



## 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: January 4, 2024

Time: 11:00 am  
Location: 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. 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).



## 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 checked="" type="checkbox"/>
Derek Dee	Faculty Association	FNH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>
Baohua Wang	Non-Union Tech & Research Associates	MCML	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Barbara Stefanska (A)	Faculty Association	FNH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Borbala Foris	Faculty Association	DAIRY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Malina Suchin (A)	Graduate Student	DAIRY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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	DAIRY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" 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 checked="" 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	Yes	No
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\* 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.

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### 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: AB Seconded by: BW
- (List amendments to minutes)

Are the minutes approved?

Yes  
☒

No  
☐

### 4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

- (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

Is the agenda approved?

Yes  
☒

No  
☐

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

- No new CAIRS reports

(\* 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
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#### 5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

(Use CAIRS Incident ID # and Incident Date)					
<i>E.g.</i> 119975-19/09/13		<i>Enter any information relevant to the incident/accident, actions to be taken by the JOHSC, recommendations etc.</i>			

#### 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)*

*MacMillan (continuous throughout the year):*

- *No new inspections for December*

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

- *New lines painted in the loading bay*
- *Fire alarm at FNH, people were slow to leave the building*

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

- *No updates*

*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
<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 – General Inspection

#### 7. REVIEW EDUCATION AND TRAINING

(General discussion, confirm all training is up-to-date, etc. For all actionable items please list below).



## 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
<i>E.g.</i> ED-19/09/19-01		<i>New members are required to complete Part 1 &amp; Part 2 of fundamentals training within 6 months of joining the committee, record the status of training until completed.</i>			

## 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 less pertinent information can be removed as it will have already been recorded in previous minutes</i>			
23/09/07-01	E	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 discussed with program director that undergraduates can have access if they have all the appropriate training, but it will be approved on a case by case basis, where the supervisor and the student will have to request to have approval.	LF, PL, JM, AM	February 1, 2024	C
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	LF, PL, JM, AM	November 2, 2023	C



8. ONGOING BUSINESS – Status of Action Items					
		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.			
NB-23/11/02-03	E	<p>Round table updates (<b>ongoing</b>):</p> <ul style="list-style-type: none"><li>- AJ updated that after hours access is granted to students in buildings where there is a class after regular hours. It seems there was a miscommunication, and the building should be closed after 5pm. Please report any open doors?</li><li>- PL still waiting for grip tape to be added to the stairs in FNH</li><li>- ABr noted there are fewer staff on campus, working alone policies are refreshed, the gates are closed at 3pm every day, and people have the keys necessary for tasks happening at the farm.</li><li>- XF New accreditation may require some health and safety documentation. If so, he will contact PL and AJ</li><li>- AB updated that there has been some lab cleanup and in the field, safety protocols have been updated for a remote site, field sites are being cleaned up/optimized to improve safety.</li></ul>	LF	December 7, 2023	IP
NB-23/12/07-01	E	<p><b>Silica Exposure Control Plan (ECP) Feedback</b></p> <p>Prior to the publication of the Silica Exposure Control Plan, Safety &amp; 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 <a href="#">Qualtrics survey</a> by January 30th, 2024. The Silica ECP can be found using the link on the first page of the survey. LF to share to LFS today.</p>	LF	February 1, 2024	IP



#### 8. ONGOING BUSINESS – Status of Action Items

NB-23/12/07-02	E	<b>Lead Exposure Control Plan and Training Course</b> Exciting News! SRS is launching an updated <a href="#">UBC Lead Exposure Control Plan</a> (ECP) and a new <a href="#">Lead Awareness training</a> 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. LF to share to LFS today.	LF	February 1, 2024	IP
NB-23/12/07-03	E	<b>Preparing for Extreme Winter Weather at UBC</b> As per the <a href="#">Snow Policy</a> , 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: <a href="https://www.ubc.ca/">https://www.ubc.ca/</a> in the event of extreme weather. Facilities' Municipal Services and Custodial Service teams provides <a href="#">ice prevention and snow removal services</a> 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 <a href="#">Facilities Service Centre</a> at 604-822-2173. On November 28 <sup>th</sup> , 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.	LF	February 1, 2024	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
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9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
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>				
E.g.: IR-2019-08-08- #201913063011A		<p><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></p>				
<a href="#">IR-2023-11-03</a> <a href="#">#202316973116A</a>	E	On August 8, 2023 when a worker received an electrical shock from an arc discharge while working with a high-voltage machine. Reminder that incident investigations must be completed within 30 days, with description, unsafe conditions, contributors, causes, corrective actions, and worker rep participation.	AJ	December 7, 2023	January 4, 2024	IP
<a href="#">IR-2023/11/14</a> <a href="#">#202316973122A</a>	E	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. 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	AJ	December 7, 2023	January 4, 2024	IP





#### 9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)

		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 <a href="#">SRS Website</a> . Encourage everyone to report incidents and near misses into <a href="#">CAIRS</a> within 48 hours. 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.				
IR-2023/12/19 #202316973137A	E	Description: o This Inspection Report documents 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 going up the stairs. o There were zero (0) orders issued to the University. • JOHSC/LST General Learnings/Discussion Points: o Reminder that incident investigations must be completed within 30 days, with description, unsafe conditions, contributors, causes, corrective actions, and worker rep participation		January 4, 2024		N

\* 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
E.g.: NB-19/09/19-01		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			



10. NEW & OTHER BUSINESS					
		<i>meeting, it will be moved to “Ongoing Business” for the following meeting</i>			
24/01/04-01	E	Send out a reminder about fire alarms and how to behave during either a practice or real life alarm. LF to put something in LFS today. AJ and PL to discuss a way to discuss at the next LFS community meeting	AJ, PL, LF	February 1, 2024	N
24/01/04-02	E	<b>9-8-8 Suicide Crisis Helpline</b> Canadians can 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 <a href="#">9-8-8 Suicide Crisis Helpline</a> . LF to share to LFS today.	LF	February 1, 2024	N
24/01/04-03	E	<b>Bell Let’s Talk – Mental Health</b> 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 <a href="#">Bell Let’s Talk</a> . Each year, 1 in 5 Canadians faces a personal mental health challenge. At UBC, we're dedicated to providing support. Faculty and staff can access a range of mental health resources at <a href="#">UBC Health and Wellbeing</a> . For additional educational opportunities, explore our mental health-related courses at <a href="#">UBC Workplace Learning</a> . Together, we can foster a healthier, more supportive community. LF to share to LFS today.	LF	February 1, 2024	N
24/01/04-04	E	<b>Monthly Phishing Workshops</b> Join our monthly 30-minute Phishing Workshops on Zoom, starting January 10th at 11:00am. Review recent phishing	LF	February 1, 2024	N



10. NEW & OTHER BUSINESS					
		campaigns targeting our university community. Open to all faculty, staff, and students; registration required. <a href="https://privacymatters.ubc.ca/monthly-phishing-workshops">https://privacymatters.ubc.ca/monthly-phishing-workshops</a> . LF to share to LFS today.			
24/01/04-05	E	<b>Additional 8 hours of Occupational Health and Safety (OHS) Training</b> 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"><li>• <a href="#">Western Conference on Safety</a> (in-person) on April 18-19 at the Hyatt Regency Vancouver. Early bird registration ends on March 15, 2024.</li><li>• <a href="#">Employers' Advisers Seminars</a> (in-person or virtual): The Employers' Advisers Office In-Person and Virtual Training Schedule for January-March 2024 has now been posted for registration.</li><li>• <a href="#">Women in Safety Summit</a> (in-person) on March 21 at the Calgary Telus Convention Centre. Pre-launch registration ends on January 5, 2024.</li></ul> LF to share to LFS today.	LF	February 1, 2024	N

\*NB – New Business.

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



## 2. MEETING ADJOURNED

Time:	11:30 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)