



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee:

Worker Co-Chair:
Employer Co-Chair:

Date:

Time:
Location:

AGENDA:

<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 checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Janette Bulkan	Faculty	Forest Resources Management	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Margie Heras	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 type="checkbox"/>	<input checked="" type="checkbox"/>
Liz Smith	M&P	Malcolm Knapp Research Forest	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" 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 type="checkbox"/>	<input checked="" 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"/>
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Guests		Work Location	Present	Regrets	Absent
Dustin Szeto		SRS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teela Narsih (A)		SRS	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Greg Smith		Wood Science	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bhagyashri Kadam [Shree]		Dean's Office	<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? <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)

- Move to adopt minutes. Moved by: Diana Hastings Seconded by: Gregory Smith

Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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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 <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
		No new incidents reported			

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-2023/02/21		Welcome new member Margie Heras (FRM/Rep) <ul style="list-style-type: none"> – Completed the JOHSC Fundamentals 1 training – To complete the JOHSC Fundamentals 2 training – Carlos will no longer be a part of JOHSC – A new member will represent Haida Gwaii 	Sylvia Ho	March 21, 2023	IP

* ED – Education and Training

8. ONGOING BUSINESS – Status of Action Items					
Item # (ED-yy/mm/dd- 01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status



NB-23/02/21-01		Update on revision of Building Emergency Response Plan (BERP) [pending a walk-around with fire marshals] <ul style="list-style-type: none"> - No action this time - Will be updating on this in the next JOHSC meeting [Mar'23] 	Greg Smith		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

* 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-23/02/21-01		Jennifer Lim has left UBC	Sylvia Ho		C
NB-23/02/21-02		Peter Joseph (CAIRS) left UBC <ul style="list-style-type: none"> - Left January 27, 2023 - Send emails related to CAIRS to ubc.cairs@ubc.ca which will be taken care of Dustin until the position is filled 	Dustin Szeto		C
NB-23/02/21-03		Installation of emergency eyewash stations <p>Natasha:</p> <ul style="list-style-type: none"> - the one on the 3rd floor has been taken care of; a quick inexpensive fix with installation of attachment to current faucet <p>Diana:</p> <ul style="list-style-type: none"> - need eyewash station in CAWP 1936 - do we need to go through SRS and will Central pay for the installation? 	Diana Hastings & Lief Eriksen		IP



10. NEW & OTHER BUSINESS					
		Dustin: <ul style="list-style-type: none"> – need to ask Peggy (SRS) – Diana to email Peggy Action: <ul style="list-style-type: none"> – Greg will ask Dean for funding 			
NB-23/02/21-04		Building Emergency Response Plan (BERP) <ul style="list-style-type: none"> – SRS has launched a new template for the BERP which includes new graphics – Reminder to JOHSC to conduct annual Fire Drill – See https://ready.ubc.ca/get-infomed/emergency-plans/ – Greg to transfer current BERP information to new template 	<i>Nicole Lee</i>		<i>IP</i>
NB-23/02/21-05		Additional 8 hours of training opportunities <ul style="list-style-type: none"> – 2 training conferences to be held on: <ul style="list-style-type: none"> March 9th https://womeninsafety.ca/#events_overview May 21st and 22nd at the Hyatt Regency [in-person] *costs will be the responsibility of the respective departments 	<i>Ivy Fung</i>		<i>C</i>
NB-23/02/21-06		Freezer Challenge <ul style="list-style-type: none"> – Laboratories in UBCV and UBCO with cold storage are eligible to apply and accept the challenge – Reasons to apply include: <ul style="list-style-type: none"> * reduce energy consumption * improve sample accessibility and sample integrity * learn freezer maintenance techniques * receive recognition and prizes – https://sustain.ubc.ca/international-freezer-challenge 	<i>Natasha Thompson</i>		<i>C</i>
NB-23/02/23-07		Pink Shirt Day <ul style="list-style-type: none"> – Feb 22nd – to support the end of bullying – to create a safe, productive and respectable environment for all 	<i>Natasha Thompson</i>		<i>C</i>



10. NEW & OTHER BUSINESS					
		<ul style="list-style-type: none"> students, staff and faculty members – https://hr.ubc.ca/working-ubc/respectful-environment 			
NB-23/02023-08		JOHSC and LST Training <ul style="list-style-type: none"> – 8 hours of instructions annually completed within 6 months of training – JOHSC fundamental training to be held on: <ul style="list-style-type: none"> * Part a: March 8, 2023 * Part b: March 15, 2023 – https://wpl.ubc.ca/browse/srs/johsc/programs/wpl-srs-johsco – LST Training to be held on <ul style="list-style-type: none"> *April 11th and April 13th 2023 – https://wpl.ubc.ca/browse/srs/johsc/courses/wpl-srs-lst 	<i>Jodi Taylor</i>		<i>IP</i>
NB-23/02/23-09		WorkSafeBC Inspection Reports (IR) <ol style="list-style-type: none"> i. DECEMBER 24, 2022 – IR# 202216973157A (Worker Fell from Ladder) ii. JANUARY 25, 2022 – IR# 202316973004A (Worker Involved in an Accident with Cyclist) <p>Reminder to report any incident immediately to UBC Campus Security</p>	<i>Dustin Szeto</i>		<i>C</i>
NB-23/02/23-10		Seminar: Everything you need to know about occupational sensitization <ul style="list-style-type: none"> – March 10th from 2pm to 5pm – Will be recorded and made available – https://srs.ubc.ca/2023/02/08/seminar-everything-you-need-to-know-about-occupational-sensitization/ 	<i>Dustin Szeto</i>		<i>C</i>
NB-23/02/23-11		Upcoming Workplace Accessibility events: <ol style="list-style-type: none"> A. Low Vision in the Workplace February 23, 2023 at 11am to 12 noon https://wpl.ubc.ca/browse/wellbeing/accessibility/courses/wpl-ay-lvam B. Accessibility Features on Windows OS & Mac OS 	<i>Natasha Thompson</i>		<i>C</i>



10. NEW & OTHER BUSINESS					
		https://wpl.ubc.ca/browse/wellbeing/accessibility/courses/wpl-ergo-0020			
NB-23/02/23-12		<p>Lab Glass Waste Issue</p> <ul style="list-style-type: none"> Research lab in FCS found original white plastic LAB GLASS WASTE buckets shattered Diana provided information to replace the original buckets with new grey plastic LAB GLASS WASTE buckets <p>Action:</p> <ul style="list-style-type: none"> Department(s) to inform all labs with the original white plastic LAB GLASS WASTE buckets to dispose of the white ones and replace with the new grey plastic buckets 	<i>Erika Dort</i>		<i>C</i>
NB-23/02/23-13		<p>UBC Farm Land – Loggers Sports</p> <ul style="list-style-type: none"> FoF has a lease agreement for 5 years to use a small portion of UBC Farm Land The lease will be renewed by the Dean <p>Dustin:</p> <ul style="list-style-type: none"> Loggers Sports is AMS club so they need to have an agreement for land use with FoF JOHSC can review if it is research related usage but not for AMS club use <p>https://www.ubcfus.com/loggersports</p>	<i>Sylvia Ho & Dustin Szeto</i>		<i>C</i>
NB-23/02/23-14		<p>Annual Inspections:</p> <ul style="list-style-type: none"> Some units have not completed the annual inspections for 2022 <p>Diana:</p> <ul style="list-style-type: none"> Pre-Covid the annual inspections were done in the fall but during COVID when the building was shut down, the annual inspections were conducted in January to catch up It's not a good time to do the annual inspections during term so suggest the annual inspections be conducted after term 	<i>Natasha Thompson</i>		<i>IP</i>



10. NEW & OTHER BUSINESS

	<p>Greg:</p> <ul style="list-style-type: none">- Agree with Diana- conduct the annual inspections in April <p>David:</p> <ul style="list-style-type: none">- since there are new JOHSC members and new Faculty, Staff and students, the list of areas and inspectors as well as the floor plans should be circulated to the JOHSC for the March meeting <p>Action:</p> <ul style="list-style-type: none">- list of areas/inspectors to be distributed by March JOHSC meeting- all inspections to be completed by May JOHSC meeting <p>Templates found at:</p> <p>https://srs.ubc.ca/health-safety/safety-programs/workplace-inspections/</p> <p>https://safetycommittees.ubc.ca/johsc/johsc-toolkits/</p>			
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* NB New Business



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

12. MEETING ADJOURNED	
Time:	3:00 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)