



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: SHCS JOHSC

Worker Co-Chair: Susan Kelly
Employer Co-Chair: David Kiloh*

Date: December 19, 2023

Time: 1:39 PM
Location: Ponderosa Ballroom & Zoom conference

AGENDA:

- | | |
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| <ol style="list-style-type: none"> 1. Musqueam Land Acknowledgement 2. Roll Call 3. Determination of Quorum 4. Record of Distribution 5. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes 6. Additional Agenda Items & Approval of Agenda Review 7. 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"> 8. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers) 9. Review Education and Training 10. Ongoing Business – Status of Action Items (includes review of previous minutes) 11. Tabled Business- Status of Tabled Items to be added to Ongoing business 12. JOHSC Formal Recommendation Letters & Regulatory Inspections 13. New and Other Business 14. Next Meeting 15. Meeting Adjournment |
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1. MUSQUEAM LAND ACKNOWLEDGEMENT

Inclusion is one of the cornerstones of this committee’s values; the Co-Chairs believe this monthly practice is a simple step we can take now to shape our culture, remind us of our values, and the future actions we can take to further this committee’s commitment to inclusion.

To offer a land acknowledgement: **“I would like to acknowledge that we are gathered today on the traditional, ancestral, and unceded territory of the hən̓q̓əmi̓n̓əm speaking xʷməθkʷəy̓əm (Musqueam) People.”**

To learn more, please visit: <https://indigenous.ubc.ca/indigenous-engagement/musqueam-and-ubc/> and <https://www.musqueam.bc.ca/>

To learn Gifted names, please visit: [tə ʃxʷhələləms tə kʷaλkʷəʔaʔt \(The Houses of the Ones Belonging to the Saltwater\)](#) and [Totem Park](#)



2. ROLL CALL						
Worker Representatives	Union / Association	Associated LST	Work Location	Present	Regrets	Absent
Faryal Abu-Sharife, <i>Asst. Retail Floor and Online Store Supervisor</i>	CUPE 116	Bookstore & Campus Mail Services	Bookstore	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bryan Cusic, <i>Mail truck driver (A)</i>	CUPE 116	Bookstore & Campus Mail Services	Campus Mail Warehouse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chris McCauley, <i>Mail Distribution Coordinator</i>	CUPE 116	Bookstore & Campus Mail Services	Campus Mail Warehouse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda Fong – <i>ECE Childcare</i>	BCGEU	Child Care	Huckleberry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Susan Kelly, <i>Supervisor [Co-Chair]</i>	CUPE 116	Food Services	Gather at Vanier	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rob Harley, <i>Electrician (A)</i>	CUPE 116	Operational Services	SHCS Trades Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leslie Kupillas, <i>Head Tradesperson</i>	CUPE 116	Operational Services	SHCS Trades Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dharma Velu, <i>Supervisor (A)</i>	CUPE 116	Operational Services	Place Vanier	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Efrain Jimenez, <i>Parking Compliance Officer (A)</i>	CUPE 116	Parking & Access Desk	Impound Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gabriel Guzman, <i>Parking Facilities Maintenance</i>	CUPE 116	Parking & Access Desk	Meter Shop	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michael Chow, <i>Assignment Coordinator</i>	CUPE 2950	Support Services	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Zoe Diomis, <i>Front Desk Service Coordinator</i>	CUPE 116	Support Services	Place Vanier	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vasya Molnar, <i>Procurement Officer (A)</i>	M&P	Support Services	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Billie Sandhu, <i>Procurement Officer (A)</i>	M&P	Support Services	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cherrylyn Navarrete, <i>Supervisor</i>	CUPE 116	Operational Services	Acadia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teo Basas, <i>Utility Worker</i>	CUPE 116	Operational Services	Marine Drive	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Shane Davies, <i>Front Desk Service Coordinator (A)</i>	CUPE 116	Support Services	Acadia Park	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* (A) – Alternate member



Employer Representatives	Associated LST	Work Location	Present	Regrets	Absent
Rodolfo Calero, Bookstore and Campus Mail Operations Manager	Bookstore	Bookstore Main Office	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Karen Vaughan, Child Care Director	Child Care	Child Care Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Speight, Executive Chef and Culinary Director	Food Services	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Colin Moore, Food Services Director (A)	Food Services	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Kiloh, Facilities & Building Services Director [Co-Chair]	Operational Services	Thunderbird Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rob Auffray, Manager, Meetings Spaces /Support Services	Support Services	Conferences & Accommodation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roberto Albertini, Parking Operations Manager	Parking & Access Desk Services	Parking Services Main Office	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jose Jimenez, Op. Facilities Manager (A)	Parking & Access Desk Services	Parking Services Main Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lakshmi Sangaranarayanan, Student Residence Director	Support Services	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diane Tannahill, Child Care (A)	Child Care	Child Care Main Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ana Munoz, Bookstore Operations Manager (A)	Bookstore	Bookstore Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Guests	Associated LST	Work Location	Present	Regrets	Absent
Marena Sra, SHCS Safety & Claims Coordinator	Resource	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jessica Sterman, SHCS Claims Associate	Resource	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gontran Paget, SHCS Safety Manager	Resource	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joanne Thember, SHCS Safety Associate	Resource	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Valerie Leung, SHCS Safety Associate	Resource	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kate Allan, SHCS Safety Associate	Resource	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>* (A) – Alternate member</i>					



3. 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

4. RECORD OF EMAIL DISTRIBUTION

DOCUMENT	DATE
SHCS LST's December 2023 Minutes and Incident Reports	12/15/2023
JOHSC November 2023 Minutes	12/15/2023
JOHSC December 2023 Agenda	12/15/2023
SRS Co-Chair Email	12/15/2023

5. 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: Zoe Diomis Seconded by: Dharma Velu

Are the minutes approved?

Yes

No

6. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

Approval of Agenda Moved by: Les Kupillas Seconded by: Cherrylyn Navarrete

6A. 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 – add New Business: 13 a. Overshoe foot treads being delivered to units 13b. Bookstore and Campus mail have a surplus of masks – 2 pallets		
Is the agenda approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

7. 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)

Review of LST Summaries from the Previous Month’s Centralized Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents

Unit	CAIRS Reports (November- December)	First Aid Breakdown	Open CAIRS Summary
Bookstore & Campus Mail Services	0 NEW; 0 OLD	N/A	No comments
Child Care	2 NEW (1 OPEN); 0 OLD CAIRS 132542- Barish/ Time Loss/ Repetitive Motion/Pain from Impact/Trunk <ul style="list-style-type: none"> The following actions are being reviewed/ modified and or implemented to mitigate potential lifting strain issues for this worker and the team in general and to ensure the best level of support for the child. 	First Aid called: 1 Delayed reporting due to ergo-related injury: 1	Delay in reporting to supervisor on the issue and FA wasn’t called. Supervisor following up with UBC Ergonomics team.



7. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

	<p>1. Review the rotation protocols with in the team to ensure the work is shared appropriately between the designated child aid and the rest of the team</p> <p>2. Review best lifting practices and determine if anything could be done differently with this child.</p> <p>Estimated Completion Date: 2023-12-13</p> <ul style="list-style-type: none"> Look into other options for physical aids for workers that would allow them to be at a seated level when supporting and/or providing comfort and support to this child during the day. Supervisor following up with UBC Ergonomics team. 		
Food Services	11 NEW (CLOSED); 0 OLD	First Aid called: 6 FA not called: 2 Delayed reporting due to ergo-related injury: 2	All incidents are closed
Operational Services	0 NEW; 0 OLD	N/A	No comments
Parking Services & Access Desk	0 NEW; 0 OLD	N/A	No comments
Support Services	0 NEW; 0 OLD	N/A	No comments



8. 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

Summary Review of all Unit Inspection Areas
Trends identified at the LST- detailed corrective actions in LST minutes

Unit	Inspections Completed in December	Findings?
Bookstore & Campus Mail Services	2/3* [Mailroom, Warehouse, Bookstore Retail floor] 97 Campus Mail Vehicle Inspections	Not all inspections complete, warehouse inspection pending.
Child Care	29/29 Programs	All inspections complete
Food Services	18/18 Total units	All inspections complete. Following best practices and will broaden vehicle inspections to FS vehicles in the 2024!
Operational Services	0/1 [Warehouse Carpentry shop/ Store Room] 9/10 Building services *Note: Brock Commons added: inspected 6x/year 314 Trades/ Warehouse Vehicle Inspections 3 C&A Vehicle Inspections	Not all inspections complete. C&A vehicle inspections reported this month.
Parking & Access Desk Services	2/2 [Access Desk/Coin Room] 120 Vehicle Inspections, no flagged items	All inspections complete
Support Services	No New- Quarterly Front Desk Inspections (next cycle Jan 2024) 55 Vehicle Inspections (Overnight Mobile Team)	No new for this cycle.

* GI – General Inspection



9. 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
JOHSC/LST training	E	N/A			

* ED – Education and Training

10. ONGOING BUSINESS – Status of Action Items					
Original Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
Review Membership	C	No updates on representation	ALL	01--23-2024	IP
NB-23/08/22-01	E	<p>UBC First Aid (FA)</p> <ul style="list-style-type: none"> - Provincial obligations for First aid: WorkSafe BC First Aid requirements- https://www.worksafebc.com/en/health-safety/create-manage/first-aid-requirements - Request for record of time period from when FA called to when FA attendant is by injured worker’s side – service expectation within 10 minutes <p>-Next Steps</p> <ul style="list-style-type: none"> • The JOHSC will continue to review trends in FA callouts, the new practice of FA breakdown has been adopted to better understand the reasons for “FA not called”. • This helps with a qualitative breakdown of First Aid information reviewed monthly by the JOHSC. <p>The Safety Resource Team, has developed First Aid statistics for this year to review for the January meeting.</p>	ALL	N/A	C



10. ONGOING BUSINESS – Status of Action Items

		<ul style="list-style-type: none"> Upon review of the full year of First Aid statistics, the JOHSC will determine if a formal recommendation letter is warranted. 			
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* ED – Education and Training * GI – General Inspection * NB – New Business

11. TABLED BUSINESS

Item #	Priority	Discussion and/or Action Items	Assigned To	Date to be Reviewed	Date to be Completed	Status
		N/A				

1 12. 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 # 202316973116A	E	Description: <ul style="list-style-type: none"> 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. There were zero (0) orders issued to the University. JOHSC/LST General Learnings/Discussion Points: <ul style="list-style-type: none"> Reminder that incident investigations must be completed within 30 days, with description, unsafe conditions, contributors, causes, corrective actions, and worker rep participation. This incident was not related to SHCS, reviewed by JOHSC.	ALL	November 3, 2023	N/A	C




<p>IR # 202316973122A</p>	<p>E</p>	<p>Description:</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. ○ There were zero (0) orders issued to the University. <p>JOHSC/LST General Learnings/Discussion Points:</p> <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. This incident was not related to SHCS, reviewed by JOHSC. 	<p>ALL</p>	<p>November 14, 2023</p>	<p>N/A</p>	<p>C</p>
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13. 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-23-12-19-01	E	Safety Activity using Kahoot! It was a hoot with holiday & JOHSC safety trivia! <ul style="list-style-type: none"> • Rob A. won and Zoe D. was a close runner-up! 	ALL	N/A	C
NB-23-12-19-02	R	Overshoe foot treads have been delivered to most units. <ul style="list-style-type: none"> • Spikeless and won't damage floors • Any pending deliveries have been scheduled with unit supervisors. • This will be a sign-in/out process and kept in back-of-house. 	ALL	N/A	C
NB-23-12-19-03	E	Bookstore and Campus mail have a surplus of masks – 2 pallets <ul style="list-style-type: none"> • Would like to offer to all SHCS units, if required. • Coordinate pick-up with Ana from Bookstore or Chris (Campus mail). 	ALL	N/A	C
NB-23/12/19-04	E	Safety Wins-by LST/SHCS unit to be introduced at every JOHSC	ALL	N/A	E
		<table border="1"> <thead> <tr> <th>Unit</th> <th>Safety Wins</th> </tr> </thead> <tbody> <tr> <td>Bookstore & Campus Mail Services</td> <td> <ul style="list-style-type: none"> • All JOHSC training completed by Ana and Bryan! • Thunderbird Residence accessibility buttons fixed and installed pole for foot level option doubles to enable access when making deliveries with carts! • Wooden door stops were being used, to hold open doors for cart deliveries. The accessibility buttons are a great and pro-active solution! </td> </tr> </tbody> </table>			
Unit	Safety Wins				
Bookstore & Campus Mail Services	<ul style="list-style-type: none"> • All JOHSC training completed by Ana and Bryan! • Thunderbird Residence accessibility buttons fixed and installed pole for foot level option doubles to enable access when making deliveries with carts! • Wooden door stops were being used, to hold open doors for cart deliveries. The accessibility buttons are a great and pro-active solution! 				



						
	Child Care	<ul style="list-style-type: none">• The CC centres work very hard to meet the needs of children in their care – great efforts have been made to support the needs of children and provide additional aid through funding.• The Childcare LST Poster is complete to recruit new worker rep members!• Ice melt delivery being coordinated, filled this week and new laminated labels being printed by Lawron’s team• Labels being developed for ice-melt- “DO NOT EAT”				
	Food Services	<ul style="list-style-type: none">• Winter over-shoes have been delivered and distributed!• Our first in-person year-end celebration at the Point for LST members!• Developing resources/kitchen safety training for new Culinary staff by David Speight and Emily Liew (ODL)				
	Operational Services	<ul style="list-style-type: none">• Very busy time of the year and an absence of events demonstrates the organization’s capacity to deal with events in dynamic operations• Operational services workshops on snow removal for Housekeeping and trades				



			<ul style="list-style-type: none"> • Winter over-shoes have been delivered and distributed to the Warehouse! • Acadia provides family units with shovels and snow melt (salt & sand mix)! • Acadia ClubCar used for staying safe & mobile in the snow! • Hydrogen vehicles have been equipped with winter tires 			
		Parking & Access Desk Services	<ul style="list-style-type: none"> • Snow removal planning meeting was successful- Slide deck shared from Nov.28th meeting • New team members joined Parking and Access Desk services- Sal from Access Desk; 2 compliance officers and 1 maintenance hired for the winter season 			
		Support Services	<ul style="list-style-type: none"> • All JOHSC training completed by Shane! • Commons block access is now available to overnight Residence Advisor staff- AED and nasal naloxone kits available through keycard access-recently granted. • May have an additional AED to use. 			
		ALL	<ul style="list-style-type: none"> • Over-Shoe treads being delivered as JOHSC pro-actively plans for snow events. • Vehicle inspections broadened to Childcare and Food Services in 2024! 			
NB-23/12/19-05	E	SRS Email: Details provided in the co-chair email, reviewed by JOHSC; no further action needed.		ALL	N/A	E

*NB – New Business

14. NEXT MEETING	
Date:	January 23, 2024
Time:	1:30 PM



14. NEXT MEETING	
Location:	Zoom Conference
15. MEETING ADJOURNED	
Time:	2:45 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
- All JOHSC members
- Co-Chairs- sent for approval prior to distribution for posting.
- Internal Communications Person
- Safety & Risk Services ubcsafety.committee@ubc.ca
- Posted in all relevant areas each month.