



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Faculty of Forestry

Worker Co-Chair: Natasha Thompson
Employer Co-Chair: Genny Go

Date: September 19, 2023

Time: 2:00 pm
Location: Zoom conference call/meeting

AGENDA:

1. Roll Call	6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)
2. Determination of Quorum	7. Review Education and Training
3. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes	8. Ongoing Business – Status of Action Items
4. Additional Agenda Items, Review Actionable Items from Local Safety Team (LST) Minutes & Approval of Agenda	9. JOHSC Formal Recommendation Letters & Regulatory Inspections
5. Review Centralized Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents	10. New and Other Business
• Monthly Incident List & Statistical Summary Report	11. Next Meeting
	12. Meeting Adjournment



1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Alberto Renteria	AAPS	Dean's Office	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Andrew Lotto	Non-Union Tech	Forest & Conservation Sciences	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Avinash Koruwa	CUPE 2950	Dean's Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brandon Chan (A)	AAPS	Wood Science	<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"/>
Deborah Pearson (A)	AAPS	Haida Gwaii Institute	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diana Hastings	AAPS	Wood Science	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Greg Smith (Director)	Faculty Association	Wood Science	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intu Boedihartono	Faculty Association	Forest & Conservation Sciences	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jodi Taylor	AAPS	Alex Fraser Research Forest	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ken Byrne	Faculty Association	Forest Resources Management	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lily Chua	CUPE 2950	Dean's Office	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Liz Smith	AAPS	Malcolm Knapp Research Forest	<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"/>
Melike Karaca-Bulut	CUPE 2278	Wood Science	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Natasha Thompson (Co-Chair)	CUPE 2950	Forest & Conservation Sciences	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Neil Leveridge	Faculty Association	Wood Science	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Nicole Lee (A)	CUPE 2950	Dean's Office	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Rolando Descalzo	AAPS	Forest & Conservation Sciences	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sandhyarani Siddamsetty (A)	CUPE 2278	Forest & Conservation Sciences	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Employer Representatives	Work Location	Present	Regrets	Absent
Carrie Anne Vanderhoop	Haida Gwaii Institute	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Genny Go (Co-Chair)	Wood Science	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leslie Fernandez (A)	Dean's Office	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		<input 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"/>



Himani Katyal		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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* (A) – Alternate member

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: Diana Hastings Seconded by: Greg Smith

Are the minutes approved?

Yes

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No

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4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

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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

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No

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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
131967-23/9/19		Hole in the head – Faculty member was on a field trip and fell on uneven, wet surface and hit his head on a rock. He was taken to the hospital, given tetanus shot and had 7 stitches. They are doing fine. Compliments to the supervisor and admin for completing all of the CAIRS reports.	Natasha Thompson		C
131812-23/9/19		Broken Ankle - Students playing volleyball in the summer time. SRS recommended root cause – worker did not do a preactivity hazard assignment. Fall due to uneven terrain.	Natasha Thompson		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)

Distribute inspection checklist(s) and report(s) for meeting and use this table to record discussion and new recommendation(s)

☐ No actionable items noted

Item # (Use Inspection #)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status



6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)

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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)

Item # (ED-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
ED – 2023/09/19		Avi Koruwa - completed Part 2a and Part 2b scheduled for first week of November. Part 2 series is in person via zoom As you complete the training please send certificates			IP

* 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

* 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

- General discussion items (list actionable items below)

Item # (NB-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
NB-23/09/19		<p>WorkSafe BC - Inspection report summary</p> <p>Aug 11 – incident on Aug 8 – worker was working with high voltage machine and his hand received a shock. Machine was pulled from service to be inspected.</p> <p>Points to make when working with electrical machinery</p> <ul style="list-style-type: none">conduct pre-use inspectionSchedule preventative inspections as per manufacturers manualmake sure to have certification marks – CSA, CUL or CETL on electrical products <p>Contact campus security and more information on SRS website. Report to Cairns within 48 hours and follow up within 30 days</p> <p>AUG 25th – incident July 19 – worked riding motorized scooter.</p>	Dustin Szeto		C
NB-23/09/19		<p>UBC Safe Vancouver</p> <p>There is an app for safety, push notification, information, contacts, maps and procedures</p> <p>This only applies to the point grey campus</p> <p>Website: https://srs.ubc.ca/health-safety/ubc-safe-vancouver-app/</p>	Natasha Thompson		C



10. NEW & OTHER BUSINESS

NB – 23/09/19		“Are you prepared in an emergency” September 5- 7 emergency awareness and preparedness event Website: https://ready.ubc.ca/are-you-prepared	Jodi Taylor		C
NB-23/09/19		JOHSC and LTS training dates Past dates for training: Part 2a - September 11 / Part 2b – September 13 Check your UBC work place learning to see whether you are complete or need further training	Margie Heras		C

*NB – New Business

11. NEXT MEETING

Date:	October 17, 2023
Time:	2:00pm
Location:	Zoom

12. MEETING ADJOURNED

Time:	2:16pm
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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)