



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: February 1, 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>
Anna Brooks	Farm Workers	DAIRY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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"/>
Kate Melkert	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 <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"/>
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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: <u>AB</u> Seconded by: <u>BW</u>		
• (List amendments to minutes)		
Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

• (List additional agenda items)		
4 A. REVIEW ACTIONABLE ITEMS FROM LST MINUTES (if applicable)		
<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>		
<input checked="" type="checkbox"/> No actionable items noted		
Is the agenda approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

- 1 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



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
(Use CAIRS Incident ID # and Incident Date)					
<i>E.g. 119975-19/09/13</i>		<i>Enter any information relevant to the incident/accident, actions to be taken by the JOHSC, recommendations etc.</i>			
133648-24/01/01	B	Injured person was medically attending one cow in the pen. While they were doing this, they were approached by another cow from behind without noticing, and pushed by that cow. The person fell down into one of the stalls, and as the cow continued to throw her head while standing in front of the person the person had to crawl to the front end and more protected part of the stall. Even though this particular cow has not had a history of negative behavior towards humans, we continuously monitor any cows that are displaying repeated threatening behavior towards humans (cow will be sold). JOHSC will supply a recommendation that the Dairy LST work with the Animal Workers JOHSC, seeking a site visit with the animal care services group to review safety on the farm (Animal Workers JOHSC).	AJ	March 7, 2024	N

6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)
<p><i>Distribute inspection checklist(s) and report(s) for meeting and use this table to record discussion and new recommendation(s)</i></p> <p><i>MacMillan (continuous throughout the year):</i></p> <ul style="list-style-type: none"> - <i>No new inspections for January</i> <p><i>FNH: (Twice a year general inspections, January and July)</i></p> <ul style="list-style-type: none"> - <i>Update that there was discussion at the FNH meeting to remind people to leave the building when alarms go off and advised to remind staff and students in that area.</i> <p><i>UBC Farm: (Twice a year, March and November)</i></p> <ul style="list-style-type: none"> - <i>No updates</i> <p><i>Dairy Farm:</i></p> <ul style="list-style-type: none"> - <i>BF/MS to follow up with Dairy Farm managers.</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)

Item # (Use Inspection #)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
E.g. GI-Rix-19/09/13		Enter any information relevant to the inspection, JOHSC action items, status of corrective actions, etc.			

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

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
E.g. ED-19/03/19-01	E	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			
NB-23/11/02-03	E	Round table updates (ongoing): - AJ commented on snow removal around McML to UBC operations regarding wheelchair ramp.	LF	December 7, 2023	IP



8. ONGOING BUSINESS – Status of Action Items

		<ul style="list-style-type: none">- PL discussed new equipment coming into dietetics, thinking of ways to ensure that PIs inform when new equipment will be coming in to discuss safety- SL tries to capture large equipment PO's and will send them to AJ and PL- PL brought up a concern about contractors and building operations staff not having identification when working in the building. AJ mentioned there is not much that we can do to limit entry.- AB mentioned a pipe burst at the UBC Farm due to cold temperatures. Pipe was fixed quickly because the Fire Department arrived shortly after. Also mentioned that she will need to schedule a fire drill soon and AJ can help with scheduling.- AB mentioned ZN and PP moved equipment from the Dairy Farm to McML and will be cleaning up the equipment soon, but it is now in the loading bay.- XF updated that in March, Dietetics will have violence prevention training happening for 80 students on the weekends. XF will be present to assist with these trainings.			
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 and PL to send information to LFS Communications for the next community meeting.	AJ, PI	March 7, 2024	IP

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

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

Item #	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)						
(use Recommendation or Report #)						
E.g.: CODE-REC-2017-01		<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. NOTE: Item# that correspondence pertains to should remain in the “Ongoing Business” and updated with any additional information until fully resolved.</i>				
E.g.: IR-2019-08-08- #201913063011A		<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>				
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	AJ	January 4, 2024	February 1, 2024	C



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

IR-2024/01/23 #202416973009A		<p>On January 22, 2024, a worker sustained an injury after falling four feet above grade while pulling material from under a tarp. The worker received first aid on scene, and was then transported to a hospital for medical treatment. 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 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 SRS Website. Encourage everyone to report incidents and near misses into CAIRS within 48 hours of the occurrence so that a preliminary investigation can be completed within 48 hours as required by section 71 of the Workers Compensation Act. Reminder that incident investigations require a site visit that must be completed within 30 days, and include a detailed description of incident, unsafe conditions, contributors, causes, corrective actions, and the name of the participating worker representative.</p>	AJ	January 23, 2024	March 7, 2024	N
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* REC – Recommendation Letter *IR – WorkSafeBC Regulatory Inspection

10. NEW & OTHER BUSINESS

General discussion items (list actionable items below)

1. **Workers' Compensation Act Amendments:**

Duty to Cooperate & Duty to Maintain Employment

WHAT IS HAPPENING?

Effective January 1, 2024, amendments to the *Workers' Compensation Act* that codify a Duty to Cooperate and a Duty to Maintain Employment take effect. Both changes apply to employees who experience a vocational injury or illness that results in a request for accommodation.



10. NEW & OTHER BUSINESS

WHAT DOES IT MEAN?

The legislation governing WorkSafeBC has been amended to impose new obligations on B.C. employers in returning injured workers to their job. These changes will come into effect on January 1, 2024. These amendments create two new duties for workers and employers: the duty to cooperate and the duty to maintain employment of an injured worker.

2. Summary of January 2024 BERP Updates

- Modified header and footer to reflect new dates
- Re-numbered headings due to a glitch in previous version
- Updated name of Appendix 3 and 4 throughout the document
- **Page 1:** Corrected phone numbers for Biological and Radiation Safety and Equity and Inclusion office on UBC Emergency Contacts

Poster

- **Page 5:** Updated responsibilities to include knowing name of building in addition to civic address (second bullet)
- **Page 7:** Added a checkbox for predesignated meeting area
- **Page 8:** Added a description of predesignated meeting area
- **Page 11:** Updated entire section using recommendations from the Centre for Workplace Accessibility (CWA) group
- **Appendix 1:** Added a checkbox for predesignated meeting area
- **Appendix 2:** Added text to indicate that predesignated meeting area should be identified on a building site plan
- **Appendix 3:** Updated appendix name and contents using recommendations from the Centre for Workplace Accessibility (CWA) group
- **Appendix 4:** Updated appendix name and contents using recommendations from the Centre for Workplace Accessibility (CWA) group

Recommended items to discuss at JOHSC/LST Meeting

Building Emergency Response Plan (BERP)

The 2024 [BERP](#) template has been updated and accompanied by a list of changes. Please remember to annually review the BERP for your building and distribute a final copy to all the building occupants. One of the most notable changes in the BERP this year is



10. NEW & OTHER BUSINESS

the requirement to email a copy of the completed BERP to safety.risk@ubc.ca with any completed individualized evacuation plans removed.

Remember to schedule an annual fire drill once within a calendar year! Instructions on how to schedule a drill is included in the BERP along with guidance on what to do for disability and accessibility considerations.

Duty to Cooperate & Duty to Maintain Employment

Effective January 1, 2024, amendments to the Workers' Compensation Act introduce the Duty to Cooperate and the Duty to Maintain Employment, aiming for a more collaborative return-to-work process for employees recovering from workplace injuries or illnesses. Please refer to the attached document in this email, which provides further insights and guidelines. For assistance and further details regarding the Stay at Work/Return to Work Program, please contact [Grace Wang](#), Manager, RTW & Accommodations.

JOHSC Training

New dates have been released for JOHSC and LST training. You can register for JOHSC training [here](#), and LST training [here](#).

JOHSC Training		LST Training	
Part 2a	Part 2b	Part 2a	Part 2b
March 12 th	March 15 th	February 12 th	February 15 th
1:00pm – 3:00pm	10:00am – 12:00pm	10:00am – 11:30am	1:00pm – 2:30pm
May 14 th	May 16 th	April 15 th	April 17 th
11:00am – 1:00pm	1:00pm – 3:00pm	10:00am – 11:30am	1:00pm – 2:30pm

Item # (NB-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
E.g.:		For new items that are not currently in "ongoing business".			



10. NEW & OTHER BUSINESS					
NB-19/09/19-01		<i>Enter any relevant information regarding this item, actions to be taken, etc. If this item is not completed within the meeting, it will be moved to "Ongoing Business" for the following meeting</i>			
NB-24/02/01-01	E	AM will be removed from JOHSC due to time constraints and Anna... will be added from the Dairy Farm. AJ will send out training information.	AJ	March 7, 2024	N
NB-24/02/01-02	E	Send a message out to LFS today as a reminder for Pls purchasing new equipment to alert building managers and ensure new protocols are created. Will also think of a place to put this on the intranet	PL	March 7, 2024	N
NB-24/02/01-03	E	LF to ensure that the new updates to the BERP are completed and make sure is emailed to SRS.	AJ, LF	March 7, 2024	N
NB-24/02/01-04	E	Pink Shirt Day On February 28, wear pink to show your support for an end to bullying and harassment in our communities. At UBC, we strive to provide a safe, respectful and productive environment for our faculty, staff and students. The UBC Respectful Environment Statement outlines our principles about creating a respectful environment for all. Visit https://www.pinkshirtday.ca/ for more information. LF to share information to LFS today.	LF	March 7, 2024	N

*NB – New Business.

1. NEXT MEETING	
Date:	March 7, 2024
Time:	11:00 AM
Location:	Zoom Meeting



2. MEETING ADJOURNED

Time:

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)