



Joint Occupational Health & Safety Committee Meeting Minutes

Name of
Committee: Faculty of Forestry

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

Date: November 21, 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 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"/>
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 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Intu Boedhihartono	Faculty Association	Forest & Conservation Sciences	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" 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"/>
Sylvia Ho (A)	Forest & Conservation Sciences	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>	



* (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

** 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: David Aquino

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
132228 - 23/10/17		Exposure to VOC Staining at west end of the FSC building produced strong odor which was toxic. Odors stronger at tree house which was full of students. Needed to ventilate – open doors and should have used fans. Had to do work because request was overdue and donor was arriving the next day. Should have been done after hours. Matter was brought up to Risk Management and recommendations were provided to facilities team a) substitute product with low VOC, b) explore better ventilation and review sds c) explore alternative ways product can be applied d) schedule jobs during low occupancy period. If it re-occurs take up with Facilities Manager Issue is fumes – not safe and not healthy – can impact health long term. Hope recommendations will be adopted, otherwise will escalate further if it happens again. Central Safety team will loop in if these occurrences repeat elsewhere on campus.	Diana Hastings		C
132231 2023/10/12		Mis-step on FSC stairs after hours Only cause was distraction. Person fell and broke a bone. First aid was not called but went to the hospital the following day.	Natasha Thompson		C



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

		Reminder to call first aid to do assessment of injury and make recommendations. Also having a first aid record for claims if needed.			
132357, 132360, 132369 2023/11/07		CAWP machine lab- using chapsaw machine Injured left hand 3 rd middle finger. First aid called, attendant dressed the wound and took student to ER. Corective action: everyone using machine in lab need to take safety orientation as well as machine specific training. Student was a competent user but was rushing through. Reminded student to take breaks and take their time. Staff will review the operation of the machine with users before they use the machine	Genny Go		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)

Item # (ED-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
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7. REVIEW EDUCATION AND TRAINING

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* 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-23/11/21-01		Deember JOHSC meeting Moved to Dec 12th	Natasha Thompson		C
NB-23/11/21-02		Program and Exposure Control Plan Feedback surveys	Jodi Taylor		C



10. NEW & OTHER BUSINESS					
		Safety risk launching consultation regarding silica exposure control plan, what to do in the event of exposure – silica dust eg concrete.			
NB –23/11/21-03		Workplace Accessibility Events Series of online events on interacting with persons with disabilities, deaf or hard of hearing. Website shared to all events : https://hr.ubc.ca/working-ubc/news/october-31-2023/enhance-your-disability-inclusion-literacy-online-events	Alberto Renteira		C
NB-23/11/21-04		WorkSafe BC 2 inspection reports: Oct 11 – WSBC accepting the employment investigation of an incident on July 18 th . Student suffered a medical event – fell and hit the ground. Oct 20 – WSBC accepting employment investigation incident Sept 15 – worked tripped on concrete surface at the Rugby cnetre. Reminder: investigation must be completed within 30 days.	Dustin Szeto		C
NB-23/11/21-05		JOHSC / LST Training Training for JOHSc Fundamentals over for this month. Training details on the website.	Natasha Thompson		C

*NB – New Business

11. NEXT MEETING	
Date:	December 12, 2023
Time:	2:00pm



11. NEXT MEETING

Location: Zoom

12. MEETING ADJOURNED

Time: 2:29 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)