



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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 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"/>
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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Liz Smith	M&P	Malcolm Knapp Research Forest	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Deborah Pearson (A)	M&P	Haida Gwaii Institute	<input checked="" 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"/>
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"/>
Employer Representatives			Present	Regrets	Absent
Sylvia Ho		Forest & Conservation Sciences	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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)

<ul style="list-style-type: none"> • Move to adopt minutes. Moved by: <u>Diana Hastings</u> Seconded by: <u>Gregory Smith</u> 		
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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:		
<ul style="list-style-type: none"> • Monthly Incident List & Statistical Summary Report <i>(For any <u>general</u> 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)</i> 		



(* 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
130789					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 – 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

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



10. NEW & OTHER BUSINESS					
		Dustin: – The JOHSC committee is doing a great work			
NB-23/03/21-04		Precautions for Icy Conditions – Municipal Services does provide ice prevention and snow removal pathways on campus – Take the main roads with the help of the map – Take small steps Action: – Call Building Operation Service Center 604 822 2173 if any building/ area requires attention Web: hr.ubc.ca/cwa	<i>Dustin Szeto</i>		C
NB-23/03/21-05		Seminar: Everything you need to know about occupational sensitization – Held on Friday, March 10th – Avoid using a lot of Hand Sanitizer because it makes the skin more sensitive to absorb unwanted things – https://srs.ubc.ca/2023/02/08/seminar-everything-you-need-to-know-about-occupational-sensitization/	<i>Natasha Thompson</i>		C
NB-23/03/21-06		Daylight Savings Time starts Sunday March 12 at 2:00am – We Lose 1 hour of precious sleep Action: – Go to bed early – Give extra time to drive safely	<i>David Aquino</i>		C
NB-23/03/21-07		Safety Quiz of the Month – SRS will send a monthly quiz question email to all the JOHSC members with a Safety Tip	<i>Erika Dort</i>		C
NB-23/03/21-08		JOHSC and LST Training – Upcoming trainings – JOHSC: May 11 th and May 15 th – LST: April 11 th and April 13 th	<i>Natasha Thompson</i>		IP



10. NEW & OTHER BUSINESS					
		<ul style="list-style-type: none"> – https://wpl.ubc.ca/browse/srs/johsc/programs/wpl-srs-johsco 			
NB-23/03/21-09		<p>FSC/CAWP Safety Phone maintenance and inspections</p> <ul style="list-style-type: none"> – Nicole and Natasha checked the safety phones and they all have dial tones and are working properly – The safety phones are all analog <p>Action:</p> <ul style="list-style-type: none"> – add the checking of safety phones to the annual inspections <p>Dustin</p> <ul style="list-style-type: none"> – add the checking of the safety phones to the scheduled annual inspection or assign someone to inspect the safety phones <p>David</p> <p>Do we really need to do parts of the general inspections [eg. Toilet, Staircase] when we have a Building Operation’s responsibilities</p> <p>Gregory</p> <ul style="list-style-type: none"> – to have people who regularly walk by these areas to report it <p>Leslie</p> <ul style="list-style-type: none"> – DO will inspect all the general/ exterior or the unclaimed parts of the building this year, however, would like another group to be assigned to inspect in the following years 	Nicole Lee		IP
NB-23/03/21-10		<p>JOHSC certificates</p> <ul style="list-style-type: none"> – Members to check if they have completed all the certificates, they can also download – members who have taken courses on and before 2020 will have received hardcopies [printed & signed] of certificates – If require another copy, email “safetycommittees.ubc.ca” 	Dustin Szeto		C



10. NEW & OTHER BUSINESS					
		<p>Diana</p> <ul style="list-style-type: none"> - SRS does not access to upload certificates to WPL - SRS should send certificates to WPL and upload in the respective profile <p>Dustin</p> <ul style="list-style-type: none"> - To follow-up with WPL - Recommends not to take the test / course again if already completed 			
NB-23/03/21-11		<p>The appointment of JOHSC roles and duties:</p> <p>Greg</p> <ul style="list-style-type: none"> - Administrative role needs to be constant and should have continuity <p>Erika</p> <ul style="list-style-type: none"> - Will the JOHSC administrator be a current member of JOHSC committee or will there be a new person? <p>Leslie</p> <ul style="list-style-type: none"> - According to WorkSafeBC, the appointment of administrator lies with the Dean or the Unit Director <p>Dustin</p> <ul style="list-style-type: none"> - Administrator will have to take JOHSC Administrator Training, especially if the position rotations <p>Margie</p> <ul style="list-style-type: none"> - I would like to take the JOHSC meeting minutes once confirmed with her reporting manager, Joanne Dean 	<i>Leslie Fernandez & Greg Smith</i>		<i>IP</i>
NB-23/02/23-12		<p>Relocation of Styrofoam recycling area</p> <ul style="list-style-type: none"> - there are continual Service Request submitted to clean up the Styrofoam recycling area but non-recyclable Styrofoam and/or garbage still piles up after each pickup day - has told UBC Waste Management that the Styrofoam pickup should 	<i>Diana Hastings</i>		<i>IP</i>



10. NEW & OTHER BUSINESS					
		<p>be relocated to another building</p> <p>Dustin</p> <ul style="list-style-type: none"> Waste Management or Sustainability has to come up with initiative to resolve this issue If we don't want to participate as a Styrofoam recycle pickup area, we should be able to stop <p>Action</p> <ul style="list-style-type: none"> Greg or co-chairs to write a letter to Waste Management Manager or Supervisor to ask if the Forest Sciences Centre can be taken off the list of Styrofoam recycle pickup points 			
NB-23/02/23-13		<p>Drive Safety Working Groups</p> <ul style="list-style-type: none"> These are groups that have large fleets who can suggest on best driving practices, can provide training, etc. <p>Natasha</p> <ul style="list-style-type: none"> FCS has vehicles but they are managed by each researcher/group <p>Andrew</p> <ul style="list-style-type: none"> Would like to be the representative for Forestry <p>Action</p> <ul style="list-style-type: none"> Dustin to share details regarding the same with Andrew and others 	<i>Dustin Szeto</i>		C

* NB New Business



11. NEXT MEETING	
Date:	April 18, 2023
Time:	2:00 pm
Location:	Zoom

12. MEETING ADJOURNED	
Time:	3:30 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)