



## Joint Occupational Health & Safety Committee Meeting Minutes

<b>Name of Committee:</b>	UBC Sauder – Joint Occupational Health & Safety Committee	<b>Worker Co-Chair:</b>	Bryan Keizer
		<b>Employer Co-Chair:</b>	Linda Tommasini
<b>Date:</b>	January 25, 2024	<b>Time:</b>	12:45 pm
		<b>Location:</b>	HA 454 / Zoom

### AGENDA:

<ol style="list-style-type: none"> <li>1. Roll Call</li> <li>2. Determination of Quorum</li> <li>3. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes</li> <li>4. Additional Agenda Items, Review Actionable Items from Local Safety Team (LST) Minutes &amp; Approval of Agenda: <ul style="list-style-type: none"> <li>• None</li> </ul> </li> <li>5. Review Central Accident/Incident Reporting System (CAIRS) report <ul style="list-style-type: none"> <li>• Monthly Incident &amp; Statistical Summary Report: 0</li> </ul> </li> <li>6. Review Workplace Safety Inspections: None</li> <li>7. Review Education and Training <ul style="list-style-type: none"> <li>• JOHSC Training</li> </ul> </li> <li>8. Ongoing Business – Status of Action Items</li> </ol>	<ol style="list-style-type: none"> <li>9. JOHSC Formal Recommendation Letters &amp; Regulatory Inspections <ul style="list-style-type: none"> <li>• WorkSafe BC Inspection Reports (ALL): 1</li> </ul> </li> <li>10. New and Other Business: <ol style="list-style-type: none"> <li>i. Silica Exposure Control Plan (ECP) Feedback</li> <li>ii. 9-8-8 Suicide Crisis Helpline</li> <li>iii. Bell Let’s Talk – Mental Health</li> <li>iv. Additional 8 hours of Occupational Health and Safety (OHS) Training</li> <li>v. Monthly Phishing Workshops</li> <li>vi. JOHSC Training</li> </ol> </li> <li>11. Next Meeting</li> <li>12. Meeting Adjournment</li> </ol>
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1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Jonathan Berkowitz	UBCFA	HA 475	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jonathan Easey	AAPS	HA 441	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Imogene Huxham	AAPS	Robson Square	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bryan Keizer	CUPE 2950	HA 038	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jennifer Orme	CUPE 2950	DL 211	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Barbara Wyntjes	UBCFA	DL 419	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employer Representatives		Work Location	Present	Regrets	Absent
Linda Tommasini		HA 447C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nicole Hall		HA 447	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Guests		Work Location	Present	Regrets	Absent
Himani Katyal (Health & Safety Associate)		UBC – Vancouver Campus	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Leslie (Internal Communications)		HA 449B	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Nadeesha Wickramarachchi (Recording Secretary)		HA 443	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sabrina Hanek (Recording Secretary)		HA 443	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 the previous meeting have been read &amp; acknowledged and to record any corrections to it)</i>		
<ul style="list-style-type: none"> <li>Move to adopt minutes. Moved by: <u>Barbara Wyntjes</u> Seconded by: <u>Bryan Keizer</u></li> </ul>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>



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

- January External Inspection
- New JOHSC Member – Faculty

**4 A. REVIEW ACTIONABLE ITEMS FROM LAST 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 <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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**5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:**

See attached incident report:

- Monthly Incident List & Statistical Summary Report *(make note of trends etc. For any general CAIRS information that requires discussion or action, please record under “New Business”. Any incident-specific items and follow up requests are to be listed below)*

*(\* See Legend at the end for Priority and Status Codes)*

Item # (CAIRS ID# and yy/mm/dd)	Priority	Date	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up Date	Status
			None			

**6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)**

*Attach inspection checklist(s) and report(s) to these meeting minutes and use this table to record the discussion and new recommendation(s)*

Item # (GI-SAUD-yy-mm- dd-##)	Priority	Discussion/Comments/Recommendations	Assigned To	Follow up Date	Status
		None			

\* GI- General Inspection



**7. REVIEW EDUCATION AND TRAINING**

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

Item # (ED-yy/mm/dd-01)	Priority	Discussion/Comments/Recommendations	Assigned To	Follow up Date	Status
ED-23/09/19-01		JOHSC Training - New dates have been released for JOHSC training, they are:  JOHSC Training Part 2a – March 12th 1:00 PM – 3:00 PM JOHSC Training Part 2b – March 15th 10:00 AM – 12:00 PM			C
ED-23/12/05-01		Health and Safety Associate representative confirmed that the presentation about extreme weather conditions, the informative session provided by UBC Facilities, cannot qualify as additional JOHSC training.	Himani Katyal		C

\* 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	Status
NB-23/08/22-03		Everyone was reminded that the upcoming JOHSC Committee goals for next year remain incomplete until they are achieved. Members are encouraged to: <ul style="list-style-type: none"> <li>• Actively participate in accident/incident investigations to identify root causes and corrective actions, follow up with the area/supervisor, etc.</li> <li>• Participate in the internal and external building inspections.</li> <li>• Use their additional 8 hours of annual education to further their safety knowledge.</li> </ul> Jennifer Orme and Nicole Hall volunteered for the upcoming external inspection scheduled for January 26, 2024 and it was recommended that all other members also engage in inspections and educational training sessions.	Linda Tommasini and Bryan Keizer		IP



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

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**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#202316973137A		Acceptance of Employer’s Incident Investigation Report (EIIR), incident on November 10, 2023, where a worker sustained an injury after falling while going up stairs. No orders were issued to the University post-incident. Reminder that incident investigations must be completed within 30 days, with description, unsafe conditions, contributors, causes, corrective actions, and worker rep participation.	Himani Katyal			C

**10. NEW & OTHER BUSINESS**

- General discussion items (list actionable items below)

Item # (NB-yy/mm/dd-01)	Priority	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
NB-29/09/19-01		<p>The following topics from Dustin Szeto’s monthly email for January 2024 were discussed:</p> <p><b>Silica Exposure Control Plan (ECP) Feedback</b> – Deadline for the Silica Exposure Control Plan (ECP) feedback survey is January 30, 2024. Feedback can be submitted via a <a href="#">Qualtrics survey</a>, with the Silica ECP linked on the survey's initial page.</p> <p><b>9-8-8 Suicide Crisis Helpline</b> – Call or Text 9-8-8 in Canada for bilingual, trauma-informed, and culturally appropriate mental health and suicide prevention support. This is a 24-hour, year round free service. Support will be provided by trained crisis responders. For more information, please visit <a href="#">9-8-8 Suicide Crisis Helpline</a>.</p>	Linda Tommasini		C



		<p><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. UBC Faculty and Staff have access to various mental health resources at <a href="#">UBC Health and Wellbeing</a>. Educational material and mental health related courses can be found at <a href="#">UBC Workplace Learning</a>. For more information and ways to contribute visit <a href="#">Bell Let’s Talk</a>.</p> <p><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. Upcoming in-person and virtual conferences and seminars are: <a href="#">Western Conference on Safety</a> (in-person) on April 18-19 at the Hyatt Regency Vancouver, registration ends on March 15, 2024. <a href="#">Employers’ Advisers Seminars</a> (in-person or virtual): The Employers’ Advisers Office In-Person and Virtual Training Schedule for January-March 2024 registration is open. <a href="#">Women in Safety Summit</a> (in-person) on March 21 at the Calgary TELUS Convention Centre, registration ends on January 5, 2024. Registration and costs associated will be the responsibility of your department.</p> <p><b>Monthly Phishing Workshops</b> – Inviting all Faculty, Staff, and Students to participate in the monthly, 30-minute Phishing Workshop over Zoom. Registration is required, visit <a href="#">Privacy Matters @ UBC</a> for more information.</p> <p><b>JOHSC Training</b> - See item #7 in the minutes for further details.</p>			
NB-24/01/25-01		Employer co-chair discussed new faculty member, Isaac Holloway, will join the Joint Occupational Health and Safety Committee February 2024, to replace Steven Minns.	Linda Tommasini		IP

\*NB – New Business



11. NEXT MEETING	
Date:	22.02.2024
Time:	12.45 Pm
Location:	HA 454

12. MEETING ADJOURNED	
Time:	1:10 PM

**LEGEND**

PRIORITY:		STATUS:	
<b>A</b>	Critical/Life threatening/high probability	<b>N</b>	New
<b>B</b>	Urgent/moderate probability of re-occurrence	<b>R</b>	Repeat
<b>C</b>	Important/low probability of re-occurrence	<b>C</b>	Complete
<b>D</b>	Reminders	<b>IP</b>	In Progress
<b>E</b>	Information	<b>RF</b>	Referred forward

**Monthly Distribution and Posting of Approved Meeting Minutes (Required):**

- Responsible VP - Provost and VP Academic, Gage Averill
- Responsible Managing Director/Dean – c/o Teresa Pan
- All JOHSC members
- Internal Communications Person – Tom Leslie
- Risk Management Services [ubcsafety.committee@ubc.ca](mailto:ubcsafety.committee@ubc.ca)
- Posted on any Safety Bulletin Boards (if applicable)