



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Student Health, Wellbeing & Engagement

Worker Co-Chair: Brian Barth
Employer Co-Chair: Dickson Ng

Date: December 20, 2023

Time: 10:00am
Location: Virtual – Zoom 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
Brian Barth	AAPS	VPSO	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Uma Kugavaratharajah	Executive Administrative	VPSO – Student Communications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Niloo Esbak	AAPS	Student Health Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Simon Chen	AAPS	Student Health Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Simran Kaur	CUPE 2950	Student Health Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jonathan Ngo	CUPE 2950	Student Health Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Irena Deretic (Administrator)		VPSO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Employer Representatives	Work Location	Present	Regrets	Absent
Dickson Ng	Centre for Accessibility – Brock Hall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jon Tsang	VPSO – Student Communications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Harleen Matharoo	Student Health Services (AAPS)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Eka Nagatani	Centre for Student Involvement & Careers (M&P)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Resources/Guests	Work Location	Present	Regrets	Absent
Dustin Szeto	Safety & Risk Services	<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: Jon Tsang Seconded by: Uma Kugavaratharajah

Minutes were reviewed and approved by the committee.

Are the minutes approved?

Yes



No



4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

- No additional agenda items.

4 A. REVIEW ACTIONABLE ITEMS FROM LST MINUTES (if applicable)



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.

☒ No actionable items noted

Is the agenda approved?

Yes



No



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

- 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
		<ul style="list-style-type: none">No new incidents for discussion			

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
		<ul style="list-style-type: none">No workplace inspection items			

* 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
		<ul style="list-style-type: none">No education and training items.			

* 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
		<ul style="list-style-type: none">No ongoing business items			

* 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
		<ul style="list-style-type: none">No recommendation letters or regulatory inspections to review.				

* 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



10. NEW & OTHER BUSINESS					
NB-23/12/20-01	E	Recommended items to discuss at JOHSC/LST Meeting			
		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.			
		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 containing products. The document will provide information on the hazards associated with lead and provide guidance on exposure control measures.			
		Preparing for Extreme Winter Weather at UBC 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.			
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10. NEW & OTHER BUSINESS

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.

Informational Items

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 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



10. NEW & OTHER BUSINESS

- Shutting down non-essential lab equipment
- Protecting your building and office keys at all times to prevent risk to your workspace.

JOHSC Training

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	
Part 2a	Part 2b	Part 2a	Part 2b
January 9 th 10:00am – 12:00pm	January 11 th 1:00pm – 3:00pm	December 4 th 10:30am – 12:00pm	December 8 th 1:00pm – 2:30pm
TBD	TBD	February 12 th 10:00am – 11:30am	February 15 th 1:00pm – 2:30pm

WorkSafeBC Inspection Reports (IR)

There were 2 inspection reports received since the last co-chair email. As always, the “WSBC IR Summary” attachment provides a brief summary for the inspection report and some discussion points to consider.

*NB – New Business

11. NEXT MEETING

Date:	January 17, 2024
Time:	10:00am
Location:	Virtual – Zoom meeting



12. MEETING ADJOURNED

Time: 10:17am

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)