



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Library – Joint Occupational Health & Safety Committee

Worker Co-Chair: Kristen Wong
Employer Co-Chair: Ina Reiche

Date: January 11, 2024

Time: 1:00 pm
Location: Zoom

AGENDA:

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| <ol style="list-style-type: none"> 1. Roll Call 2. Determination of Quorum 3. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes 4. Additional Agenda Items, Review Actionable Items from Local Safety Team (LST) Minutes & Approval of Agenda 5. Review Centralized Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents <ul style="list-style-type: none"> • Monthly Incident List & Statistical Summary Report 6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers) 7. Review Education and Training <ul style="list-style-type: none"> • Jessica McKenney JOHSC Fundamentals Training • New JOHSC Member – Barbara Reid | <ol style="list-style-type: none"> 8. Ongoing Business – Status of Action Items <ul style="list-style-type: none"> • Health & Safety Program Manual Review • Employer Co-Chair Term – Ina Reiche • Worker Co-Chair Call-out • Annual Seasonal Shutdown and Holiday Tips 9. JOHSC Formal Recommendation Letters & Regulatory Inspections <ul style="list-style-type: none"> • WorkSafeBC Inspection Report (IR) #202316973137A 10. New and Other Business <ul style="list-style-type: none"> • Health & Safety updates – roundtable • Terms of Reference Annual Review • Library Ergo reps • UBC SRS email: <ul style="list-style-type: none"> ○ Silica Exposure Control Plan (ECP) Feedback ○ 9-8-8 Suicide Crisis Helpline ○ Bell Let’s Talk – Mental Health ○ Additional 8 hours of OHS Training (Informational Item) ○ Monthly Phishing Workshops (Informational Item) ○ JOHSC Training (Informational Item) 11. Next Meeting 12. Meeting Adjournment |
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1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Shaun Wang	CUPE 2950	Asian Library	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kristen Wong	CUPE 2950	Community Engagement, IKBLC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jennifer Orme	CUPE 2950	David Lam Library	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jessica McKenney	CUPE 2950	Education Library	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
John Welfley (A)	CUPE 2950	Law Library	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Louise Harrison (Rep & Recording Secretary)	CUPE 2950	Library Admin, IKBLC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amity Chiang	AAPS	HR, IKBLC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kevin Lindstrom	UBCFA	Woodward Library	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employer Representatives	Work Location		Present	Regrets	Absent
Ina Reiche	HR, IKBLC		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ernie Dick	ASRS		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Alicia Munro	Facilities, IKBLC		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shauna Barry	Koerner Library		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pouneh Naderi	Music, Art & Architecture Library		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Guests	Work Location		Present	Regrets	Absent
Sonam Uppal (Safety & Risk Services)	UBC SRS, Donald Rix Building		<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 <i>* 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.</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

3. APPROVAL OF PREVIOUS JOHSC MEETING MINUTES
<i>(Statement to indicate minutes of previous meeting have been read & acknowledged and to record any corrections to it)</i>



3. APPROVAL OF PREVIOUS JOHSC MEETING MINUTES		
<ul style="list-style-type: none"> Move to adopt minutes. Moved by: <u>Amity Chiang</u> Seconded by: <u>Pouneh Naderi</u> No amendments to minutes. 		
Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA		
<ul style="list-style-type: none"> Committee welcomes new member Barbara Reid from <u>Xwi7xwa</u> Library. See Education and Training. 		
4 A. REVIEW ACTIONABLE ITEMS FROM LST MINUTES (if applicable)		
<p><i>Place actionable items under Accident/Incident Investigation, Safety Inspections, Correspondence, New Business etc. as applicable and assign proper item # for further discussion/action.</i></p> <p><input checked="" type="checkbox"/> No actionable items noted</p>		
Is the agenda approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
See attached incident report:					
<ul style="list-style-type: none"> Monthly Incident List & Statistical Summary Report (For any <u>general</u> 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
N/A	N/A	Ran CAIRS reports and no accidents/incidents reported since the last meeting in December 2023.	N/A	N/A	N/A



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
N/A	N/A	Nothing to discuss from general inspection reports uploaded to SharePoint since December 2023.	N/A	N/A	N/A

* 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
ED-23/08/10-01	E	2024/01/11 – Jessica noted that she completed part 2b in November. Action item complete. 2023/12/14 – Jessica was absent from the meeting; thus, no update was provided. No other training was noted. 2023/11/09 – Jessica is booked to completed Part 2b of the training towards the end of November. Update to be provided at the December Lib-JOHSC meeting. 2023/09/14 – Online component and part 2a completed. Part 2b training will take place in November. 2023/08/10 - Jessica joins the committee as a new member from Education Library. Jessica will sign up for the JOHSC Fundamentals Training. Update to be provided at the next meeting.	Jessica McKenney	N/A	C



7. REVIEW EDUCATION AND TRAINING

ED-24/01/11-01	E	The Lib-JOHSC members welcome Barbara Reid as the new worker rep from Xwi7xwa Library. Barbara has booked to take the JOHSC Fundamentals Training in March. Referring this action item forward to April as training should be complete by then.	Barbara Reid	April 11, 2024	RF
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* 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-23/11/09-01	E	<p>Health & Safety Program Manual Review</p> <p>2024/01/11 – Amity shared the updated manual with Louise. Louise has sent to the University Librarian for review and e-signature. Will upload to Confluence once approved.</p> <p>2023/12/14 - Amity has updated the Org Chart and will send it to Louise to be signed off by the University Librarian and the new version uploaded to Confluence.</p> <p>2023/11/09 - Annual review of the manual. Changes made in April 2023. Last reviewed November 2022.</p> <p>Document shared in advance of the meeting. Lib-JOHSC reviewed and Louise noted that the organization chart in Appendix A needs to be updated. Lib-JOHSC members to send any changes to Amity. Amity will make the changes and Louise will upload the new program manual to Confluence.</p>	Amity Chiang/ Louise Harrison	N/A	C
NB-23/12/14-01	C	<p>Employer Co-Chair Term – Ina Reiche</p> <p>2024/01/11 – Ina hasn’t received any expressions of interest. Ina asked that Employer reps let her know if interested in the co-chair role. Committee can also look outside of current members to see if there’s any interest. Discuss further at the next meeting.</p>	Employer Reps	February 8, 2024	IP



8. ONGOING BUSINESS – Status of Action Items					
		2023/12/14 - Ina is coming up to her two-year term as employer co-chair in January. Shauna, Pouneh, and Alicia to get back to Ina with their expression of interest.			
NB-23/12/14-02	C	<p style="text-align: center;">Worker Co-Chair</p> 2024/01/11 – Kristen hasn't received any expressions of interest. Pouneh noted that she will check in with two members of staff in MAA who may be interested in a worker co-chair role. 2023/12/14 - Kristen will step down as Worker Co-Chair as of January 2024 and will be leaving the JOHSC. Worker Reps to get back to Ina with their expression of interest for the Worker Co-Chair position.	Worker Reps	February 8, 2024	IP
NB-23/12/14-03	E	<p style="text-align: center;">Annual Seasonal Shutdown and Holiday Tips</p> 2024/01/11 – Kristen absent but Ina noted that this information was included in an email to Library employees. Email sent as it would have been to late for a library weekly update request. Action item complete. 2023/12/14 - Kristen will submit a ticket to Library Communications to have the Annual Seasonal Shutdown and Holiday Tips included in the weekly update.	N/A	N/A	C

* ED – Education and Training * GI- General Inspection *NB – New Business

9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
Item # (use Recommendation #)	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status
IR# 2023169731370A	E	Investigation report documents the receipt and acceptance of the employer's full incident investigation report (EIIR). Relates to incident from November 10, 2023. Zero orders issued to the university.	N/A	December 19, 2023	N/A	C



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

		Full report can be found here . Lib-JOHSC reviewed the discussion points and no action required from committee.				
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* REC – Recommendation Letter

10. NEW & OTHER BUSINESS

- Ina chaired this meeting.
- **Health & Safety updates – roundtable** – No updates from members in attendance. Pouneh asked members if they had any safety issues in their branches with motorized scooters. Some branches have signage outside of the building on what’s allowed into the Library. Pouneh will look into signage. Discussion to be continued at future meetings. Ina asked that members confirm at the next meeting if their inspection schedules have been completed for the previous month.
- **Terms of Reference Annual Review** – see action item NB-24/01/11-01.
- **Library Ergo Reps** – Amity notes that we used to have 9 ergo reps in the Library and we now have 6. Gave information on what’s involved in being an ergo rep. Jessica noted that she reached out to the UBC Ergo Lead last November and they noted that training wasn’t available currently. Amity will reach out to the Ergo Lead to confirm what’s available and report back. See action item NB-24/01/11-02.
- **Committee reviewed and discussed the following items from the UBC Safety & Risk Services email, January 2024 which were:**
 - **Silica Exposure Control Plan (ECP) feedback** –SRS is looking for feedback on the ECP plan. Deadline to submit is January 30th.
 - **9-8-8 Suicide Crisis Helpline** –Canadians can call or text [9-8-8](tel: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 are there to listen and provide support with compassion, providing a safe space to talk. See action item NB-24/01/11-03.
 - **Bell Let’s Talk – Mental Health** –January 24th is Bell Let’s Talk Day which raises funds for mental health initiatives and aims to reduce the stigma around mental illness. More info can be found at [Bell Let’s Talk](#). SRS provided links to the [UBC Health & Wellbeing site](#) and the [mental-health related courses on the Workplace learning site](#). See action item NB-24/01/11-03.
 - **Additional 8 hours of OHS Training (Informational Item)** –All JOHSC members are entitled to an additional 8 hours of OHS training. SRS provided information on some virtual conferences and seminars.
 - **Monthly Phishing Workshops (Informational Item)** –Monthly workshops are being offered on Zoom starting January 10th at 11am. Find out more at [hxxps://privacymatters.ubc.ca/monthly-phishing-workshops](https://privacymatters.ubc.ca/monthly-phishing-workshops).
 - **JOHSC Training (Informational Item)** –JOHSC training is available in January and March and LST training is available in February. SRS provided links to register.



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-24/01/11-01	E	<p>Terms of Reference Annual Review</p> <p>The Lib-JOHSC Terms of Reference are up for annual review. TOR circulated to committee members prior to the meeting. Committee reviewed and Louise noted one small change on page 5 to add Zoom as a meeting location under committee meetings. Reviewed membership list on the SRS website and committee noted updates. Louise will reach out to SRS with the relevant updates to be made. Louise will upload the Terms of Reference for 2024/2025 to Confluence and SharePoint once updated.</p>	Louise Harrison	February 8, 2024	N
NB-24/01/11-02	E	<p>Library Ergo Reps</p> <p>Amity will reach out to the UBC Ergo Lead to find out about available ergo rep training.</p>	Amity Chiang	February 8, 2024	N
NB-24/01/11-03	E	<p>SRS updates:</p> <ul style="list-style-type: none"> • 9-8-8 Suicide Crisis Helpline • Bell Let’s Talk – Mental Health <p>Louise will put in a library communications ticket for these resources to be included in the next Library weekly update.</p>	Louise Harrison	February 8, 2024	N

*NB – New Business

11. NEXT MEETING	
Date:	February 8, 2024
Time:	1:00 pm
Location:	Zoom

12. MEETING ADJOURNED	
Time:	1:43 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):

1. Responsible VP
2. Responsible Managing Director/Dean
3. All JOHSC members
4. Internal Communications Person
5. Safety & Risk Services ubcsafety.committee@ubc.ca
6. Posted on any Safety Bulletin Boards (if applicable)