



## Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Faculty of Forestry

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

Date: October 17, 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Deborah Pearson (A)	AAPS	Haida Gwaii Institute	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Neil Leveridge (A)	Faculty Association	Wood Science	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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"/>



		<input type="checkbox"/>	<input 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

☐

## 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: Intu Boedhihartono

Are the minutes approved?

Yes

☒

No

☐

## 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

☒

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
132055-23/09/19		Pulling paper towel from dispenser which fell off the wall and bruised hand. Dispenser was not secured to the wall properly. Service Request (SR) was submitted and a new dispenser was put in.	Diana Hastings		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

\* 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)



## 7. REVIEW EDUCATION AND TRAINING

Item # (ED-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
ED – 23/10/17-01		Reminder to all who have not attended, to attend next year's Safety day			C

\* 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-23/10/17-01		Disposal of Batteries Old swollen lithium battery from faculty member laptop. IT department	Avinash Koruwa		C



10. NEW & OTHER BUSINESS					
		has dealt with issue. In the future, the IT department asks that they be contacted ASAP so they can collect and dispose of the battery. IT is only responsible for office equipment and not personal electronics.  Planning to get a box/bin for disposal of batteries.			
NB-23/10/17-02		<b>Review of Terms of reference</b>  Unanimous acceptance of minor updates to the Terms of reference.	Greg Smith		C
NB –23/10/17-03		<b>WorkSafe BC</b>  Sept. 15 - a worker tripped on the concrete surface at the Rugby Centre, causing them to fall and sustain injuries. First aid was provided and they were transported to the hospital. No orders outstanding. Reminder to report to campus security.	Dustin Szeto		C
NB-23/10/17-04		<b>Communicable Disease Prevention</b>  Communicable diseases caused by infectious agents or toxic products. Recommendations include daily health check, covering mouth with tissue when coughing, using masks, and getting vaccinated.  Reached out to SRS for posters – visual reminders for all	Melike Karaca-Bulut		C
NB-23/10/17-05		<b>Mask Update</b>  No general requirement to wear mask on UBC premises  BC Govt. as of Oct 3 require all health care workers, volunteers, contractors and visitors in patient care areas to wear masks.	Lily Chua		C



10. NEW & OTHER BUSINESS					
		More information: <a href="https://srs.ubc.ca/health-safety/safety-programs/communicable-disease-prevention-framework/covid-19/#medicalmasks">https://srs.ubc.ca/health-safety/safety-programs/communicable-disease-prevention-framework/covid-19/#medicalmasks</a>			
NB-23/10/17-06		<b>“Get Ready to Shake out”</b>  Annual province wide earthquake drill on October 19 <sup>th</sup> . UBC offers a number of tools: UBC alert, UBC safe Vancouver APP and UBC Safe APP  Website shared: <a href="https://ubctoday.ubc.ca/news/october-10-2023/join-great-bc-shakeout-oct-19">https://ubctoday.ubc.ca/news/october-10-2023/join-great-bc-shakeout-oct-19</a>	Jodi Taylor		C
NB-23/10/17-07		<b>JOHSC / LST Training</b>  Training for JOHSc Fundamentals Part 2A – Nov 20 - 10am Part 2B – Nov 22 - 1pm Offered once every two months.	Genny Go		C

\*NB – New Business

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

12. MEETING ADJOURNED	
Time:	2:18 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](mailto:ubcsafety.committee@ubc.ca)
- Posted on any Safety Bulletin Boards (if applicable)