



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Student Health, Wellbeing & Engagement

Worker Co-Chair: Brian Barth
Employer Co-Chair: Dickson Ng

Date: February 21, 2024

Time: 10:00am
Location: Virtual – 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. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Brian Barth	AAPS	VPSO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uma Kugavaratharajah	Executive Administrative	VPSO – Student Communications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Niloo Esbak	AAPS	Student Health Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Simon Chen	AAPS	Student Health Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Simran Kaur	CUPE 2950	Student Health Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Irena Deretic (Administrator)		VPSO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Employer Representatives	Work Location	Present	Regrets	Absent
Dickson Ng	Centre for Accessibility – Brock Hall	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jon Tsang	VPSO – Student Communications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eka Nagatani	Centre for Student Involvement & Careers (M&P)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Resources/Guests	Work Location	Present	Regrets	Absent
Dustin Szeto	Safety & Risk Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mardi Henderson	Safety & Risk Services	<input checked="" 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

** 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: Jon Tsang Seconded by: Simon Chen

Minutes were reviewed and approved by the committee.

We have updated Simon's Association/Union and Work Location.

Are the minutes approved?

Yes



No



4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

- No additional agenda items.



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:

- 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
		<ul style="list-style-type: none">No new incidents for discussion			

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
		<ul style="list-style-type: none">No workplace inspection items			

* 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
		<ul style="list-style-type: none">No education and training items.			

* 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
		<ul style="list-style-type: none">No ongoing business items			

* 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
		<ul style="list-style-type: none">No recommendation letters or regulatory inspections to review.				

* REC – Recommendation Letter *IR – WorkSafeBC Regulatory Inspection

10. NEW & OTHER BUSINESS

Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status



10. NEW & OTHER BUSINESS					
(NB-yy/mm/dd-01)					
NB-24/02/21-01	E	<p>Recommended items to discuss at JOHSC/LST Meeting</p> <p>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 the requirement to email a copy of the completed BERP to safety.risk@ubc.ca with any completed individualized evacuation plans removed.</p> <p>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.</p> <p>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.</p> <p>Informational Items 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,</p>			C



10. NEW & OTHER BUSINESS

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.

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 1:00pm – 3:00pm	March 15 th 10:00am – 12:00pm	February 12 th 10:00am – 11:30am	February 15 th 1:00pm – 2:30pm
May 14 th 11:00am – 1:00pm	May 16 th 1:00pm – 3:00pm	April 15 th 10:00am – 11:30am	April 17 th 1:00pm – 2:30pm

WorkSafeBC Inspection Reports (IR)

There was 1 inspection report received since the last co-chair email. As always, the “WSBC IR Summary” attachment provides a brief summary for the inspection report and some discussion points to consider.

*NB – New Business

11. NEXT MEETING

Date:	March 20, 2024
Time:	10:00am
Location:	Virtual – Zoom meeting



12. MEETING ADJOURNED

Time: 10:19am

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)