



## Joint Occupational Health & Safety Committee Meeting Minutes

<b>Name of Committee:</b>	University Administrative Units JOHSC	<b>Worker Co-Chair:</b>	Sarah Henderson
		<b>Employer Co-Chair:</b>	Debbie Wilson (Meeting Chair)
<b>Date:</b>	December 12, 2023	<b>Time:</b>	9:30 AM
		<b>Location:</b>	Zoom

### AGENDA:

<ol style="list-style-type: none"> <li>Roll Call</li> <li>Determination of Quorum</li> <li>Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes</li> <li>Additional Agenda Items, Review Actionable Items from Local Safety Team (LST) Minutes &amp; Approval of Agenda</li> <li>Review Centralized Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents <ul style="list-style-type: none"> <li>Monthly Incident List &amp; Statistical Summary Report</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)</li> <li>Review Education and Training</li> <li>Ongoing Business – Status of Action Items</li> <li>JOHSC Formal Recommendation Letters &amp; Regulatory Inspections</li> <li>New and Other Business</li> <li>Next Meeting</li> <li>Meeting Adjournment</li> </ol>
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1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Patrick Wong	AAPS	Building Operations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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"/>
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Employer Representatives	Work Location	Present	Regrets	Absent
Grant Miller	Campus & Community Planning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Glynis Knowlden	Development & Alumni Engagement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Steven Lee	Infrastructure Development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 type="checkbox"/>	<input checked="" 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: Scottford Price Seconded by: Sarah Henderson

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
132359 (132366) 2023-11-07	C	<u>Brock Hall Basement Incident</u> <u>December 2023</u> Scott reported that the previously damaged doorstopper had already been replaced to prevent a similar incident from happening in the future. This issue is considered resolved.  <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.			C



#### 5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

132433 & 132416 2023-11-15	C	<p><u>Music Building Parking Lot Incident</u></p> <p><u>December 2023</u></p> <p>Sarah confirmed that the 2 reports pertain to the same incident, and that they have already been merged. She did a site visit and added photos to the CAIRS Report. Likewise, she passed along to the report-writer links to the UBC Safewalk program, the emergency blue phones, and pointers on how to avoid slips, trips, and falls.</p> <p><u>November 2023</u></p> <p>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.</p> <p>A staff member sustained a deep gash on their right knee after they tripped over a speed bump outside the School of Music.</p>			C
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#### 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-PondOfficeAnnexB- 23/08/01	C	<p><u>Ponderosa Office Annex B Inspection Report 2023/2024</u></p> <p><u>December 2023</u></p> <p>The JOHSC reviewed the inspection report covering Ponderosa Office Annex B. It was highlighted that out of the 4 issues which were identified in the report, 2 have been resolved, and the other</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)					
		2 are minor issues that can easily be dealt with. There were no further comments.			
GI-ESF-23/10/12	C	<u>Environmental Services Facility Inspection Report 2023/2024 December 2023</u> The JOHSC reviewed this inspection report, and 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-23/11/28	E	<u>Updating spreadsheet with list of represented units on our JOHSC December 2023</u> During the meeting, the list was presented on the screen so the committee members could go through it together and provide their inputs on missing contact information (i.e., Department Contact and UADM JOHSC Contact for Communications). The following committee members were added to the list as contact persons:  <u>VP EXTERNAL RELATIONS</u> CAMPUS AND COMMUNITY PLANNING (CCP1-Devt Svcs / Comms-Transit) –			C



8. ONGOING BUSINESS – Status of Action Items					
		<p>GRANT &amp; STEVEN (UADM JOHSC)</p> <p>GOVERNMENT RELATIONS AND COMMUNITY ENGAGEMENT (Old Admin Bldg-Rm202 / Cecil Green Park Hse-Rms202 &amp; 302) – SARAH (UADM JOHSC)</p> <p><u>VP FINANCE</u></p> <p>SAFETY &amp; RISK SERVICES (HEALTH AND SAFETY, PRISM, ENVIRONMENT, EMERGENCY PREPAREDNESS, INSURANCE AND LOSS PREVENTION, CAMPUS SECURITY) – various bldgs &amp; facilities – STEVE &amp; GORDIE (UADM JOHSC)</p> <p>HR FINANCE AND OPERATIONS (Walter C. Koerner Library-6F / University Services Building-0072/0075/1029)– KATE CARR (Department) and CHLOE (UADM JOHSC)</p> <p><u>VP ACADEMIC</u></p> <p>UBC SUSTAINABILITY INITIATIVE/CENTRE FOR INTERACTIVE RESEARCH ON SUSTAINABILITY (CIRS-Rm2351) – ALDONA (Department) and LILY &amp; SARAH (UADM JOHSC)</p> <p>Go GLOBAL (UBC Life Building) – PATRICK (UADM JOHSC)</p> <p>ST. JOHN’S COLLEGE – PATRICK (UADM JOHSC)</p> <p>EXTENDED LEARNING (David Strangway Bldg-most programs / Brock Hall-Equity &amp; Inclusion Program) – GLYNIS (UADM JOHSC); Glynis will find out who the department contact is</p> <p>CTLT (University Services Bldg / Irving K Barber Library-Rm214) – SCOTT (UADM JOHSC)</p> <p>ACADEMIC INITIATIVES (Walter C. Koerner-Rm651) – CHLOE (UADM JOHSC)</p> <p><u>OFFICE OF THE PRESIDENT</u></p> <p>UNIVERSITY COUNSEL (Old Admin Building-Rm240 / Ponderosa Office Annex F-Rm216) – ELISE (UADM JOHSC)</p>			



## 8. ONGOING BUSINESS – Status of Action Items

		<p>DIRECTOR, BOARD OF GOVERNORS SECRETARIAT (Old Admin Bldg) – ELISE (UADM JOHSC)</p> <p>OFFICE OF THE OMBUDSPERSON FOR STUDENTS (C.K. Choi Bldg-Rm182) – SARAH (UADM JOHSC)</p> <p>OFFICE OF INDIGENOUS STRATEGIC INITIATIVES (West Mall Annex-Rm100/105/107/109/111) – CHLOE (UADM JOHSC)</p> <p><u>VP DEVELOPMENT AND ALUMNI ENGAGEMENT</u></p> <p>ALUMNI UBC (Robert H Lee Alumni Ctr-welcome ctr / Cecil Green Park House-1F &amp; grounds)</p> <p>COMMUNICATIONS &amp; ENGAGEMENT (Cecil Green Park Hse-Rm212)</p> <p>DEVELOPMENT (David Strangway Building-5F)</p> <p>DAE SERVICES (David Strangway Building-5F)</p> <p><u>November 2023</u></p> <p>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</p>	GLYNIS (Department & UADM JOHSC)		
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8. ONGOING BUSINESS – Status of Action Items					
		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.			
NB-2023/05/23-06	C	<p><b><u>Annual Inspections May 2023 – April 2024</u></b></p> <p>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"> <li>• David Strangway – 5<sup>th</sup> floor (Glynis) – scheduled for Dec. 15</li> <li>• First Nations Longhouse (Scott) – Scott will find out if inspection has been conducted</li> <li>• TEF I, II, III (Debbie) – Feb. 2024</li> <li>• Indian Residential School History Dialogue Centre (Debbie) – Feb. 2024</li> <li>• Peter Wall Institute (Steven) – Feb. 2024</li> <li>• Orchard Commons (Steven) – Feb. 2024</li> <li>• Robson Square (Steven) – Feb. 2024</li> <li>• Learning Exchange (Steven) – Feb. 2024</li> <li>• Thea Koerner House (Sarah) – Jan./Feb. 2024</li> <li>• Ponderosa Office Annex F (Elise) – Feb. 2024</li> <li>• Campus Security (Steve) – Steve, Gordie, &amp; Glen will coordinate to determine an appropriate inspection date; no update yet; Gordie will bring this up in the next LST meeting</li> <li>• Koerner Library – 6<sup>th</sup> floor (Kate Carr conducts &amp; 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</li> </ul>			IP

\* 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 # 202316973116A	B	<u>Inspection Report for an incident that occurred at the Advanced Materials &amp; Process Engineering Lab</u> An incident involving a worker who received an electrical shock from an arc discharge while working with a high-voltage machine.  WorkSafeBC has accepted the full report.				C
IR # 202316973122A (Referencing IR # 202317748092A)	B	<u>Inspection Report for an incident that occurred at the Buchanan Building</u> An incident involving a worker who sustained an injury after falling while going up the stairs.  The report has just been submitted  <u>Learnings/takeaways from both incidents</u> – Incidents should be reported within 30 days from their occurrence, while those that result in serious injuries must immediately be reported to Campus Security after calling the necessary emergency services				C

\* REC – Recommendation Letter \*IR – WorkSafeBC Regulatory Inspection

10. 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-2023/11/30-01	E	<u>Silica Exposure Control Plan (ECP) Feedback</u> SRS is seeking feedback on this ECP from people dealing with Silica at UBC.			C



#### 10. NEW & OTHER BUSINESS

NB-2023/11/30-02	E	<u>Lead Exposure Control Plan and Training Course</u> SRS is offering a new Lead Awareness training course that people who are dealing with lead at UBC are encouraged to take.			C
NB-2023/11/30-03	E	<u>Preparing for Extreme Winter Weather at UBC</u> A good Snow Plan presentation was forwarded in the Co-Chair email and added to this month's meeting package. Presented across the UBC campus, this Snow Plan gives details on what goes into snow day planning, such as cleaning up the campus and making announcements on any disruption in classes/work. Debbie encouraged everyone to go through the presentation and check out the changes that have recently been made.			C
NB-2023/11/30-04	E	<u>Annual Seasonal Shutdown and Holiday Tips</u> Suggested actions for everyone to take in order to save energy and keep valuables safe before heading off for the Winter break.			C
NB-2023/11/30-05	E	<u>JOHSC Training in January</u> There will be new JOHSC Training available in January – Part 2a on Jan. 9 <sup>th</sup> and Part 2b on Jan. 11 <sup>th</sup> .			C

\*NB – New Business

#### 11. NEXT MEETING

Date:	January 23, 2024
Time:	9:30 am
Location:	Zoom

#### 12. MEETING ADJOURNED

Time:	9:33 am
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**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](mailto:ubcsafety.committee@ubc.ca)
- Posted on any Safety Bulletin Boards (if applicable)