Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Student Health, Wellbeing & Engagement

Worker Co-Chair: N/A

Employer Co-Chair: Dickson Ng

Date: June 15, 2022

Time: 11:00AM

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>Brian Barth</td>
<td>AAPS</td>
<td>VPSO</td>
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<tr>
<td>Uma Kugavaratharajah</td>
<td>Executive Administrative</td>
<td>VPSO – Student Communications</td>
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<tr>
<td>Niloo Esbak</td>
<td>AAPS</td>
<td>Student Health Services</td>
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<tr>
<td>Henry Lai</td>
<td>M&amp;P</td>
<td>Health Promotion &amp; Education</td>
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<td>☑</td>
</tr>
<tr>
<td>Eka Nagatani</td>
<td>M&amp;P</td>
<td>Centre for Student Involvement &amp; Careers</td>
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</table>
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
   * 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.

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: Simon Chen Seconded by: Jon Tsang

   Minutes were reviewed and approved by the committee.

   Are the minutes approved?

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?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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<tr>
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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>
<tbody>
<tr>
<td>• No new incidents for discussion</td>
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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

<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>
</tr>
</thead>
<tbody>
<tr>
<td>• No inspections for review</td>
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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)

<table>
<thead>
<tr>
<th>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>
</table>
| ED-22/06/15-01 | E | JOHSC Training:  
- Brian: completed Part 1 & Part 2 of required training.  
- Jon: completed Part 1, Part 2 available in July.  
- Uma: completed Part 1 and Part 2A, Part 2B is scheduled for next week. | | | C |

*ED – Education and Training

8. ONGOING BUSINESS – Status of Action Items

<table>
<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>
</table>
| ED –19-09-18-01 | C | 2022 Roadshow:  
02/24/2022:  
- Dustin will update the slides.  
- Brian was willing to present on it, and it would be good to start as soon as slides are done and reviewed. It’s a good way to let people know who the members of the JOHSC are and a good way to recruit.  
3/16/2022:  
- We haven’t done the JOHSC Roadshow for a while but with our online capabilities it’s something that would be valuble to start again. It is a great way to recruit more members as well as a refresher to safety. | Dustin | July 2022 | IP |
8. **ONGOING BUSINESS – Status of Action Items**

- Dustin prepared the presentation slides for the RoadShow and shared with the Committee.
- Brian is willing to present. We need to identify what is the best way to get this going.
  - We can present during units all staff meetings, starting with the units we have representatives from and then other units we also represent.
  
  **ACTION:**
  - email Dickson, Dustin and Irena potential team meeting dates and times.
  - Reach out to Samantha to see if this could be presented during VPS/AVPS All Staff Meeting in June.

**4/27/2022:**
- Student Health & Wellbeing is having a Pro-D day on morning of May 26th and there is a slot for Brian to do the JOHSC Roadshow presentation. There is a capability of doing surveys by a Zoom so we need to set up a template for the survey questions. Brian will work on modifying the questions for the survey.

  **ACTION:** review the updated presentation during the May meeting and think about how we want to present to other units.

- VPSO All Team meeting on June 8th (10:30am-12:00pm)
  - **ACTION:** Irena to confirm with Samantha that we can get 15 min slot to present.

**5/18/2022:**
8. ONGOING BUSINESS – Status of Action Items

- Brian was involved in presentation development for VPSO department and communicated with Comms team. They suggested to updated the visuals to match UBC visual guidelines for power point presentations template.

6/15/2022:
- Brian presented twice. Overall feedback is positive and presentations were well received.
  **Action:** Brian will compile important links and phone numbers and create a single PDF document.

**Confirm Worker and Employer Co-Chair roles:**

2/24/2022:
- Dickson Ng is currently an interim Employer Co-Chair
  - Dickson Ng confirmed with Samantha that he is the ongoing employer co-chair until Carol comes back
- No current volunteers for permanent Co-Chair roles

3/16/2022:
- Jon won’t be able to attend meeting in April. Simon will act as an interim employer co-chair for meeting in April.
- No current volunteers for worker co-chair.

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* ED – Education and Training  * GI – General Inspection  *NB – New Business

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

<table>
<thead>
<tr>
<th>Item #</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>
</thead>
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SRS Version: December 2020
### 9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)

<table>
<thead>
<tr>
<th>Recommendation or Report #</th>
<th>Action Plan</th>
<th>Assigned To</th>
<th>Date to be Completed</th>
<th>Status</th>
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</thead>
</table>
| 1) No recommendation letters or regulatory inspections to review. | * 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>
</tr>
</thead>
</table>
| NB-22/6/15-1            | E        | Recommended items to discuss at JOHSC/LST Meeting

**Safety Day 2022 – Save the Date – Tuesday October 4**

We are happy to announce that Safety Day has been scheduled for Tuesday October 4, 2022. Based on the feedback from our last event back in 2019, we are returning to the more spacious Great Hall in the AMS Student Nest. We are looking forward to hosting another exciting event with speakers, vendors, prizes, and more.

Registration is now open and can be accessed here: [https://events.emy.com/SafetyDay2022](https://events.eply.com/SafetyDay2022). A detailed agenda with speakers and topics is attached. The Safety Day Webpage has both the registration link, agenda and testimonials on this special event.

With your support Safety Day has been a huge success and we can’t wait to see you all again in person!
## 10. NEW & OTHER BUSINESS

### Confined Spaces

A confined space is an enclosed or partially enclosed area with limited or restricted means of entry or exit. Although it is large enough for a worker to enter, it is not designed for someone to work in regularly. Examples of confined spaces at UBC include manholes, pits, boilers, tanks and hoppers. Entry into UBC confined spaces is only permitted to trained and authorized workers.

SRS has updated the [UBC Confined Space Entry Program](#). This document will assist administrative heads of unit, managers, supervisors and workers understand the requirements for workplaces that have confined spaces and describes what must be done before workers can safely enter and work in a confined space.

For more information and resources about Confined Spaces, please refer to the following [SRS webpage](#) and reach out to [safety.risk@ubc.ca](mailto:safety.risk@ubc.ca) if you have any questions about any potential Confined Spaces in your areas.

### Informational Items

#### World Environment Day (June 5)

June 5 is [World Environment Day](#). To do your part, make sure you understand how to properly sort waste. Test your knowledge in the “[Sort it out – waste sorting game](#)” for a chance to win a $50 gift certificate from the bookstore.

#### Local Safety Team Training

New dates have been released for LST Training Part 2a (June 14th from 1pm-2:30pm) and Part 2b (June 22nd, from 10am-11:30pm). Register [here](#).

#### WorkSafeBC Inspection Reports (IR)

There were no WorkSafeBC Inspection Reports received since the last co-chair email.
## 10. NEW & OTHER BUSINESS

*NB – New Business*

## 11. NEXT MEETING

<table>
<thead>
<tr>
<th>Date:</th>
<th>July 20, 2022</th>
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<tbody>
<tr>
<td>Time:</td>
<td>10:00am</td>
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<tr>
<td>Location:</td>
<td>Virtual – Zoom meeting</td>
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## 12. MEETING ADJOURNED

| Time:       | 10:22am       |

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**LEGEND**

<table>
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<th>PRIORITY:</th>
<th>STATUS:</th>
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<td>N</td>
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<tr>
<td>B</td>
<td>R</td>
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<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

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**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)