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: July 20, 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>
<td>☑️</td>
<td>☐️</td>
<td>☐️</td>
</tr>
<tr>
<td>Uma Kugavararatharajah</td>
<td>Executive Administrative</td>
<td>VPSO – Student Communications</td>
<td>☑️</td>
<td>☐️</td>
<td>☐️</td>
</tr>
<tr>
<td>Niloo Esbak</td>
<td>AAPS</td>
<td>Student Health Services</td>
<td>☑️</td>
<td>☐️</td>
<td>☐️</td>
</tr>
<tr>
<td>Henry Lai</td>
<td>M&amp;P</td>
<td>Health Promotion &amp; Education</td>
<td>☑️</td>
<td>☐️</td>
<td>☐️</td>
</tr>
<tr>
<td>Eka Nagatani</td>
<td>M&amp;P</td>
<td>Centre for Student Involvement &amp; Careers</td>
<td>☑️</td>
<td>☐️</td>
<td>☐️</td>
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</tbody>
</table>
### Employer Representatives

<table>
<thead>
<tr>
<th>Name</th>
<th>Work Location</th>
<th>Present</th>
<th>Regrets</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dickson Ng</td>
<td>Centre for Accessibility – Brock Hall</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Jon Tsang</td>
<td>VPSO – Student Communications</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Simon Chen</td>
<td>Student Health – UBC Hospital</td>
<td>☑</td>
<td>☐</td>
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</tr>
</tbody>
</table>

### Resources/Guests

<table>
<thead>
<tr>
<th>Name</th>
<th>Work Location</th>
<th>Present</th>
<th>Regrets</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dustin Szeto</td>
<td>Safety &amp; Risk Services</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Irena Deretic (Administrator)</td>
<td>VPSO</td>
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</tbody>
</table>

* (A) – Alternate member

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### 2. DETERMINATION OF QUORUM

- A minimum of 4 members;
- Worker representatives (faculty and staff workers who do not exercise managerial functions) and employer representatives (management workers who exercise managerial functions);
- 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.

Yes ☑  No ☐

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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)

- Move to adopt minutes.
  
  Moved by: Jon Tsang  Seconded by: Simon Chen

Minutes were reviewed and approved by the committee.

Are the minutes approved?

Yes ☑  No ☐

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### 4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

- No additional agenda items.

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### 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?

Yes ☑

No ☐

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 #</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></td>
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</table>

- No new incidents for discussion

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>
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</table>

- No inspections for review

* 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 # (ED-yy/mm/dd-01)</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-22/07/20-01          |          | • Jon completed required JOHSC training.  
                          |           | • Eka is in the process of completing her training. |             |                         | 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 valuable to start again. It is a great way to recruit more members as well as a refresher to safety.  
• 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. | Dustin | July 2022 | IP |
8. ONGOING BUSINESS – Status of Action Items

- 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:
- 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.
8. ONGOING BUSINESS – Status of Action Items

<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>
</table>
| NB-20/10/15-01  | E        | 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 share with the Committee. | Dustin      | Aug 2022      | IP                   |        |
|                 |          | Confirm Worker and Employer Co-Chair roles:  
  2/24/2022:  
  • Dickson Ng is currently an interim Employer Co-Chair  
    o 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.  
  7/20/2022:  
  • No current volunteers for worker co-chair. If someone is interested they can email to express their interest or bring it up in the next meeting. | Dustin      | Aug 2022      | IP                   |        |

* ED – Education and Training  * GI – General Inspection  * NB – New Business
9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)

<table>
<thead>
<tr>
<th>(use Recommendation or Report #)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• No recommendation letters or regulatory inspections to review.</td>
<td></td>
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</table>

*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>
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<th>Date to be Completed</th>
<th>Status</th>
</tr>
</thead>
</table>
| NB-22/7/20-1           | E        | • Uma informed the committee about the situation that happened at the Brock Hall. A staff member came across two men who identified themselves as contractors taking over for ACME and said they needed to check fire extinguishers in Brock Hall. They asked for access and staff member said no. They had keys for the glass doors so they just helped themselves anyways. They were very rude to the staff members. How do we protect ourselves from this kind of situations? Can we ask for identification? Are there scheduled days when contractors come in?  
  o Dustin: fire extinguishers are not inspected internally by UBC but by the fire department or the contractors. It is done on an annual basis. We can ask for identification but generally if they are there to inspect fire extinguishers they should be able to do so but if they want to access rooms that have no fire extinguishers then we can ask questions. ACME is pretty large company and it is not uncommon for them to be on campus.  
  o Dickson: if the staff person feels it is necessary to ask for identification they should be able to ask for it. If the company does not want to ask then they should not want access to those rooms. | Dustin | Aug 2022 | IP |
### 10. NEW & OTHER BUSINESS

work with UBC they should be aware that many offices do have confidential materials in spaces behind public areas and they should wait until staff covers confidential materials or ask for identification. We should be able to provide that feedback. We have some student staff who might be unclear of the rights they have.

- Dustin: if you feel you are unsafe and threatened by them, do not engage. Make notes who these individuals are and call Campus Security.
- Uma: who can we direct this kind of concern? ACME? If they are working a lot at UBC they should be aware of the need for identification. How do we communicate this to them?
- Dustin: we can address this as a committee and put forward the recommendation. As a committee we could find out who is in charge of these inspections and then provide the feedback. **Action:** Dustin to explore who the contracting company is and to bring it back to the committee in the next meeting.
- Jon: especially for the Brock Hall space, it would be prudent to try to address issue with the contractors because it is the space that many students and external parties try to get access to. We had incidents in the past where we had to call Campus Security and RCMP as we are in the shared space with Enrolment Services which does admissions as well as Senate and they make decisions on student acceptance and also on disciplinary actions. Staff is very cognizant of letting people in who they don’t know.

<table>
<thead>
<tr>
<th>NB-22/7/20-2</th>
<th>E</th>
<th><strong>Recommended items to discuss at JOHSC/LST Meeting</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>UBC Mask Mandate Ending</strong></td>
<td>Dustin</td>
<td>In April, UBC announced it was requiring masks to be worn in indoor public spaces until June 30, 2022. This decision was in support of our students, faculty and staff, as we continued to navigate the COVID-19 pandemic and the Omicron variant.</td>
</tr>
</tbody>
</table>
## 10. NEW & OTHER BUSINESS

Since that time, public health data has indicated that BC has passed the 6th wave of the pandemic. After consulting with internal stakeholders, and consistent with the position of the BC Provincial Health Officer, the university has made the decision to no longer require masks in public indoor spaces on campus after June 30. Campus Security will be removing mask requirement signage from main entrances of buildings on the Vancouver Campus. Read the full UBC Broadcast for further information.

**Introducing the new Centre for Workplace Accessibility**

The [Centre for Workplace Accessibility](https://example.com) (CWA) is a central hub for information, tools, and resources to support faculty and staff with disabilities or ongoing health conditions. Our team of Workplace Accessibility Specialists provide a safe and confidential space to discuss accessibility and accommodation options at UBC. A new centralized Workplace Accommodations Fund, managed by the CWA, helps address financial barriers departments may face when accommodating a faculty or staff member. In addition to individualized support, the CWA seeks partnerships and opportunities to enhance disability inclusion literacy across the UBC community.

Please look out for communication from the Workplace Accessibility Specialists, as they will reach out to JOHSC co-chairs to request the opportunity to present more about the CWA at an upcoming meeting.

**Safety Day Registration**

To secure your spot, please register [here for Safety Day 2022](https://example.com). If you need to cancel your Safety Day registration, you can use the same link. Registration is filling up fast, as we have over half of our 250 spots taken, so register early to ensure you don’t miss Safety Day 2022!

**Informational Items**
### 10. NEW & OTHER BUSINESS

<table>
<thead>
<tr>
<th>JOHSC Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>New dates have been released for JOHSC Training Part 2a (July 14th, from 1pm-3pm) and Part 2b (July 18th, from 11am – 1pm). Register <a href="#">here</a>.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WorkSafeBC Inspection Reports (IR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>There were no WorkSafeBC Inspection Reports received since the last co-chair email.</td>
</tr>
</tbody>
</table>

*NB – New Business*

### 11. NEXT MEETING

<table>
<thead>
<tr>
<th>Date:</th>
<th>August 17, 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time:</td>
<td>10:00am</td>
</tr>
<tr>
<td>Location:</td>
<td>Virtual – Zoom meeting</td>
</tr>
</tbody>
</table>

### 12. MEETING ADJOURNED

| Time: | 10:39am |

**LEGEND**

<table>
<thead>
<tr>
<th>PRIORITY:</th>
<th>STATUS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Critical/Life threatening/high probability</td>
</tr>
<tr>
<td>B</td>
<td>Urgent/moderate probability of re-occurrence</td>
</tr>
<tr>
<td>C</td>
<td>Important/low probability of re-occurrence</td>
</tr>
<tr>
<td>D</td>
<td>Reminders</td>
</tr>
<tr>
<td>E</td>
<td>Information</td>
</tr>
</tbody>
</table>

**Monthly Distribution and Posting of Approved Meeting Minutes (Required):**
Joint Occupational Health & Safety Committee
Meeting Minutes

- 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)