



Joint Occupational Health & Safety Committee Meeting Minutes

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

Worker Co-Chair: Vacant
Employer Co-Chair: Ina Reiche

Date: February 8, 2024

Time: 1:00 pm
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 • Incident 133742 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 	<ol style="list-style-type: none"> 8. Ongoing Business – Status of Action Items <ul style="list-style-type: none"> • Employer Co-Chair Term – Ina Reiche • Worker Co-Chair Call-out • Terms of Reference Annual Review • Library Ergo Reps • SRS updates: weekly update request 9. JOHSC Formal Recommendation Letters & Regulatory Inspections <ul style="list-style-type: none"> • WorkSafeBC Inspection Report (IR) #202416973009A 10. New and Other Business <ul style="list-style-type: none"> • Health & Safety updates – roundtable • UBC SRS email: <ul style="list-style-type: none"> ○ Building Emergency Response Plan (BERP) ○ Duty to Cooperate & Duty to Maintain Employment ○ Pink Shirt Day (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"/>
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"/>
Barbara Reid	CUPE 2950	Xwi7xwa 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 type="checkbox"/>	<input checked="" 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>Pouneh Naderi</u> Seconded by: <u>Amity Chiang</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"> No new agenda items. 		
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
133742-2024/01/26	E	Worker reported aching wrist and pain when using computer mouse doing repetitive work. Wore wrist brace for the day. Report notes that this has happened before. Root cause and corrective actions identified.	N/A	N/A	C



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

		Ergonomic mouse will be provided to worker and ergonomic assessment to be booked. Barbara noted that the workers name was included in the CAIRS report. This has been corrected. Personal identifiers should not be included in CAIRS reports. Lib-JOHSC discussed and no further actions to be taken.			
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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 January.	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
N/A	N/A	Barbara is scheduled to take part 2 of the JOHSC Fundamentals training in March. Update to be provided at the April meeting as this action item is referred forward till then.	N/A	N/A	N/A

* 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-23/12/14-01	C	<p>Employer Co-Chair Term – Ina Reiche</p> <p>2024/02/08 - Ina noted that no expressions of interest had been received over email since the last meeting. Ina will recommit for another term. All members voted in favour of this.</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> <p>2023/12/14 - Ina is coming up to her two-year term as employer co-chair in January.</p> <p>Shauna, Pouneh, and Alicia to get back to Ina with their expression of interest.</p>	Employer Reps	N/A	C
NB-23/12/14-02	C	<p>Worker Co-Chair</p> <p>2024/02/08 – Ina noted that no expressions of interest had been received over email since the last meeting. Amity volunteered to be the worker co-chair. All members voted in favour of this. Louise will make the updates to the membership. Amity will chair the March meeting.</p> <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.</p> <p>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.</p>	Worker Reps	N/A	C
NB-24/01/11-01	E	<p>Terms of Reference Annual Review</p> <p>2024/02/08 – Louise noted that the ToR has been updated. Updates made to pages 1 and 5. Page 1 to reflect the new Provost’s name</p>	N/A	N/A	C



8. ONGOING BUSINESS – Status of Action Items					
		<p>(under Reporting Structure) and page 5 to add Zoom under the meeting location. Updates made and the new version has been uploaded to SharePoint and Confluence. Action item complete.</p> <p>2024/01/11 - 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>			
NB-24/01/11-02	E	<p>Library Ergo Reps</p> <p>2024/02/08 – Amity noted that she checked in with the UBC Ergo Lead and they no longer offer individual ergo rep training. They can offer a workshop for a group of reps specifically on ergonomics in Libraries. Amity has a list of new volunteers. Law and Koerner currently don't have ergo reps. Amity will connect with Shauna about a Koerner ergo rep. John noted that Law Library are currently understaffed so to revisit this in future. Amity will connect with the UBC Ergo Lead and set up a workshop time for all new and existing ergo reps.</p> <p>2024/01/11 - Amity will reach out to the UBC Ergo Lead to find out about available ergo rep training.</p>	Amity Chiang	March 14, 2024	IP
NB-24/01/11-03	E	<p>SRS updates:</p> <p>2024/02/08 – Louise noted that this information was included on the Library staff intranet and in the January 18 Library weekly update newsletter. Action item complete.</p> <p>2024/01/11 - Louise will put in a library communications ticket for these resources to be included in the next Library weekly update.</p> <ul style="list-style-type: none"> 9-8-8 Suicide Crisis Helpline 	N/A	N/A	C



8. ONGOING BUSINESS – Status of Action Items

		• Bell Let’s Talk – Mental Health			
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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 #)	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status
IR# 202416973009A	E	Worker sustained an injury after falling four feet above grade while pulling material from under a tarp. First aid received on scene and transported to hospital for treatment. Zero orders issued to the university. Full report can be found here . Lib-JOHSC reviewed the discussion points and no action required from the committee.	N/A	January 23, 2024	N/A	C

* REC – Recommendation Letter

10. NEW & OTHER BUSINESS

- Ina chaired this meeting.
- **Health & Safety updates – roundtable** – Asian, Education and Law libraries have completed their inspections for January. Education and Law may change their inspection schedule. Pouneh noted that MAA will be inspecting their areas next week so will provide an update at the next meeting. Jessica asked the members about working alone procedures in their areas. Pouneh will connect with Jessica after the meeting with how MAA puts together their working alone procedure. Jessica will also connect with Head of Education Library to work on a working alone procedure for Education Library. Louise shared the link to the Working Alone Procedures Confluence page with more information.
- **Committee reviewed and discussed the following items from the UBC Safety & Risk Services email, February 2024 which were:**
 - **Building Emergency Response Plan (BERP)** – SRS noted that the [BERP](#) template has been updated and accompanied by a list of changes. BERPs are to be reviewed annually with a final copy distributed to building occupants. SRS provided a reminder for annual fire drills to be scheduled and completed. Ina noted that this should be passed onto the people who update the BERPs in buildings.
 - **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. SRS provided a document with further insights and guidelines and an email contact for assistance.



10. NEW & OTHER BUSINESS

- **Pink Shirt Day (Informational Item)** – On February 28, wear pink to show support for an end to bullying and harassment in our communities. SRS linked the [UBC Respectful Environment Statement](https://www.pinkshirtday.ca/). More information can be found at: <https://www.pinkshirtday.ca/>. Lib-JOHSC discussed and would like to promote this in a weekly update. See action item NB-24/02/08-01.
- **JOHSC Training (Informational Item)** – JOHSC training available in March and LST training available in February.

Item # (NB-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
NB-24/02/08-01	E	Pink Shirt Day Pouneh will put in a request for this to be included in a weekly update to all library employees.	Pouneh Naderi	March 14, 2024	N

*NB – New Business

11. NEXT MEETING

Date:	March 14, 2024
Time:	1:00 pm
Location:	Zoom

12. MEETING ADJOURNED

Time:	1:31 pm
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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):

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)