



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Faculty of Land and Food Systems

Worker Co-Chair: Patrick Leung*
Employer Co-Chair: Andy Jeffries

Date: December 7, 2023

Time: 11:00 am
Location: Zoom Meeting

AGENDA:

<ol style="list-style-type: none">1. Roll Call2. Determination of Quorum3. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes4. Additional Agenda Items, Review Actionable Items from Local Safety Team (LST) Minutes & Approval of Agenda5. 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 Training8. Ongoing Business – Status of Action Items9. JOHSC Formal Recommendation Letters & Regulatory Inspections10. New and Other Business11. Next Meeting12. Meeting Adjournment
---	--



1. ROLL CALL

Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent	Not Needed
Sylvia Leung	Management & Professional	MCML	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick Leung	Management & Professional	FNH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deborah Wang (A)	CUPE 2950	MCML	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Derek Dee	Faculty Association	FNH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Andy Black	Faculty Association	MCML	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tim Carter (A)	Farm Workers	UBC Farm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Baohua Wang	Non-Union Tech & Research Associates	MCML	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Barbara Stefanska (A)	Faculty Association	FNH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Borbala Foris	Faculty Association	DAIRY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Malina Suchin (A)	Graduate Student	DAIRY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Xinyan Fan	AAPS/CUPE 2950	DIETETICS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anna Brooks	Farm Workers	UBC FARM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ainsley Moore	Graduate Student	DAIRY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employer Representatives	Work Location	Present	Regrets	Absent	Not Needed
Andy Jeffries	MCML	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edmund Seow	MCML	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lisa Palmer (A)	FNH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Guests	Work Location	Present	Regrets	Absent	Not Needed
Himani Katyal	RMS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lewis Fausak	NUT	<input checked="" type="checkbox"/>	<input 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 <i>* 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.</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
--	--	--------------------------------

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)

<ul style="list-style-type: none">Move to adopt minutes. Moved by: <u>AB</u> Seconded by: <u>XF</u>(List amendments to minutes)		
Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

<ul style="list-style-type: none">(List additional agenda items)
-

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
- JOHSC Evaluation survey

Is the agenda approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
-------------------------	--	--------------------------------

5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

- No new CAIRS reports
- Fire alarm in FNH

(See Legend at end for Priority and Status Codes)*

Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
--------	----------	---	-------------	----------------------------	--------



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

(Use CAIRS Incident ID # and Incident Date)					
<i>E.g. 119975-19/09/13</i>		<i>Enter any information relevant to the incident/accident, actions to be taken by the JOHSC, recommendations etc.</i>			
132144-23/09/28	E	While piling a stack of unloaded wood from a truck a worker stepped on a ball sized piece of wood that was in the grass and rolled and twisted my ankle. They went to the hospital for treatment and was prescribed a brace and a physiotherapy treatment plan. Corrective actions were to clear the area of debris and letting people in the area know about the incident and potential hazards in the future. Other options given in the corrective actions, forwarded to the supervisor for consideration.	AJ	October 5, 2023	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)

PL mentioned that it will be good to include an inspector from another building area to help with inspections – may be good to have a fresh perspective. Will look into implementing in the new year.

MacMillan (continuous throughout the year):

- *No new inspections.*

FNH: (Twice a year general inspections, January and July)

- *Nothing outstanding from labs, common spaces and interiors*

UBC Farm: (Twice a year, March and November)

- *Addressed several items from the inspections, nothing needed to be raised to the JOHSC.*

Dairy Farm:

- *BF/MS to follow up with Dairy Farm managers.*

Item # (Use Inspection #)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
------------------------------	----------	---	-------------	----------------------------	--------



6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)

<i>E.g.</i> GI-Rix-19/09/13		<i>Enter any information relevant to the inspection, JOHSC action items, status of corrective actions, etc.</i>			
GI-FNH-23/12/07	E	PL mentioned that an area outside of FNH will be paved to create a path, as the area is often traversed and has some tripping hazards and is muddy.	PL	January 4, 2024	N

* 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).

New dates have been released for JOHSC and LST training. You can register for JOHSC training [here](#), and LST training [here](#).

JOHSC Training		LST Training		Assigned To	Follow up: Date Pending	Status
Part 2a	Part 2b	Part 2a	Part 2b			
November 20 th 10:00am – 12:00pm	November 22 nd 1:00pm – 3:00pm	December 4 th 10:30am – 12:00pm	December 8 th 1:00pm – 2:30pm			
Item # (ED-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)		Assigned To	Follow up: Date Pending	Status
<i>E.g.</i> ED-19/09/19-01		<i>New members are required to complete Part 1 & Part 2 of fundamentals training within 6 months of joining the committee, record the status of training until completed.</i>				
ED-23/11/02-01	E	AB will complete the training, they have registered already.		AB	April 1, 2023	IP

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
<i>E.g.</i> ED-19/03/19-01	E	<i>Add any additional relevant information pertaining to the status of this item – keep most recent information on top. If long list of details, older</i>			



8. ONGOING BUSINESS – Status of Action Items					
		<i>less pertinent information can be removed as it will have already been recorded in previous minutes</i>			
23/09/07-01	E	<u>LFS LST UPDATES (ongoing)</u> PL updated that undergraduates do not receive access to labs as they should be supervised by either a graduate student or other supervisor. PL mentioned there are several requests for these students to gain access, and Peggy will update with an official document from SRS soon to send out to the PI's requesting these approvals. PL mentioned that SRS will not provide a blanket statement about undergraduates working unsupervised in the lab. FNH director decided that we will stick with no undergraduates to get access to labs unsupervised, but will allow in certain cases.	LF, PL, JM, AM	January 4, 2023	IP
23/09/07-02		PL discussed Safety Day, one talk about 'rejuvenating your joint health and safety community'. 1. Agenda (3-5 days before, main points on the email) 2. Training (focus on training rather than fixing issues after the fact, ex: if we notice problems that occur repeatedly – like researchers not knowing how to use PPE, have someone talk at a community meeting or add to general training for LFS, maybe an LFS refresher for people to click through for updates, no need to submit a certificate) 3. Off topic (acknowledge what they are bringing up and offer to add at the end of the meeting or next meeting) 4. Action items (try not to have ongoing columns, have specific dates, note other people [outside of meeting] that can cover a task) 5. Preamble (beginning of meeting, no need go in detail) 6. Action items and discussion (going to each person asking by name, none cannot be an answer, can be a general comment, can be positive or negative). We will add to the next JOHSC meeting.	LF, PL, JM, AM	November 2, 2023	C
NB-23/11/02-01	E	LF to put in a reminder: Daylight Savings Ends 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: <ul style="list-style-type: none">• Travel with colleagues or friends	LF	December 7, 2023	C



8. ONGOING BUSINESS – Status of Action Items

		<ul style="list-style-type: none"> • 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 <p>Dial 911 if you need emergency assistance</p>			
--	--	---	--	--	--

* 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
E.g.: CODE-REC-2017-01		<p><i>For all JOHSC Formal Recommendation Letters and Regulatory Inspections (Provincial Regulators including but not limited to WorkSafeBC, and Federal Regulators including but not limited to Transport Canada). Note ALL Regulatory Inspections, even if issued to another department. Make sure to refer to any applicable incident, investigations or other related occurrences by item #. DO NOT MOVE OUT OF THIS SECTION – this section is to be used to ensure employer is responding within 21 calendar days. Once correspondence is complete item can be removed.</i></p> <p><i>NOTE: Item# that correspondence pertains to should remain in the “Ongoing Business” and updated with any additional information until fully resolved.</i></p>				



9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
E.g.: IR-2019-08-08- #201913063011A		<i>WorkSafeBC or Regulatory Correspondence: Provide a very brief summary and indicate any communication or corrective actions for the JOHSC. E.g. WorkSafeBC confirmed an Employer Incident Investigation Report was received as required. No action required of the JOHSC.</i>				
IR-2023-10-11 IR#20231927907 7A	E	This Inspection Report documents 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.	AJ	November 2, 2023	December 7, 2023	C
IR-2023-10-20 IR#20231774809 4A	E	This Inspection Report documents 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. (similar from last month).	AJ	November 2, 2023	December 7, 2023	C
IR-2023-11-03 #202316973116A	E	This Inspection Report documents 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. • JOHSC/LST General Learnings/Discussion Points: o Reminder that incident investigations must be completed		December 7, 2023		N



9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
		within 30 days, with description, unsafe conditions, contributors, causes, corrective actions, and worker rep participation.				
IR-2023/11/14 #202316973122A	E	<p>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.</p> <ul style="list-style-type: none">○ There were zero (0) orders issued to the University.• JOHSC/LST General Learnings/Discussion Points:<ul style="list-style-type: none">○ 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.○ More information regarding what to do in the event of a serious incidents, possible serious incident, or other immediately reportable incidents can be found on the SRS Website.○ Encourage everyone to report incidents and near misses into CAIRS within 48 hours of the occurrence so that a preliminary investigation can be completed within 48 hours as required by section 71 of the Workers Compensation Act○ Reminder that incident investigations require a site visit that must be completed within 30 days, with description, unsafe conditions, contributors, causes, corrective actions, and worker rep participation.		December 7, 2023		N

* REC – Recommendation Letter *IR – WorkSafeBC Regulatory Inspection



10. NEW & OTHER BUSINESS

General discussion items (list actionable items below)

Recommended items to discuss at JOHSC/LST Meeting

Informational Items

Item # (NB-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
<i>E.g.: NB-19/09/19-01</i>		<i>For new items that are not currently in "ongoing business". Enter any relevant information regarding this item, actions to be taken, etc. If this item is not completed within the meeting, it will be moved to "Ongoing Business" for the following meeting</i>			
NB-23/12/07-01	E	Silica Exposure Control Plan (ECP) Feedback 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.	LF	January 4, 2023	N
NB-23/12/07-02	E	Lead Exposure Control Plan and Training Course Exciting News! 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	LF	January 4, 2023	N



10. NEW & OTHER BUSINESS													
		containing products. The document will provide information on the hazards associated with lead and provide guidance on exposure control measures.											
NB-23/12/07-03	E	<p>Preparing for Extreme Winter Weather at UBC</p> <p>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. On November 28th, the leaders from Municipal and Custodial Services conducted a virtual session to share their managing winter weather approach. For those who were unable to attend, the slide deck has been attached to this email.</p>	LF	January 4, 2023	N								
NB-23/12/07-04	E	<table><tr><td colspan="2">Annual Seasonal Shutdown and Holiday Tips</td></tr><tr><td colspan="2">Before leaving for this holiday season, help save energy and keep valuables safe by taking some simple actions:</td></tr><tr><td>Seasonal Shutdown Tips from Sustainability</td><td>Holiday Tips from Campus Security</td></tr><tr><td><ul style="list-style-type: none">Switching off electronics</td><td><ul style="list-style-type: none">Closing and locking office and exterior</td></tr></table>	Annual Seasonal Shutdown and Holiday Tips		Before leaving for this holiday season, help save energy and keep valuables safe by taking some simple actions:		Seasonal Shutdown Tips from Sustainability	Holiday Tips from Campus Security	<ul style="list-style-type: none">Switching off electronics	<ul style="list-style-type: none">Closing and locking office and exterior	LF	January 4, 2023	N
Annual Seasonal Shutdown and Holiday Tips													
Before leaving for this holiday season, help save energy and keep valuables safe by taking some simple actions:													
Seasonal Shutdown Tips from Sustainability	Holiday Tips from Campus Security												
<ul style="list-style-type: none">Switching off electronics	<ul style="list-style-type: none">Closing and locking office and exterior												



10. NEW & OTHER BUSINESS						
			building doors & windows			
		<ul style="list-style-type: none">• Turning off the lights	<ul style="list-style-type: none">• Turning off office lights and electronic equipment			
		<ul style="list-style-type: none">• Unplugging small appliances	<ul style="list-style-type: none">• Locking away portable equipment, tools, laptops and any external data devices			
		<ul style="list-style-type: none">• Closing windows and blinds	<ul style="list-style-type: none">• Closing blinds and curtains			
		<ul style="list-style-type: none">• Reporting any air or water leaks	<ul style="list-style-type: none">• Locking valuable personal property out of sight or taking it home			
		<ul style="list-style-type: none">• Shutting fume hood sashes	<ul style="list-style-type: none">• Ensuring all your data devices are encrypted for security			
		<ul style="list-style-type: none">• Shutting down non-essential lab equipment	<ul style="list-style-type: none">• Protecting your building and office keys at all times to prevent risk to your workspace.			
		LF to put a reminder in LFS today.				
NB-23/11/02-03	E	Round table updates (ongoing): - AJ updated about debris in loading bay		LF	December 7, 2023	N



10. NEW & OTHER BUSINESS					
		<ul style="list-style-type: none">- PL updated about fire alarm, mentioning that there was no urgency for people to leave the building and that many people did not leave. (PL to put a reminder about leaving the building when there is an alarm).- LF Green lab certification results came in and offered to share feedback- XF removed some barriers, new Dietetics program may need some advice with safety for different areas.- AJ discussed Plant care services inspection			
NB-23/12/07-5	E	PL and AJ to discuss JOHSC review and bring to an upcoming meeting.	PL AJ	February 2024	N

*NB – New Business.

1. NEXT MEETING	
Date:	January 4, 2024
Time:	11:00 AM
Location:	Zoom Meeting

2. MEETING ADJOURNED	
Time:	11:57 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)