

Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee:	Faculty of Education JOHSC	Worker Co-Chair:	Frederick Brown
		Employer Co-Chair:	Jean Galvani
Date:	November 2, 2023	Time:	9:00 am – 10:00 am
		Location:	Hybrid; SCRF 313 & Zoom

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
Frederick Brown	CUPE 116	Scarfe EDCP	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Dr. Douglas Adler (A)</i>	FA	Scarfe EDCP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carl Luk	AAPS	PCN EDST	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Louise Chen	CUPE 2950	Continuing Studies ELI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Graham Setters	AAPS	Scarfe TEO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. ROLL CALL				
Employer Representatives	Work Location	Present	Regrets	Absent
Jean Galvani	DNSO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Halton Lin	KIN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Huda Hamza (A)</i>	KIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Holly-Kate Collinson-Shield	EDST	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

1. ROLL CALL				
Resources/Guests	Work Location	Present	Regrets	Absent
Shilan Keshvadi	SRS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shruti Asokan	DNSO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vanessa Law (A)	DNSO	<input 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?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
* 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.		

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: Graham Setters	Seconded by: Fred Brown
Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA		
Place actionable items under Accident/Incident Investigation, Safety Inspections, Correspondence, New Business etc. as applicable and assign proper item # for further discussion/action.		
<input checked="" type="checkbox"/> No actionable items noted		
Is the agenda approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

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
		There have been no new CAIRS Incident Reports between September 28 and October 26, 2023.			

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
		There are no items to review for November 2023.			

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
		There are no items to review for November 2023.			

* 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-23/10/05-03	C	Safety Day Update – November 2023 <ul style="list-style-type: none"> - Graham noted that the Teacher Education Office is not well insulated, and is often cold. Many individuals have space heaters that are often not switched off at the end of the day. This could be potentially hazardous and Graham intends to send out a reminder to TEO colleagues to ensure the heaters are turned off when not in use. - Fred spoke with a colleague who wondered what to do in they noticed a light out or other facility deficiencies, how to report or resolve the issue. They were told to report to appropriate person in the area (admin 	Huda, Holly-Kate & Louise	December 2023	IP

8. ONGOING BUSINESS – Status of Action Items

		<p>manager) if it is not an emergency, or if it is emergency such as a water leak causing a flood in the area to call the emergency line for building operation (604-822-2173).</p> <p>ACTION: Remaining committee members to provide feedback from their units</p> <p>October 2023</p> <ul style="list-style-type: none"> - Huda, Holly-Kate and Fred attended Safety Day on Tuesday, October 3rd. - Participants were asked to try to get members in there committee more engaged in the JOHSC meetings. - During one of the presentations JOHSC members were asked to ask one of their work colleagues what they think about safety at UBC, or what do they notice about safety programs around their work area. It could be anything positive or negative. One example is they “always noticed the Emergency contact sign in their work area and always made them confident that they know who to call in case of emergency.” <p>ACTION: Members to bring forward feedback from others in their department about what they notice about safety in their work area.</p>			
IR-132039 23/05/01	C	<p><u>Tendinitis Caused by Repetitive Motion</u></p> <p>Update – November 2023</p> <ul style="list-style-type: none"> - Fred, Graham and Lu Tian reviewed this report - identifiers have been removed, and edits made to finalize it. - Fred also consulted with SRS to clarify the reporting process for chronic/long terms incidents such as this one. <p>October 2023</p> <ul style="list-style-type: none"> - Employee noticed increasing tightness, pain, and swelling in their right wrist when working at their desk. - Issue was reported to their supervisor, and a padded mouse pad was provided. - Further corrective action has been taken – Ergonomic assessment, and referral to Physiotherapist. <p>ACTION: Fred and Graham to review CAIRS report with Lu Tian (TEO Admin. Manager) and remove identifiers.</p>	Fred & Graham	N/A	C
IR-132131 23/09/29	C	<u>Injury while Spotting</u>	Fred & Halton	December 2023	IP

8. ONGOING BUSINESS – Status of Action Items

		Update – November 2023 <ul style="list-style-type: none"> - Further review of this incident report is required. ACTION: Fred & Halton to provide updates at the next meeting.			
		October 2023 <ul style="list-style-type: none"> - Coach caught participant that was falling. ACTION: Fred to follow-up with Huda and Halton.			

*NB – New Business

9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)

Item # (use Recommendation or Report #)	Priority	Discussion and/or Action Items	Date of Issue	Date to be Completed	Status
202319279077A	E	<u>Receipt & Acceptance of EIIR from July 18, 2023</u> <ul style="list-style-type: none"> - Documentation of the receipt and acceptance of the employer's full Incident Investigation Report (EIIR), relating to an incident which occurred on July 18, 2023, when a student with a known medical condition participating in a clinical placement suffered a medical event during which their head contacted the ground. - Reminder that incident investigations must be completed within 30 days, with description, unsafe conditions, contributors, causes, corrective actions, and worker rep participation. 	N/A	N/A	C
202317748094A	E	<u>Receipt & Acceptance of EIIR from September 15, 2023</u> <ul style="list-style-type: none"> - Documentation of the receipt and acceptance of the employer's full Incident Investigation Report (EIIR), relating to an incident which occurred on September 15, 2023, when a worker tripped on the concrete surface at the Rugby Centre, causing them to fall and sustain injuries. - Reminder that incident investigations must be completed within 30 days, with description, unsafe conditions, contributors, causes, corrective actions, and worker rep participation. 	N/A	N/A	C

* REC – Recommendation Letter *IR – WorkSafeBC Regulatory Inspection

10. NEW & OTHER BUSINESS

Item # (NB-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
NB-23/11/02-01	D	<u>FoE Fire Drill scheduled for November 2023</u> <ul style="list-style-type: none"> - The Faculty-wide Fire Drill will take place on Wednesday, November 22nd, between 10:45 to 11:15 AM - All floor wardens have been informed, and are being assisted with preparing for it. The BERP documents has also been provided to them for reviewing processes etc. - The Department Heads will be emailed on Monday, November 6th with the announcement, to be shared with their units. 	N/A	N/A	C
NB-23/11/02-02	E	<u>Safety Day</u> <ul style="list-style-type: none"> - Safety Day 2023 was very successful with the largest attendance to date at 276 attendees and terrific in-person support from the UBC Executive and the President. Thank you to all who attended! - As promised, winners will be drawn from survey respondents and a member of Safety & Risk Services will be reaching out to you for details on how to claim your prize. 	N/A	N/A	C
NB-23/11/02-03	E	<u>Daylight Savings Ends</u> <p>A reminder that daylight savings ends on November 5 at 2:00 am. To help you feel safe when the sun goes down, have a look at the following UBC-V campus information and resources:</p> <ul style="list-style-type: none"> - Travel with colleagues or friends - Contact the AMS Safewalk Program (operates from 8pm-2am) - Contact Campus Security to accompany you across campus after 2am - Know the location of UBC Blue Phones (download the UBC Safe App for quick access to this) - Use the Translink Community Shuttle - Use main pathways and avoid short cuts - Report malfunctioning/burnt out lights to Building Operation Service Centre 	N/A	N/A	C
NB-23/11/02-04	D	<u>December JOHSC meeting</u> <ul style="list-style-type: none"> - it is mandatory to have a JOHSC meeting every month, please consider if the December meeting needs to be rescheduled to maintain quorum. - Quorum has been confirmed for the next meeting on Thursday, December 7. 	N/A	N/A	C
NB-23/11/02-05	E	<u>Program and Exposure Control Plan Feedback surveys</u> <ul style="list-style-type: none"> - As part of an ongoing commitment to continual improvement, SRS will be launching consultation surveys to facilitate feedback and input from "UBC Community members" on programmatic updates relevant to their roles. 	N/A	N/A	C

10. NEW & OTHER BUSINESS

		- In December, the Silica Exposure Control Plan will be shared. JOHSCs and LSTs are encouraged to review and provide feedback, especially if this hazard is of particular concern to workers in their unit.			
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11. NEXT MEETING

Date:	Thursday, December 7, 2023
Time:	9:00 – 10:00 am
Location:	Hybrid; In-person (SCRF 313) and via Zoom

12. MEETING ADJOURNED

Time:	9:21 AM
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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)