



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: SHCS JOHSC

Worker Co-Chair: Susan Kelly*
Employer Co-Chair: David Kiloh

Date: January 23, 2024

Time: 1:30 PM
Location: Zoom conference

AGENDA:

- | | |
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| <ol style="list-style-type: none"> 1. Musqueam Land Acknowledgement 2. Roll Call 3. Determination of Quorum 4. Record of Distribution 5. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes 6. Additional Agenda Items & Approval of Agenda Review 7. 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"> 8. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers) 9. Review Education and Training 10. Ongoing Business – Status of Action Items (includes review of previous minutes) 11. Tabled Business- Status of Tabled Items to be added to Ongoing business 12. JOHSC Formal Recommendation Letters & Regulatory Inspections 13. New and Other Business 14. Next Meeting 15. Meeting Adjournment |
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1. MUSQUEAM LAND ACKNOWLEDGEMENT

Inclusion is one of the cornerstones of this committee’s values; the Co-Chairs believe this monthly practice is a simple step we can take now to shape our culture, remind us of our values, and the future actions we can take to further this committee’s commitment to inclusion.

To offer a land acknowledgement: **“I would like to acknowledge that we are gathered today on the traditional, ancestral, and unceded territory of the hən̓q̓əmi̓n̓əm speaking xʷməθkʷəy̓əm (Musqueam) People.”**

To learn more, please visit: <https://indigenous.ubc.ca/indigenous-engagement/musqueam-and-ubc/> and <https://www.musqueam.bc.ca/>

To learn Gifted names, please visit: [tə ʃxʷhələləms tə kʷaλkʷəʔaʔt \(The Houses of the Ones Belonging to the Saltwater\)](#) and [Totem Park](#)



2. ROLL CALL						
Worker Representatives	Union / Association	Associated LST	Work Location	Present	Regrets	Absent
Faryal Abu-Sharife, <i>Asst. Retail Floor and Online Store Supervisor</i>	CUPE 116	Bookstore & Campus Mail Services	Bookstore	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bryan Cusic, <i>Mail truck driver (A)- Left JOHSC on January 23, 2024.</i>	CUPE 116	Bookstore & Campus Mail Services	Campus Mail Warehouse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chris McCauley, <i>Mail Distribution Coordinator</i>	CUPE 116	Bookstore & Campus Mail Services	Campus Mail Warehouse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda Fong – <i>ECE Childcare</i>	BCGEU	Child Care	Huckleberry	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Susan Kelly, <i>Supervisor [Co-Chair]</i>	CUPE 116	Food Services	Gather at Vanier	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rob Harley, <i>Electrician (A)</i>	CUPE 116	Operational Services	SHCS Trades Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leslie Kupillas, <i>Head Tradesperson</i>	CUPE 116	Operational Services	SHCS Trades Office	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dharma Velu, <i>Supervisor (A)</i>	CUPE 116	Operational Services	Place Vanier	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Efrain Jimenez, <i>Parking Compliance Officer (A)</i>	CUPE 116	Parking & Access Desk	Impound Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gabriel Guzman, <i>Parking Facilities Maintenance</i>	CUPE 116	Parking & Access Desk	Meter Shop	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michael Chow, <i>Assignment Coordinator</i>	CUPE 2950	Support Services	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Zoe Diomis, <i>Front Desk Service Coordinator</i>	CUPE 116	Support Services	Place Vanier	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vasya Molnar, <i>Procurement Officer (A)</i>	M&P	Support Services	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Billie Sandhu, <i>Procurement Officer (A)</i>	M&P	Support Services	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cherrylyn Navarrete, <i>Supervisor</i>	CUPE 116	Operational Services	Acadia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teo Basas, <i>Utility Worker</i>	CUPE 116	Operational Services	Marine Drive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shane Davies, <i>Front Desk Service Coordinator (A)</i>	CUPE 116	Support Services	Acadia Park	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* (A) – Alternate member



Employer Representatives	Associated LST	Work Location	Present	Regrets	Absent
Rodolfo Calero, Bookstore and Campus Mail Operations Manager	Bookstore	Bookstore Main Office	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Karen Vaughan, Child Care Director	Child Care	Child Care Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Speight, Executive Chef and Culinary Director	Food Services	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Colin Moore, Food Services Director (A)	Food Services	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Kiloh, Facilities & Building Services Director [Co-Chair]	Operational Services	Thunderbird Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rob Auffray, Manager, Meetings Spaces /Support Services	Support Services	Conferences & Accommodation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roberto Albertini, Parking Operations Manager	Parking & Access Desk Services	Parking Services Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jose Jimenez, Op. Facilities Manager (A)	Parking & Access Desk Services	Parking Services Main Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lakshmi Sangaranarayanan, Student Residence Director	Support Services	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diane Tannahill, Child Care (A)	Child Care	Child Care Main Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ana Munoz, Bookstore Operations Manager (A)	Bookstore	Bookstore Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Guests	Associated LST	Work Location	Present	Regrets	Absent
Marena Sra, Safety and Claims Coordinator	Resource	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jessica Sterman, Compliance and Claims System Associate	Resource	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gontran Paget, Senior Manager, Safety Management Systems	Resource	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joanne Thember, Safety Advisor	Resource	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Valerie Leung, Safety Advisor	Resource	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kate Allan, Safety Advisor	Resource	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>* (A) – Alternate member</i>					



3. 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?

** 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

4. RECORD OF EMAIL DISTRIBUTION

DOCUMENT	DATE
SHCS LST's January 2024 Minutes and Incident Reports	1/19/2024
JOHSC December 2023 Minutes	1/19/2024
JOHSC January 2024 Agenda	1/19/2024
SRS Co-Chair Email	1/19/2024

5. 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: Zoe Diomis Seconded by: Ana Munoz

Are the minutes approved?

Yes

No

6. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

Approval of Agenda Moved by: Cherrylyn Navarette Seconded by: Chris McCauley

6A. 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 <input checked="" type="checkbox"/>	No <input type="checkbox"/>

7. 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)

Review of LST Summaries from the Previous Month's Centralized Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents

Unit	CAIRS Reports (December- January)	First Aid Breakdown	Open CAIRS Summary
Bookstore & Campus Mail Services	0 NEW; 0 OLD	N/A	No incidents and operating despite interruptions, busy time this month
Child Care	3 NEW - 2 CAIRS (CLOSED); 1 FA only 0 OLD	First Aid called: 1 FA not called: 1 Worker declined: 1	All incidents are closed, CC uses FA only report to complete investigation and not carried over, no CAIRS required
Food Services	6 NEW - 4 CAIRS (2 OPEN); 2 FA only CAIRS 132594- Sage/Incident only/Rubbed, Abraded, Sharp Contact/Laceration (cut or torn skin)/ Hand (FA not called)	First Aid called: 5 FA not called: 1	Non-occ First aid if require transport to urgent care New provincial law for single-use plastics but continue to put lids on hot beverages – high hazard to workers;



7. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:			
	<p>Left open until Feb Mtg at LST's request. They want to get an update from Supervisor which confirms mechanism of injury and broken glass removal practices at venues.</p> <p>FA103903 / FA203906 – 2 First Aid Inc / no CAIRS required (Note: 1 non occ. for worker / 1 investigated and all good)</p> <p>CAIRS 133660- Tim's Trek / Laceration / cut to finger from contact with blade of tomato slicer.</p> <ul style="list-style-type: none"> • Replacing Tim's tomato slicers (anticipated Jan 15 -19th) / ensure back up blade is always available going forward <p>1 OLD (OPEN)</p> <p>CAIRS 132565 -Gather/Incident/Struck By/Laceration (cut or torn skin)- Waiting for updates from Manager re whether or not reflective tape is a good option to add onto dollies before closing / No tape has been added to them to date.</p>		
Operational Services	<p>4 NEW (1 OPEN); 0 OLD</p> <p>CAIRS 132606- Thunderbird/Medical Treatment/Fall on Same Level/Other Strains/Ankle</p>	<p>First Aid called: 2 First Aid not called: 1 Worker declined: 1</p>	<p>Energy and Water (EWS)JOHSC shared this CAIRS event, Spray paint to be used to mark out manholes</p>



7. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

	<ul style="list-style-type: none"> Spray paint around the manhole so staff walking by know that the manhole has an edge/uneven ground around it. FA declined by worker, sought physician 		
Parking Services & Access Desk	0 NEW; 0 OLD	N/A	Roberto A.- Thunderbird parkade incident no details and will do best to re-open Tbird parkade, park in health sciences parkade instead.
Support Services	0 NEW; 0 OLD	N/A	Zoe D.-No news is good news

8. 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

Summary Review of all Unit Inspection Areas
Trends identified at the LST- detailed corrective actions in LST minutes

Unit	Inspections Completed in January	Findings?
Bookstore & Campus Mail Services	3/3* [Mailroom, Warehouse, Bookstore Retail floor]	All inspections complete
	46 Campus Mail Vehicle Inspections	



8. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)			
Child Care	27/29 Programs	Not all inspections complete, delay in inspections due to snow closures. Child care buses to be inspected for next month!	
Food Services	18/18 Total units	All inspections complete. Following best practices and will broaden vehicle inspections to FS vehicles in the 2024!	
Operational Services	1/1 [Warehouse Carpentry shop/ Store Room] 6/6 Trades Shop inspections 11/11 Building services *Note: Brock Commons added: inspected 6x/year	All inspections complete. C&A vehicle inspections reported this month.	
	217 Trades Vehicle Inspections 14 Warehouse Vehicle Inspections 4 C&A Vehicle Inspections		
Parking & Access Desk Services	2/2 [Impound Office & washrooms]	All inspections complete	
	105 Vehicle Inspections, no flagged items		
Support Services	11/11 Quarterly Front Desk Inspections	All inspections complete for this cycle.	
	61 Vehicle Inspections (Overnight Mobile Team)		

* GI – General Inspection

9. 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
Western Conference on Safety 2024	E	Safety Event for Spring 2024! April 18 & 19th – we encourage JOHSC member participation in this event as part of 8-hr training; additional details to follow.	ALL	02-27-2024	IP

* ED – Education and Training



10. ONGOING BUSINESS – Status of Action Items					
Original Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
Review Membership	C	Bryan Cusic from Campus mail services has departed from the JOHSC. Waiting for feedback on an alternate for Chris in Campus mail.	ALL	02-27-2024	IP

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

11. TABLED BUSINESS						
Item #	Priority	Discussion and/or Action Items	Assigned To	Date to be Reviewed	Date to be Completed	Status
		N/A				

12. 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 # 202316973137A	E	<p>This incident was not related to SHCS, reviewed by JOHSC.</p> <p>Description: 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.</p> <ul style="list-style-type: none"> There were zero (0) orders issued to the University. <p>JOHSC/LST General Learnings/Discussion Points:</p> <ul style="list-style-type: none"> Reminder that incident investigations must be completed within 30 days, with description, unsafe conditions, contributors, causes, corrective actions, and worker rep participation. 	ALL	December 19, 2023	N/A	C



13. 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-24/01/23-01	E	<p>Safety Activity on annual safety statistics! Safety team presented injury/accident/first aid statistics for 2023.</p> <ul style="list-style-type: none"> • JOHSC 2023 Stats review: UBC-FA /CAIRS / WCB Claims / 2024 <u>Now in effect as of January 1, 2024:</u> • Bill 41 Duty to Cooperate and Duty to maintain employment • Asbestos Certification and licensing requirements for contractor • <u>In effect as of November 1, 2024:</u> <ul style="list-style-type: none"> ○ WSBC First aid requirement; JOHSC reviewed First Aid statistics and the university is complaint with FA services provided by UBC Campus Security. • Moving towards ISO alignment- (voluntary international standard), exceeds compliance requirements by integrating continual improvement into the safety management system. • Presentation will be shared with JOHSC in the next agenda package. 	ALL	N/A	C
NB-24/01/23-02	E	Safety Wins-by LST/SHCS unit to be introduced at every JOHSC	ALL	N/A	E



Unit	Safety Wins			
Bookstore & Campus Mail Services	<ul style="list-style-type: none"> All inspections completed! Bryan Cusic is leaving the LST & JOHSC and accepted a new external position! Better snow removal on campus- maps are more accurate! Snow plows build-up snow and hard for campus mail drivers to park near mounds of snow but applaud the effort! 			
Child Care	<ul style="list-style-type: none"> BCGEU training is being offered in-person and online for new members, details will be shared. Linda is actively recruiting worker reps for the LST! Ice-melt boxes (Raven, etc.) are being used to refill centre buckets according to Lawron's team 			
Food Services	<ul style="list-style-type: none"> Totem loading dock signage -getting traction and signs prepared to install at designated areas Tim's at UBC (3 locations) have deferred making any changes re single- use plastics (lids on hot beverages) mandate from Provincial Govt. on Jan 1,2024 - Safety concerns need to be addressed. 			
Operational Services	<ul style="list-style-type: none"> Safety talks coordinated by providing CAIRS summary to managers and action items are designated to each unit BSMs review monthly safety topics for crew talks 			



		Parking & Access Desk Services	<ul style="list-style-type: none"> Light on enforcement and customers concerns! 			
		Support Services	<ul style="list-style-type: none"> All inspections completed for this cycle! Karina will complete her first digital inspection using Safety culture! Niloufar chaired for the first time, the first LST meeting of the year! 			
		ALL	<ul style="list-style-type: none"> Vehicle inspections being broadened to more units within SHCS! 			
NB-24/01/23-03	E	SRS Email: Details provided in the co-chair email, reviewed by JOHSC; no further action needed.		ALL	N/A	E

*NB – New Business

14. NEXT MEETING	
Date:	February 27, 2024
Time:	1:30 PM
Location:	Zoom Conference
15. MEETING ADJOURNED	
Time:	2:45 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):

- Responsible VP
- Responsible Managing Director
- All JOHSC members
- Co-Chairs- sent for approval prior to distribution for posting.
- Internal Communications Person
- Safety & Risk Services ubcsafety.committee@ubc.ca
- Posted in all relevant areas each month.