

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: January 4, 2024

Time: 9:00 am – 10:00 am
Location: Hybrid; SCRF 313 & Zoom

AGENDA:

<ol style="list-style-type: none"> Roll Call Determination of Quorum Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes Additional Agenda Items, Review Actionable Items from Local Safety Team (LST) Minutes & Approval of Agenda 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"> Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers) Review Education and Training Ongoing Business – Status of Action Items JOHSC Formal Recommendation Letters & Regulatory Inspections New and Other Business Next Meeting 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"/>
Dr. Douglas Adler (A)	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 checked="" type="checkbox"/>	<input 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"/>	
Huda Hamza (A)	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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dustin Szeto (A)	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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jessica Mckenney (Guest)	Neville Scarfe Library	<input checked="" 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: Halton Lin	Seconded by: Jean Galvani
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 checked="" 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
		There have been no CAIRS Reports between November 30, 2023 to January 3 2024.			

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 January 2024.			

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 January 2024.			

* 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	Safety Day Update – January 2024 <ul style="list-style-type: none">- Jean mentioned that the PDCE office recently underwent renovations, and a discussion was had with the staff there about bolting bookshelves to the wall to ensure stability and safety.- Graham raised the issue being faced where individuals approach the TEO front desk requesting Fist Aid. Dustin Szeto shared that SRS has signage to direct people to the right resurces. These will be shared with the committee. ACTION: ongoing feedback from committee members	Committee Members	February 2024	IP

8. ONGOING BUSINESS – Status of Action Items

		<p>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><i>(Please refer to the previous meeting minutes for further details)</i></p>			
NB-23/12/07-01	B	<p><u>Ponderosa Commons Fire Drills</u> Update – January 2024</p> <ul style="list-style-type: none"> - Jean has connected with Ponderosa Housing Facilities, and Building Operations and is awaiting information from them. <p>ACTION: Jean to provide updates at next meeting.</p> <p>December 2023</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	February 2024	IP

8. ONGOING BUSINESS – Status of Action Items

NB-23/12/07-02	B	<p><u>Slipping Hazard at Ponderosa Commons Entry</u> Update – January 2024</p> <ul style="list-style-type: none"> - A request has been put in with Building Operations to instal an anti-slip mat in the problem area. <p>ACTION: Jean to follow up and provide updates.</p> <p>December 2023</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	February 2024	IP
NB-23/12/07-03	B	<p><u>Cycle Paths & Pedestrian Safety</u> Update – January 2024</p> <ul style="list-style-type: none"> - Shilan informed Fred that this item is going to be discussed at the January meeting of SRS JOHSC resource reps. - Possible further steps to raise awareness across campus will also be discussed. <p>ACTION: Shilan to provide updates at the next meeting.</p> <p>December 2023</p> <ul style="list-style-type: none"> - There have been a number of incidents where pedestrains 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. - There is a need for additional warning signs, and measures to ensure pdestrain 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>	Co-Chairs	February 2024	IP

8. ONGOING BUSINESS – Status of Action Items

NB-23/12/07-04	E	<p>Silica Exposure Control Plan (ECP) Feedback Update – January 2024</p> <ul style="list-style-type: none"> - The January 30th, 2024 is the deadline for the Silica Exposure Control Plan (ECP) feedback survey. To provide your feedback, please complete this Qualtrics survey. The Silica ECP can be found using the link on the first page of the survey. <p>December 2023</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	C
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*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 #202316973137A	E	<p><u>Receipt & Acceptance of EIIR from November 10, 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 November 10, 2023, when a worker sustained an injury after falling while climbing stairs. - 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

* 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-24/01/04-01	E	Review Terms of Reference & Membership on Website <ul style="list-style-type: none"> - Jean & Fred provided an overview of the JOHSC Terms of Reference, and reviewed the Education JOHSC Committee membership as detailed on the website. 	Co-Chairs	January 2024	C
NB-24/01/04-02	E	CAIRS Statistics/Trends <ul style="list-style-type: none"> - Jean and Fred provided an overview of CAIRS reports for the past year, no particular trends were noted. 	Co-Chairs	January 2024	C
NB-24/01/04-03	E	Review Additional Training <ul style="list-style-type: none"> - None of the Education JOHSC members are currently undertaking additional training. 	Co-Chairs	January 2024	C
NB-24/01/04-04	D	Reminder of Regular Member Attendance <ul style="list-style-type: none"> - Members were reminded that it is important for meetings to have quorum, and to ensure that alternates are able to attend in their absence. - Jean has also spoken with the Units' Admin. Managers as well as the Asst. Dean, Facilities regarding the recruitment of new members. 	Co-Chairs	January 2024	C
NB-24/01/04-05	E	9-8-8 Suicide Crisis Helpline <ul style="list-style-type: none"> - Call or text 9-8-8 to access bilingual, trauma-informed, and culturally appropriate mental health and suicide prevention support. - The service is free and can be accessed 24 hours a day, 7 days a week, 365 days a year. Trained crisis responders will listen to you and provide support with compassion, providing a safe space for you to talk. - For more information, please visit 9-8-8 Suicide Crisis Helpline. 	N/A	N/A	C
NB-24/01/04-06	E	Bell Let's Talk – Mental Health <ul style="list-style-type: none"> - January 24, 2024 is Bell Let's Talk Day which raises funds for mental health initiatives and aims to reduce the stigma around mental illness. You can find more about this day and how you can contribute at Bell Let's Talk. - At UBC, we're dedicated to providing support. Faculty and staff can access a range of mental health resources at UBC Health and Wellbeing. - For additional educational opportunities, explore our mental health-related courses at UBC Workplace Learning. 	N/A	N/A	C

10. NEW & OTHER BUSINESS					
NB-24/01/04-07	E	Additional 8 hours of Occupational Health and Safety (OHS) Training <ul style="list-style-type: none"> - All JOHSC members are entitled to an additional 8 hours of OHS training. Below are a few upcoming local and virtual conferences or seminars. Registration and costs associated will be the responsibility of your department. <ul style="list-style-type: none"> • Western Conference on Safety (in-person) on April 18-19 at the Hyatt Regency Vancouver. Early bird registration ends on March 15, 2024. • Employers' Advisers Seminars (in-person or virtual): The Employers' Advisers Office In-Person and Virtual Training Schedule for January-March 2024 has now been posted for registration. • Women in Safety Summit (in-person) on March 21 at the Calgary Telus Convention Centre. Pre-launch registration ends on January 5, 2024. <p><i>Reminder that this 8 hours of training is in addition to the regular Continuing Medical Education (CME)/Continuing Professional Development (CPD) time that you may use from your employment.</i></p>	N/A	N/A	C
NB-24/01/04-08	E	Monthly Phishing Workshops <ul style="list-style-type: none"> - Join monthly 30-minute Phishing Workshops on Zoom, starting January 10th at 11:00am. Review recent phishing campaigns targeting our university community. - Workshops are open to all faculty, staff, and students; registration required. 	N/A	N/A	C

11. NEXT MEETING

Date:	February 1, 2024
Time:	9:00 – 10:00 am
Location:	Hybrid; In-person (SCRF 313) and via 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
- Posted on any Safety Bulletin Boards (if applicable)