



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee:	University Administrative Units JOHSC	Worker Co-Chair:	Sarah Henderson (Meeting Chair)
		Employer Co-Chair:	Debbie Wilson
Date:	January 23, 2024	Time:	9:30 AM
		Location:	Zoom

AGENDA:

<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 	<ol style="list-style-type: none"> 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 8. Ongoing Business – Status of Action Items 9. JOHSC Formal Recommendation Letters & Regulatory Inspections 10. New and Other Business 11. Next Meeting 12. Meeting Adjournment
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1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Patrick Wong	AAPS	Building Operations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scottford Price	AAPS	Enrolment Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sarah Henderson	AAPS	Faculty of Graduate & Postdoctoral Studies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lily Liew	CUPE 2950	Office of Research Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Steve Bohnen (Alternate)	CUPE 116	Campus Security	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gordie Chow	CUPE 116	Parking and Access Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kim Yung Lee (Alternate)	CUPE 116	Parking and Access Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Elise Vredenburg	AAPS	Office of the VP, Research & Innovation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chloe Martin-Cabanne	CUPE 2950	Office of the President, CUPE 2950	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Employer Representatives	Work Location	Present	Regrets	Absent
Grant Miller	Campus & Community Planning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Glynis Knowlden	Development & Alumni Engagement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Debbie Wilson	Pensions, Human Resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Glen MacNeil	Campus Security	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ingeborg Brown	Office of the AVP, Finance Transformation & Integrated Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Steven Lee	Infrastructure Development	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Resources/Guests	Work Location	Present	Regrets	Absent
Teela Narsih (Resource)	Safety & Risk Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shilan Keshvadi Resource	Safety & Risk Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda Torio (Recording Secretary)	VPFO Executive Administration	<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?

** 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
☐

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: Glynis Knowlden Seconded by: Debbie Wilson

Are the minutes approved?

☒ Yes

☐ No



4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

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:

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 are no incident reports submitted during this period.			

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 Workplace Safety Inspection reports submitted during this period.			

* 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
		There are no new items for education and training.			

* 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-2023/05/23-06	C	<p><u>Annual Inspections May 2023 – April 2024</u></p> <p>Members have been assigned to inspect specific buildings for the upcoming year. Yearly inspections are to be completed by end of April.</p> <p>The following areas need to be inspected before April 2024. Below are the schedules of when inspections are expected to be completed:</p> <ul style="list-style-type: none">• David Strangway – 5th floor (Glynis) – originally scheduled for Dec. 15, but Glynis got sick; also, a pipe in the building burst which resulted to the flooding on 5 floors of the building; inspection has to be tabled sometime in March as a lot of work would need to be done to restore the office spaces.• First Nations Longhouse (Scott) – this has been tabled for next month as Scott was not present during the meeting and no update was sent to the committee.• TEF I, II, III (Debbie) – Feb. 2024• Indian Residential School History Dialogue Centre (Debbie) – Feb. 2024• Peter Wall Institute (Steven) – Feb. 2024			IP



8. ONGOING BUSINESS – Status of Action Items

		<ul style="list-style-type: none">Orchard Commons (Steven) – Feb. 2024Robson Square (Steven) – Feb. 2024Learning Exchange (Steven) – Feb. 2024Thea Koerner House (Sarah) – Jan./Feb. 2024Ponderosa Office Annex F (Elise) – Feb. 2024Campus Security (Steve) – Steve, Gordie, & Glen will coordinate to determine an appropriate inspection date; Gordie was supposed to bring this up in the next LST meeting, which according to Glen, happened yesterday; however, no update has been brought forward as Gordie was also not present during this committee meeting.Koerner Library – 6th floor (Kate Carr conducts & provides to UADM JOHSC) – Nov. 2023; Chloe was not present during the meeting to give a status on the inspection; hence, this item will have to be moved forward to next month.			
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* 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
IR # 202316973137A (Referencing IR # 202316973122A)	B	<p><u>Inspection Report for an incident that occurred at the Advanced Materials & Process Engineering Lab</u></p> <p>An incident involving a worker who sustained an injury after falling while going up the stairs.</p> <p>WorkSafeBC has accepted the full report, and no orders have been issued to UBC as regards this report.</p> <p>JOHSC learnings/takeaways: Incident investigations do need to be completed within 30 days, and should have clear description of unsafe conditions,</p>				C



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

		contributors, causes, corrective actions, and worker rep participation.				
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* 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
NB-2024/01/02-01	E	<u>Silica Exposure Control Plan (ECP) Feedback</u> SRS is currently soliciting feedback on the Silica Exposure Control Plan via Qualtrix, and responses are requested by January 30th. Sarah popped the Qualtrix link to the chat.			C
NB-2024/01/02-02	E	<u>9-8-8 Suicide Crisis Helpline</u> Canadians can call or text 9-8-8 to access mental health and suicide prevention support. This is a year-round free service that can be accessed 24 hours a day, 7 days a week. More information is available on its website – 9-8-8 Suicide Crisis Helpline .			C
NB-2024/01/02-03	E	<u>Additional 8 hours of Occupational Health and Safety (OHS) Training</u> All JOHSC members are entitled to an additional 8 hours of OHS training on top of the regular CME/CPD time that they may use from their employment. Information on a few upcoming local and virtual conferences or seminars has been provided.			C
NB-2024/01/02-04	E	<u>Upcoming JOHSC and LST Training</u> There will be new LST training available in February (Part 2a on Feb. 12 th and Part 2b on Feb. 15 th) and JOHSC training in March (Part 2a on Mar. 12 th and Part 2b on Mar. 15 th).			C
NB-2024/01/23-04		<u>Search for a New Recording Secretary / JOHSC Administrator</u> As per Debbie's email last week, Linda Torio will be stepping down as JOHSC Recording Secretary by end of March. It was suggested that a			



10. NEW & OTHER BUSINESS

		new person step in to overlap with Linda in February so as to fully take over the role in March. Members were asked to reach out to Debbie or Sarah if they would know of anyone in their department or unit who would be interested to take on this role.			
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**NB – New Business*

11. NEXT MEETING

Date:	February 27, 2024
Time:	9:30 am
Location:	Zoom

12. MEETING ADJOURNED

Time:	9:42 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)