



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: University Administrative Units JOHSC

Worker Co-Chair: Sarah Henderson (Meeting Chair)
Employer Co-Chair: Debbie Wilson

Date: November 28, 2023

Time: 9:30 AM
Location: Zoom

AGENDA:

<ol style="list-style-type: none"> Roll Call Determination of Quorum Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes Additional Agenda Items, Review Actionable Items from Local Safety Team (LST) Minutes & Approval of Agenda 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"> Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers) Review Education and Training Ongoing Business – Status of Action Items JOHSC Formal Recommendation Letters & Regulatory Inspections New and Other Business Next Meeting Meeting Adjournment
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1. ROLL CALL

Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Patrick Wong	AAPS	Building Operations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Scottford Price	AAPS	Enrolment Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sarah Henderson	AAPS	Faculty of Graduate & Postdoctoral Studies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lily Liew	CUPE 2950	Office of Research Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Steve Bohnen (Alternate)	CUPE 116	Campus Security	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gordie Chow	CUPE 116	Parking and Access Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kim Yung Lee (Alternate)	CUPE 116	Parking and Access Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Steven Lee	AAPS	Infrastructure Development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Elise Vredenburg	AAPS	Office of the VP, Research & Innovation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chloe Martin-Cabanne	CUPE 2950	Office of the President, CUPE 2950	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



Employer Representatives	Work Location	Present	Regrets	Absent
Grant Miller	Campus & Community Planning	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Glynis Knowlden	Development & Alumni Engagement	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Debbie Wilson	Pensions, Human Resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Glen MacNeil	Campus Security	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ingeborg Brown	Office of the AVP, Finance Transformation & Integrated Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Steven Lee	Infrastructure Development			
Resources/Guests	Work Location	Present	Regrets	Absent
Teela Narsih (Resource)	Safety & Risk Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda Torio (Recording Secretary)	VPFO Executive Administration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* (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: Steve Bohnen Seconded by: Elise Vredendregt

Are the minutes approved?

☒ Yes

☐ No



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
☒

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
132239 2023-10-19	C	<u>Wooded area near the Chemistry "C" Building Incident</u> <u>November 2023</u> Glen confirmed that this was a case of a twisted foot, and the worker has since been back to work. A Campus Security staff suffered a potentially broken foot while walking to the Chemistry "C" Building to respond to a first aid call re a missing person.			C
132265 2023-10-24	C	<u>John B. MacDonald Building Incident</u> <u>November 2023</u> There was nothing to note on this report A bike patrol fell on their hands and knees when their bike slipped under			C



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
		after making a turn to the opposite direction on a parkade ramp with wet surface.			
132311 (132318) 2023-10-30	C	<u>Horticultural Building Incident</u> <u>November 2023</u> Elise is familiar with this incident and would like to note that the worker was wearing gloves at the time of the accident. She will reach out to the report-writer to update the report with this information. An employee sustained a broken index finger when their left hand was trapped under a falling electronic trolley cart.			C
132370 2023-11-02	C	<u>Thea Koerner House Incident</u> <u>November 2023</u> There was nothing to note on this report A Security staff member twisted their knee after stepping off a ledge.			C
132359 (132366) 2023-11-07	C	<u>Brock Hall Basement Incident</u> <u>November 2023</u> A few gendered pronouns were noted in the report. Scott volunteered to give a better report if this incident could be carried over to next month A worker sustained a finger injury when their hand got caught between a door and a cement wall.			IP
132433 & 132416 2023-11-15	C	<u>Music Building Parking Lot Incident</u> <u>November 2023</u> It looks like these 2 reports are referring to the same incident, but were most likely written by 2 different people. Sarah will follow up to clarify if the 2 incidents are the same and if they could be merged into just one incident report. It was also noted that no worker rep has been listed for this incident. Sarah volunteered to check out the site and pass along information material on preventing slips, trips, and falls.			IP



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

		A staff member sustained a deep gash on their right knee after they tripped over a speed bump outside the School of Music.			
131962 (131945) 2023-09-05	C	<p><u>Hugh Dempster Pavilion DMP Room 110 Incident</u></p> <p><u>November 2023</u></p> <p>Sarah took over this incident from Steven and did reach out to the report-writer for clarity. They confirmed that the root cause of the incident was the employee missing the step while they were moving the chair, and not the chair causing the fall. Sarah updated the CAIRS report to reflect the findings of the investigation. The report-writer also provided some reading materials to their staff and talked to them about being cautious while multi-tasking, especially when moving things around.</p> <p><u>October 2023</u></p> <p>This incident will have to be carried forward to the next meeting as Steven is away.</p> <p><u>September 2023</u></p> <p>It was not clear on whether the person was carrying the chair at the time of the fall or whether there was something on the stairs that may have contributed to the trip. As this is within Steven's work area, he agreed to investigate further.</p> <p>A staff suffered from a sprained ankle after they tripped and fell on the same level while carrying a chair between classrooms</p>			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-WESBROOK- 23/10/25	C	<u>Wesbrook Village Offices Inspection Report 2023/2024</u> <u>November 2023</u> The JOHSC reviewed the inspection report covering the Wesbrook Village offices. There were no further comments.			C

* 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
		There are no new items for education and training			

* 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-23/06/20-01	E	<u>Annual Evaluation Goal #1 – Procedure for Refusal of Unsafe Work</u> <u>Information Campaign</u> <u>November 2023</u> Sarah reiterated the need to share informational materials to contacts of JOHSC members. She also shared a link to some information from the			C



8. ONGOING BUSINESS – Status of Action Items

		<p>SRS website (http://srs.ubc.ca/health-safety/safety-programs/personal-safety/refusal-of-unsafe-work/), which include a flowchart, on how to proceed when the committee receives reports of unsafe work.</p> <p><u>October 2023</u> Debbie reiterated the need to share to our contacts the informational materials on the procedure for refusal of unsafe work. The information is now circulating.</p> <p><u>September 2023</u> Committee members were again reminded to disseminate information and resources to their individual units and stakeholders.</p> <p><u>August 2023</u> Following the information session at the July committee meeting, members were encouraged to continue to reach out to their contacts and share the PowerPoint presentation as well as the link on the SRS website re procedure on refusal of unsafe work. Sarah indicated that she will share these resources through their department's newsletter.</p> <p>ACTION: Committee to widely distribute the informational material on the procedure for refusal of unsafe work</p> <p>The committee brought up the following information dissemination suggestions to ensure that all workers in their respective areas are properly informed on these procedures:</p> <ul style="list-style-type: none">○ To pass on the informational material to everyone in the current contacts list of JOHSC and to all of their LSTs;○ To share the link to the information in the SRS website;○ To print and post the informational material on all accessible safety boards; and○ To widely share the material through union newsletters, etc.			
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8. ONGOING BUSINESS – Status of Action Items					
		It is also suggested that the committee avail of related toolkits (e.g., posters) from WorkSafeBC for their information campaign efforts.			
NB-23/06/20-02	E	<p><u>Annual Evaluation Goal #2 – Promote Educational Opportunities</u> <u>November 2023</u> Sarah encouraged all members to advise the committee of any relevant educational opportunities that they are aware of. Chloe shared via email links to some such opportunities that could be of interest to JOHSC members:</p> <ul style="list-style-type: none"> • Dec. 7th – Psychologically Healthy and Safe Workplaces through the CSA (Virtual) • Dec. 14th – Improving Committee Effectiveness (Virtual) • BC Federation of Labour Courses <p>There are also ongoing courses through the UBC Workplace Learning, which are generally self-paced courses.</p> <p><u>October 2023</u> The committee will aim to bring to the attention of everyone any appropriate conferences that people may avail of and learn from.</p> <p><u>September 2023</u> Everyone was reminded that the upcoming Safety Day would be one great learning opportunity.</p> <p><u>August 2023</u> Committee members have 8 hours per year to pursue education & training. The goal is for members to avail of existing educational/training opportunities and share valuable learnings with the rest of the committee.</p>			C
NB-23/06/20-03	E	<p><u>Annual Evaluation Goal #3 – Follow up on JOHSC Recommendations and/or Decisions</u> <u>November</u> A reminder was made to continue providing specific individuals with</p>			C



8. ONGOING BUSINESS – Status of Action Items					
		<p>pertinent action items that they may benefit from when they adopt these in their respective workplaces.</p> <p><u>October 2023</u> A good example of this is the incident for which Sarah and Chloe made an effort to reach out to concerned individuals and provide them with action items, which the latter readily adopted in their workplace.</p> <p><u>September 2023</u> Another reminder was sent out to the Committee members to follow through on recommendations and/or decisions brought forward.</p> <p><u>August 2023</u> One of the categories that came up during the evaluation process was that of the committee's ability to regularly follow up on recommendations and/or decisions it puts forward. The committee gave itself a 3 out of 5 rating for this evaluation category. There should be a conscious effort among members to follow through on these recommendations and to ensure that these are implemented in a timely manner. It was suggested that a feedback mechanism be put into place to keep track of actions being undertaken.</p> <p><i>As there are no active action items coming out of these annual evaluation goals, it is recommended that they be closed.</i></p>			
NB-2023/05/23-06	C	<p><u>Annual Inspections May 2023 – April 2024</u> Members have been assigned to inspect specific buildings for the upcoming year. Yearly inspections are to be completed by end of April.</p> <p>The following areas need to be inspected before April 2024. Below are the schedules of when inspections are expected to be completed:</p> <ul style="list-style-type: none">• David Strangway – 5th floor (Glynis) – on or before Dec. 2023			IP



8. ONGOING BUSINESS – Status of Action Items

		<ul style="list-style-type: none">• First Nations Longhouse (Scott) – Nov. 2023• Ponderosa Office Annex B (Sarah) – August 2023; Inspection has been done, but they are still working on the report; they are hoping to submit the report before the next meeting in December• TEF I, II, III (Debbie) – Feb. 2024• Indian Residential School History Dialogue Centre (Debbie) – Feb. 2024• Environmental Services Facility (Grant) – Oct. 2023; Grant has not been around in the last 2 meetings to give a status on the inspection, so this will be parked until the next meeting• Peter Wall Institute (Steven) – Feb. 2024• Orchard Commons (Steven) – Feb. 2024• Robson Square (Steven) – Feb. 2024• Learning Exchange (Steven) – Feb. 2024• Thea Koerner House (Sarah) – Jan./Feb. 2024• Ponderosa Office Annex F (Elise) – February 2024• Campus Security (Steve) – Steve, Gordie, & Glen will coordinate to determine an appropriate inspection date; no update yet; Gordie will bring this up in the next LST meeting• Koerner Library – 6th floor (Kate Carr conducts & provides to UADM JOHSC) – Nov. 2023; Chloe followed up with Kate Carr on the inspection schedule and hopefully, she will be able to give an update next meeting			
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* 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
IR # 202319279077A	B	<u>Inspection Report for an incident that occurred at Leon Blackmore Pavillion</u> An incident involving a student with a known medical condition who participated in a clinical placement and, in the process, suffered a medical event that resulted in them hitting their head. This report has been accepted by WorkSafeBC, and no orders had been issued to UBC.				C
IR # 202317748094A (Referencing IR # 202317748092A)	B	<u>Inspection Report for an incident that occurred at the UBC Rugby Centre</u> An incident involving a worker who tripped over a concrete surface at the Rugby Centre, causing them to fall and sustain injuries. This report has been accepted by WorkSafeBC, and no orders had been issued to UBC.				C

* REC – Recommendation Letter *IR – WorkSafeBC Regulatory Inspection

10. NEW & OTHER BUSINESS					
<ul style="list-style-type: none"> 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-2023/10/26-01	E	<u>Safety Day</u> The 2023 Safety Day was a success with the largest attendance so far (276 attendees in total). There was a great in-person support from the executive and the president as well.			
NB-2023/10/26-02	E	<u>Daylight Savings Ends</u> Daylight savings time has ended a few weeks back, and a few safety reminders have been put forward as the days become shorter and get dark early.			



10. NEW & OTHER BUSINESS					
NB-2023/10/26-03	E	<u>December JOHSC Meeting</u> To maintain a quorum because of vacation and the holiday season, next month's JOHSC meeting has been rescheduled to Dec. 12 th at 9:30 am. A calendar invite will follow soon.			
NB-2023/10/26-04	E	<u>Program and Exposure Control Plan Feedback surveys</u> SRS will be launching consultation surveys to facilitate feedback and input from community members on programmatic updates relevant to their roles. A Silica Exposure Control Plan will be coming out in December. JOHSCs and LSTs are encouraged to review and provide feedback on this plan, especially if they are in areas where silica may pose as a hazard to workers.			
NB-2023/10/26-05		<u>JOHSC Training in December</u> There will be new LST Training available in December – Part 2a on Dec. 4 th and Part 2b on Dec. 8 th .			
NB-2023/11/28-01		<u>Updating spreadsheet with list of represented units on our JOHSC</u> There is a need to ensure that we are able to capture all of the units that fall under our portfolio as one unit has already fallen off the list without us realizing sooner. Sarah shared an Excel spreadsheet of all the units that our JOHSC is responsible for. There are some blanks in the spreadsheet which are highlighted in yellow, indicating the absence of appropriate contacts. All members are encouraged to fill in those blanks in the spreadsheet with contacts that they are aware of, or with their own names if they are willing to put themselves forward as primary contacts. The spreadsheet will be revisited in the next committee meeting and hence, will be a part of the December Agenda. This will give everyone some time to update the spreadsheet with the appropriate information. It was also noted that some units have been added to the list a couple of times, which could create some confusion. This exercise would also be a good opportunity to clean up the list before yearend and ensure that all the units are covered for inspection. Sarah will send out an email to add everyone onto One Drive where the list is currently stored.			IP



*NB – New Business

11. NEXT MEETING	
Date:	December 12, 2023
Time:	9:30 am
Location:	Zoom

12. MEETING ADJOURNED	
Time:	9:21 am

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)