>

\* 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		<b>a) Suggestion to install Safety Phone in FSC building's basement</b> <b>Jennifer:</b> <ul style="list-style-type: none"><li>- Safety phones are installed and are working now, signage will be up soon</li><li>- New Safety phones in basement B1 located outside ELEV 3 &amp; 4</li></ul>	<i>Jennifer Lim</i>		C
NB-22-03-15-02		<b>b) Revised Building Emergency Response Plan (BERP)</b> <b>Greg:</b> <ul style="list-style-type: none"><li>- Floor wardens post-firedrill meeting on May 18</li><li>- Section on Fire Drill will be revised on the BERP</li><li>- Revise BERP next meeting</li></ul>	<i>Greg Smith</i>	<i>May 17, 2022</i>	IP



		<p><b>c) Ductless Fumehood</b></p> <p><b>Dustin:</b></p> <ul style="list-style-type: none"> <li>- Currently there are no ductless fumehood around campus.</li> <li>- If there were any requests, it would go through procurement process where UBC Project Services and Project Coordinators would be involved</li> <li>- SRS gets involved if there were any oddities in the requests; SRS does inspections and consults with WSBC</li> <li>- All fumehoods vented and are properly functioning within buildings across campus</li> </ul>	<i>Dustin Szeto</i>		<i>C</i>
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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

\* 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-22-05-17-01		<p><b>Communicable Disease Prevention Framework</b></p> <ul style="list-style-type: none"> <li>- UBC Replaces the current seven institutional safety plans with a Communicable Disease Prevention Framework covering all Campus</li> </ul>	<i>Natasha Thompson</i>		<i>C</i>



10. NEW & OTHER BUSINESS					
		<p>activities beginning May 1, 2022. This new 8-page document talks about different kinds of communicable diseases, symptoms and ways of contracting.</p> <ul style="list-style-type: none"> <li>- Check best-practices guidance to prevent the spread of communicable diseases at The University of British Columbia. <a href="#">Communicable Disease Prevention Framework final.pdf</a></li> </ul>			
NB-22-05-17-02		<p><b>Heat Stress Seminar</b></p> <ul style="list-style-type: none"> <li>- SRS is hosting a live seminar on Heat Stress Awareness on May 18th, 2022, from 10:00am – 10:45am via Zoom</li> <li>- For any questions send an email to <a href="mailto:sonam.uppal@ubc.ca">sonam.uppal@ubc.ca</a>.</li> <li>- UBC <a href="#">Heat Stress Awareness</a> course is also available and should be completed by all workers that are at risk of heat exposure and their supervisors.</li> </ul>	Zoe Zhou		C
NB-22-05-17-03		<p><b>Working Together to Prevent Bullying and Harassment</b></p> <ul style="list-style-type: none"> <li>- WorkSafeBC has recently been onsite to review procedures and training related to Bullying and Harassment</li> <li>- Talks about how to resolve conflicts <a href="https://hr.ubc.ca/working-ubc/respectful-environment">https://hr.ubc.ca/working-ubc/respectful-environment</a></li> <li>- Defining bullying and harassment <a href="https://bullyingandharassment.ubc.ca/defining-bullying-and-harassment/">https://bullyingandharassment.ubc.ca/defining-bullying-and-harassment/</a></li> <li>- Supervisors need to review the <a href="#">B&amp;H definition</a> and <a href="#">reporting procedures</a> with their staff and understand how the <a href="#">procedures when receiving a complaint of B&amp;H</a></li> </ul>	Natasha Thompson		C
NB-22-05-17-03		<p><b>JOHSC Training ( New dates )</b></p> <ul style="list-style-type: none"> <li>- Training dates are available soon, new members can check out the calendar schedules</li> </ul>	Steph Troughton		C





10. NEW & OTHER BUSINESS					
		<ul style="list-style-type: none"> <li>- Jen to send the welcome email to new member ( Alberto )</li> <li>- Training dates not available yet but Part 1 of the JOHSC Fundamental training is on the WPL website.</li> </ul>			
NB-22-05-17-04		<b>WSBC Reports</b>			
NB-22-05-17-04-a		<p>1) <b>MARCH 29, 2022 – IR202216973035A – JOHSC VARIATION REQUEST – OFFSITE LOCATIONS</b></p> <ul style="list-style-type: none"> <li>- WorkSafeBC is requiring the university to create JOHSCs (where required) for “workplaces outside the campus’s physical location” or resubmit a JOHSC Variation request that includes “workplaces outside the campus's physical location”</li> <li>- Offsite locations will be receiving an email asking them to fill out an SRS survey to ensure there is updated safety information for their location</li> <li>- Worker health and safety reps required in work places of more than 20; despite HGI having less employees than required, Deb has completed the survey</li> </ul> <p><b>Leslie :</b></p> <ul style="list-style-type: none"> <li>- For HGI, Alex Fraser, MKRF ( largest group ) – everyone has completed the survey</li> </ul>	<i>Deb Pearson</i>		<i>C</i>
NB-22-05-17-04-b		<p>2) <b>APRIL 22, 2022 – IR202216973014B – VIOLENCE RISK ASSESSMENT SUBMITTED</b></p> <p>Jody:</p>	<i>Jodi Taylor</i>		<i>C</i>



10. NEW & OTHER BUSINESS					
		<ul style="list-style-type: none"> <li>- There was an incident that required risk assessment, WSBC ordered that department submit the violence risk assessment</li> <li>- Incident report closed</li> </ul>			
NB-22-05-17-05		<p><b>3) Emergency contact number for students travelling</b></p> <p><b>Intu:</b></p> <ul style="list-style-type: none"> <li>- Can we have an emergency number within the university or guidelines aside from registering on the Student Study Abroad website?</li> <li>- Do we have a designated person to contact within the Faculty or university?</li> </ul> <p><b>Leslie:</b></p> <ul style="list-style-type: none"> <li>- Ideally the supervisor should be looped in; in case the supervisor is in the field as well, next would be the departmental JOHSC representative who can reach out to proper person</li> <li>- Can JOHSC as a group agree to be the default contact persons?</li> </ul> <p><b>Natasha:</b></p> <ul style="list-style-type: none"> <li>- Whoever is part of the emergency contact plan has to have access to personal information</li> </ul> <p><b>Action Item:</b></p> <p>Discussion for next meeting:</p> <ul style="list-style-type: none"> <li>- Admins and department heads should determine who the Emergency contacts persons are for each department</li> <li>- Admins and Heads of departments should discuss</li> <li>- The need to create a consolidated list of contacts so we can have that resource on website</li> </ul>	Intu Boedhihartono		IP



10. NEW & OTHER BUSINESS					
		- Committee ( Intu / Natasha ) can invite James Langston to attend the next meeting to discuss options			

\*NB – New Business

11. NEXT MEETING	
Date:	June 21, 2022
Time:	2:00 pm
Location:	Zoom

12. MEETING ADJOURNED	
Time:	2:40 pm

**LEGEND**

PRIORITY:		STATUS:	
<b>A</b>	Critical/Life threatening/high probability	<b>N</b>	New
<b>B</b>	Urgent/moderate probability of re-occurrence	<b>R</b>	Repeat
<b>C</b>	Important/low probability of re-occurrence	<b>C</b>	Complete
<b>D</b>	Reminders	<b>IP</b>	In Progress
<b>E</b>	Information	<b>RF</b>	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)