

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:	December 7, 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Louise Chen	CUPE 2950	Continuing Studies ELI	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input 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 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
IR-132362 23/11/02	C	<u>Ankle Injury from Fall</u> <ul style="list-style-type: none"> - An employee tripped on an uneven surface covered by leaves, while walking to the Neville Scarfe Building. Resulting fall caused an ankle injury. - Employee visited a doctor, was given a cast and recommended to work from home. - Corrective actions were taken to repair the uneven surface. 	N/A	N/A	C
IR-132406 23/11/10	C	<u>Collision with Cyclist</u> <ul style="list-style-type: none"> - Employee was knocked down by a cyclist while walking towards Neville Scarfe building. - They were driven to urgent care and received medical attention. - Reminder that identifying pronouns should not be included in reports - Employers are recommended to inform employees to always stay on designatyed pathways, and to have the UBC first aid and security numbers handy, but to call 911 if serious. 	N/A	N/A	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
		There are no items to review for December 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 December 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	<p><u>Safety Day</u> Update – December 2023</p> <ul style="list-style-type: none"> - A question was raised regarding the protocol for re-opening of fire doors that automatically close during a drill/alarm. These doors being closed present a potential accessibility issue and could prevent individuals from re-entering their spaces. Jean verified that this is the responsibility of the fire marshals, but the Facilities teams also do their best to ensure that all entries/exits are re-opened. - Committee members are encouraged to engage with colleagues outside of JOHSC to assess awareness of safety measures, and reporting processes. <p>ACTION: Remaining committee members to provide feedback from their units</p> <p>November 2023</p> <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 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>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 their 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 	Committee Members	January 2024	IP

8. ONGOING BUSINESS – Status of Action Items

		<p>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> <p>ACTION: Members to bring forward feedback from others in their department about what they notice about safety in their work area.</p>			
IR-132131 23/09/29	C	<p><u>Injury while Spotting</u> Update – December 2023</p> <ul style="list-style-type: none"> - The coach received necessary attention and are reported to be fine. No further action needed. <p>November 2023</p> <ul style="list-style-type: none"> - Further review of this incident report is required. <p>ACTION: Fred & Halton to provide updates at the next meeting.</p> <p>October 2023</p> <ul style="list-style-type: none"> - Coach caught participant that was falling. <p>ACTION: Fred to follow-up with Huda and Halton.</p>	N/A	N/A	C

*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
IR #202316973116A	E	<p><u>Receipt & Acceptance of EIIR from August 8, 2023</u></p> <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 August 8, 2023, when a worker received an electrical shock from an arc discharge while working with a high-voltage machine. - 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

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

IR #202316973122A	E	<p><u>Injury from fall</u></p> <ul style="list-style-type: none"> - On November 10, 2023, a worker sustained an injury after falling while going up the stairs, received first aid on the scene, and was then transported to a hospital for medical treatment. - As a reminder, any workplace incident that has caused a serious or life-threatening injury, plus all other immediately reportable incidents, must be reported to Campus Security at 604-822-2222 (after calling 911 emergency services) as part of the incident response. 	N/A	N/A	C
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* 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-23/12/07-01	B	<p><u>Ponderosa Commons Fire Drills</u></p> <ul style="list-style-type: none"> - Holly-Kate raised the question of the Faculty of Education members (staff, faculty, & students) located in the Ponderosa Commons offices not being aware of who the floor wardens for their spaces are. - Additionally, they do not have knowledge as to who is responsible for organizing Fire Drills for their building. <p>ACTION: Jean to reach out to Ponderosa Commons Housing administration to request the above information.</p>	Jean & Holly-Kate	January 2024	IP
NB-23/12/07-02	B	<p><u>Slipping Hazard at Ponderosa Commons Entry</u></p> <ul style="list-style-type: none"> - Holly-Kate noted that the main entryway to the Ponderosa Commons building has a grate located at the doors which is prone to being very slippery, especially during the winter months. This is a high-traffic area with the potential for accidents occurring as people often slip on the grate. <p>ACTION: Jean & Holly-Kate to discuss putting up warning signs, and other potential measures to address this issue.</p>	Jean & Holly-Kate	January 2024	IP
NB-23/12/07-03	B	<p><u>Cycle Paths & Pedestrian Safety</u></p> <ul style="list-style-type: none"> - There have been a number of incidents where pedestrians and cyclists have collided/ had near collisions along the shared walking/bike routes on University Boulevard & Lower Mall, in the area between the Neville Scarfe and Ponderosa Buildings. - It has been noted that cyclists are often careless, ride fast, and disregard dismounting signs resulting in accidents. 	Co-Chairs	January 2024	IP

10. NEW & OTHER BUSINESS

		<ul style="list-style-type: none"> - There is a need for additional warning signs, and measures to ensure pedestrian safety in this area. <p>ACTION: Co-Chairs to look into possible measure that can be taken and bring information back to the committee.</p>			
NB-23/12/07-04	E	<p>Silica Exposure Control Plan (ECP) Feedback</p> <ul style="list-style-type: none"> - Prior to the publication of the Silica Exposure Control Plan, Safety & Risk Services is seeking input from the UBC community to ensure the content of this document considers the working conditions where silica is found, and provides the information needed to keep you safe at work. To provide your feedback, please complete this Qualtrics survey by January 30th, 2024. The Silica ECP can be found using the link on the first page of the survey. 	N/A	N/A	IP
NB-23/12/07-05	E	<p>Lead Exposure Control Plan and Training Course</p> <ul style="list-style-type: none"> - SRS is launching an updated UBC Lead Exposure Control Plan (ECP) and a new Lead Awareness training course. - This ECP and the associated training is intended specifically for supervisors, workers, and students who are likely to come into contact with lead or lead containing products. The document will provide information on the hazards associated with lead and provide guidance on exposure control measures. 	N/A	N/A	C
NB-23/12/07-06	E	<p>Preparing for Extreme Winter Weather at UBC</p> <ul style="list-style-type: none"> - As per the Snow Policy, if UBC is subject to extreme winter weather conditions, the Deputy Vice-Chancellor of each campus or his/her delegate may decide to cancel or reschedule classes and/or curtail non-essential services. You are advised to regularly check the following website: https://www.ubc.ca/ in the event of extreme weather. - Facilities' Municipal Services and Custodial Service teams provides ice prevention and snow removal services on the Vancouver Campus. Visit the website to see a map that identifies priority roads, sidewalks and pathways that crews will work towards when dealing with an ice or snow event. If you see any areas that need attention, please contact the Facilities Service Centre at 604-822-2173. 	N/A	N/A	C
NB-23/12/07-07	E	<p>Annual Seasonal Shutdown and Holiday Tips</p> <ul style="list-style-type: none"> - Before leaving for this holiday season, there are a number of simple actions that can help save energy and keep valuables safe. <p>ACTION: Jean to share details of Seasonal Tips for sustainability and safety with the DNSO Communications team, for Faculty-wide distribution.</p>	Jean	December 2023	C

11. NEXT MEETING	
Date:	Thursday, January 4, 2024
Time:	9:00 – 10:00 am
Location:	Hybrid; In-person (SCRF 313) and via Zoom

12. MEETING ADJOURNED	
Time:	9:30 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)