



## 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, January 17, 2023

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 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>
David Aquino	CUPE 116	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"/>
Carlos Ormond	M&P	Haida Gwaii Institute	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deborah Pearson ( 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>
Teela Narsih (A)		SRS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Greg Smith		Wood Science	<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

*\* 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

## 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: Diana Hastings Seconded by: Erika Dort

Are the minutes approved?

Yes

No

## 4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

### 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
IR#129737-22/08/08		<p><b>Research forest fieldwork finger cut</b></p> <ul style="list-style-type: none"> <li>- worker’s fingers came in contact with chainsaw before it was fully arrested by chain brake; worker stopped work immediately and received first aid for injury</li> <li>- CAIRS report submitted by worker; corrective actions have been completed</li> <li>- CAIRS report completed</li> </ul>			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)**

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
ED-2022/09/20		<b>Welcome new member Carlos Ormond (DO/HGI Rep)</b> - To complete the JOHSC Fundamentals 1&2 training <b>ACTION ITEM:</b> - Carlos to provide update on status of JOHSC training	<i>Carlos Ormond</i>	<i>March 21, 2023</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-22/03/15-02		<b>Update on revision of Building Emergency Response Plan (BERP) and meeting with Fire Marshall</b> - Greg sent the updated version; this has been uploaded on the FoF Website under safety - BERP needs to be updated, contacts list is still showing Felix Choi and Zoe Zhou - Also update map on page 49 <b>ACTION ITEM:</b> - Greg / Jen revise and send to Comms for website.	<i>Greg Smith</i>		<i>IP</i>



8. ONGOING BUSINESS – Status of Action Items					
NB-22/11/15-01		<p><b>FSC 1721 Ventilation Assessment</b></p> <p><b>Rolando / Sylvia:</b></p> <ul style="list-style-type: none"> <li>- Regarding the original issue that is to address the chemical smell / leak has been dealt with; Room 1721 is still housing the samples and collections which need to be disposed, samples are said to be stored in ethynol.</li> </ul> <p><b>Diana:</b></p> <ul style="list-style-type: none"> <li>- The PI needs to dispose of his samples stored in ethynol before their retirement</li> </ul> <p><b>Sylvia:</b></p> <ul style="list-style-type: none"> <li>- Since original issue no longer exists, it is now a matter of making sure when decommissioning the lab, proper disposal is done. Close issue, if anything else comes up will open another ticket.</li> </ul> <p><b>ACTION ITEM:</b></p> <ul style="list-style-type: none"> <li>- Close this item now</li> </ul>	<p><i>Rolando Descalzo/ Diana Hastings</i></p>	<p><i>January 17, 2023</i></p>	<p>C</p>



**8. ONGOING BUSINESS – Status of Action Items**

IR# 130203/ 130202- 22/11/15	<b>CAIRS Report: 130202 and 130203 follow-up</b>  <b>Leslie:</b> - Still showing as corrective actions  <b>ACTION ITEM:</b> - Sylvia will check and close the CAIRS report	<i>Rolando Descalzo</i>		C
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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
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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-23/01/17-01		<b>De-energization &amp; Lock-out Program ( updated )</b>  - Purpose is to prevent accidental electrical injury to workers while while maintenance work is being done. Usually concerns Building Ops workers doing the maintenance; reminder that these apply to our lab users as well need to be cognizant of turning off switches while trying to inspect equipment.  - We can download the UBC manuals, checklists abd procedures available on the SRS website which includes protocols for each individual labs	<i>Rolando Descalzo</i>		C



10. NEW & OTHER BUSINESS					
		<p>Dustin:</p> <p><a href="https://riskmanagement.sites.olt.ubc.ca/files/2020/01/LAB-SWP-001-EXIT-DECOMMISSIONING-PROCEDURE-FOR-UBC-RESEARCH-SPACES.docx">https://riskmanagement.sites.olt.ubc.ca/files/2020/01/LAB-SWP-001-EXIT-DECOMMISSIONING-PROCEDURE-FOR-UBC-RESEARCH-SPACES.docx</a></p>			
NB-23/01/17-02		<p><b>SRS Website updates</b></p> <ul style="list-style-type: none"> <li>- <b>Safe Work Procedure Webpage Update:</b> More guidance on when written procedures may be required, a more simplified template and a clear review process which includes the role of the JOHSC. <a href="#">Safeguarding   Safety &amp; Risk Services (ubc.ca)</a></li> <li>- <b>Investigation for Supervisors Webpage Update:</b> Clarity on immediately reportable incidents and the role of the supervisor if an incident/accident occurs. <a href="#">Investigations for Supervisors   Safety &amp; Risk Services (ubc.ca)</a></li> <li>- <b>Accident/Incident Reporting (For workers) Webpage Update:</b> Clarity on immediately reportable incidents and how to respond to and report incidents <a href="#">Accident/Incident Reporting (for Workers)   Safety &amp; Risk Services (ubc.ca)</a></li> <li>- <b>Mobile Equipment and ATVs New Webpage:</b> Outlines the considerations, responsibilities, hazards and controls. <a href="#">Mobile Equipment and ATV Safety   Safety &amp; Risk Services (ubc.ca)</a></li> <li>- <b>Safeguarding New Webpage:</b> Outlines the considerations, responsibilities, hazards and controls. <a href="#">Safeguarding   Safety &amp; Risk Services (ubc.ca)</a></li> </ul>	Natasha Thompson		C

\*NB – New Business





11. NEXT MEETING	
Date:	February 21, 2023
Time:	2:00 pm
Location:	Zoom

12. MEETING ADJOURNED	
Time:	2:30pm

### 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)