



## Joint Occupational Health & Safety Committee Meeting Minutes

<b>Name of Committee:</b>	UBC Sauder – Joint Occupational Health & Safety Committee	<b>Worker Co-Chair:</b>	Bryan Keizer
		<b>Employer Co-Chair:</b>	Linda Tommasini
<b>Date:</b>	February 22, 2024	<b>Time:</b>	12:45 pm
		<b>Location:</b>	HA 454 / Zoom

### AGENDA:

<ol style="list-style-type: none"> <li>1. Roll Call</li> <li>2. Determination of Quorum</li> <li>3. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes</li> <li>4. Additional Agenda Items, Review Actionable Items from Local Safety Team (LST) Minutes &amp; Approval of Agenda: <ul style="list-style-type: none"> <li>• David Lam Management Research Library Incident</li> <li>• January External Inspection</li> </ul> </li> <li>5. Review Central Accident/Incident Reporting System (CAIRS) report <ul style="list-style-type: none"> <li>• Monthly Incident &amp; Statistical Summary Report: 1</li> </ul> </li> <li>6. Review Workplace Safety Inspections: None</li> <li>7. Review Education and Training <ul style="list-style-type: none"> <li>• JOHSC Training</li> </ul> </li> <li>8. Ongoing Business – Status of Action Items</li> </ol>	<ol style="list-style-type: none"> <li>9. JOHSC Formal Recommendation Letters &amp; Regulatory Inspections <ul style="list-style-type: none"> <li>• WorkSafe BC Inspection Reports (ALL): 1</li> </ul> </li> <li>10. New and Other Business: <ol style="list-style-type: none"> <li>i. Building Emergency Response Plan (BERP)</li> <li>ii. Duty to Cooperate &amp; Duty to Maintain Employment</li> <li>iii. Pink Shirt Day</li> <li>iv. JOHSC Training</li> </ol> </li> <li>11. Next Meeting</li> <li>12. Meeting Adjournment</li> </ol>
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1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Jonathan Berkowitz	UBCFA	HA 475	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jonathan Easey	AAPS	HA 441	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Imogene Huxham	AAPS	Robson Square	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bryan Keizer	CUPE 2950	HA 038	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jennifer Orme	CUPE 2950	DL 211	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Barbara Wyntjes	UBCFA	DL 419	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Isaac Holloway	UBCFA	HA 272	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employer Representatives		Work Location	Present	Regrets	Absent
Linda Tommasini		HA 447C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nicole Hall		HA 447	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Resources/Guests		Work Location	Present	Regrets	Absent
Himani Katyal (Health & Safety Associate)		UBC – Vancouver Campus	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Leslie (Internal Communications)		HA 449B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sabrina Hanek (Recording Secretary)		HA 443	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grega Magajna Gilha(Recording Secretary)		HA 443	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 the previous meeting have been read &amp; acknowledged and to record any corrections to it)</i>		
• Move to adopt minutes. Moved by: <u>Linda Tommasini</u> Seconded by: <u>Jonathan Easey</u>		
	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>



**4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA**

- David Lam Management Research Library Incident
- January External Inspection

**4 A. REVIEW ACTIONABLE ITEMS FROM LAST 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"/>
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**5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:**

See attached incident report:

- Monthly Incident List & Statistical Summary Report *(make note of trends etc. For any general CAIRS information that requires discussion or action, please record under “New Business”. Any incident-specific items and follow up requests are to be listed below)*

(\* See Legend at the end for Priority and Status Codes)

Item # (CAIRS ID# and yy/mm/dd)	Priority	Date	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up Date	Status
133837		Feb 2 <sup>nd</sup> , 2024	The incident occurred on Feb 2, 2024 at 11:00AM at Robson Square. A worker was on their break, walking down the stairs at Robson Square, rolled their ankle and fell. The injured worker was assisted by fellow workers and taken to St. Paul’s Hospital right after the incident. First aid was declined, no worker loss of time reported. Root cause was determined to be uneven stairs and/or not paying attention. Other workers were made aware that steps may pose a falling risk.  The Health & Safety Associate from Safety and Risk Services notified/reminded the committee that the	Bryan Keizer		C



**5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:**

			contact for First aid at UBC Robson Square is different from the one used on Point Grey Campus. First aid contact for UBC Robson: 604-396-8585 (a cell phone given and carried by security personnel at Robson).			
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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)**

*Attach inspection checklist(s) and report(s) to these meeting minutes and use this table to record the discussion and new recommendation(s)*

Item # (GI-SAUD-yy-mm-dd-##)	Priority	Discussion/Comments/Recommendations	Assigned To	Follow up Date	Status
		None.			

\* GI- General Inspection

**7. REVIEW EDUCATION AND TRAINING**

(General discussion, confirm all training is up-to-date, etc. For all actionable items please list them below)

Item # (ED-yy/mm/dd-01)	Priority	Discussion/Comments/Recommendations	Assigned To	Follow up Date	Status
ED-23/09/19-01		JOHSC Training - New dates have been released for JOHSC training, they are:  JOHSC Training Part 2a – March 12 <sup>th</sup> 1:00 PM – 3:00 PM May 14 <sup>th</sup> 11:00 AM – 1:00 PM JOHSC Training Part 2b – March 15 <sup>th</sup> 10:00 AM – 12:00 PM May 16 <sup>th</sup> 11:00 AM – 1:00 PM			C

\* 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	Status
NB-23/08/22-03		<p>Everyone was reminded that the JOHSC Committee goals for this year remain incomplete until they are achieved. Members are encouraged to:</p> <ul style="list-style-type: none"> <li>Actively participate in accident/incident investigations to identify root causes and corrective actions, follow up with the area/supervisor, etc.</li> <li>Participate in the internal and external building inspections.</li> <li>Use their additional 8 hours of annual education to further their safety knowledge.</li> </ul> <p>Jennifer Orme and Bryan Keizer completed the January External Inspection together on January 26, 2024. Zero (0) issues were found during the inspection.</p>	Linda Tommasini and Bryan Keizer		IP

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		<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 the scene, and was then transported to the hospital via ambulance for medical treatment. There were zero (0) orders issued to the University.</p> <p><i>JOHSC/LST General Learnings/Discussion Points:</i></p> <ul style="list-style-type: none"> <li>As part of the incident response any workplace incident causing serious or life-threatening injury must be reported to Campus security at 604-822-2222 (after calling 911).</li> </ul>	Himani Katyal			C



9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)					
		<ul style="list-style-type: none"> <li>Remind employees to report incidents and near misses into CAIRS within 48h.</li> <li>Reminder that every incident investigation requires a site visit within 30 days with a detailed description of the incident, condition, contributors, causes, corrective actions and name of the participating worker representative.</li> </ul>			

10. NEW & OTHER BUSINESS					
<ul style="list-style-type: none"> <li>General discussion items (list actionable items below)</li> </ul>					
Item # (NB-yy/mm/dd-01)	Priority	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
NB-24/02/22-01		<p>The following topics from Dustin Szeto’s monthly email for February 2024 were discussed:</p> <p><b>Building Emergency Response Plan (BERP)</b> The 2024 BERP template has been updated and accompanied by a list of changes. The most notable change is the requirement to email a copy of the completed BERP to <a href="mailto:safety.risk@ubc.ca">safety.risk@ubc.ca</a> with any completed individualized evacuation plans removed. The BERP needs to be annually reviewed for your building and a final copy distributed to all the building occupants.</p> <p>The Worker and Employer Co-Chairs will be updating the Building Emergency Response Plan (BERP). The updated version will be posted on the UBC Sauder HUB.</p> <p><b>Duty to Cooperate and Duty to Maintain Employment</b> 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. The aim</p>	Bryan Keizer		C



		<p>is to achieve a more collaborative return to work process for employees recovering from workplace injuries or illnesses. For assistance and further details regarding the Stay at Work/Return to Work Program (RTW), contact Grace Wang, Manager, RTW &amp; Accommodations.</p> <p><b>Pink Shirt Day</b> On February 28, 2024 wear pink to show your support for an end to bullying and harassment in our communities. UBC strives 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 <a href="https://pinkshirtday.ca/">https://pinkshirtday.ca/</a> for more information.</p> <p><b>JOHSC Training</b> - See item #7 in the minutes for further details.</p>			
NB-24/01/25-01		<p>Employer Co-Chair welcomes Isaac Holloway to the UBC Sauder JOHSC Committee. Terms of Reference were provided to Isaac. He was instructed to complete the mandatory training within the first 6 months and to attend the monthly JOHSC meetings.</p>	Linda Tommasini		C
NB-24/02/22-01		<p>David Lam Management Research Library Incident:</p> <p>On February 14, 2024 a student was injured falling off a couch in the David Lam Management Research Library. The student fell forward hitting the ground, injuring the forehead and nose, also passing out. Staff members called Emergency Services (911), put the student into a recovery position and followed instruction provided over the phone.</p> <p>The Fire Department arrived first on the scene and began monitoring the student. Paramedics arrived soon after, taking the student to a hospital.</p> <p>Probable reason for the incident: at the time of the incident the student was off their prescribed medication, feeling lightheaded, which resulted in the loss of balance and the consequent fall.</p>	Jennifer Orme		C



		It took 20 min for the Paramedics to arrive, as they could not find the Library. Construction might have contributed to the response time of the Paramedics.			
NB-24/02/22-02		The Health & Safety Associate from Safety and Risk Services mentioned a good educational opportunity for JOHSC Members. The workshop event: Hop into Spring! Human and Organizational Performance Workshop with the BC and Yukon Region of the Association of Canadian Ergonomists, on March 5, 2024 featuring safety professional guest speakers from WorkSafeBC, Energy Safety Canada and other experts.	Himani Katyal		C

\*NB – New Business

11. NEXT MEETING	
Date:	21.3.2024
Time:	12:45PM
Location:	HA 454

12. MEETING ADJOURNED	
Time:	1:15 PM

**LEGEND**

PRIORITY:		STATUS:	
<b>A</b>	Critical/Life threatening/high probability	<b>N</b>	New
<b>B</b>	Urgent/moderate probability of re-occurrence	<b>R</b>	Repeat
<b>C</b>	Important/low probability of re-occurrence	<b>C</b>	Complete
<b>D</b>	Reminders	<b>IP</b>	In Progress
<b>E</b>	Information	<b>RF</b>	Referred forward

**Monthly Distribution and Posting of Approved Meeting Minutes (Required):**

- Responsible VP - Provost and VP Academic, Gage Averill
- Responsible Managing Director/Dean – c/o Teresa Pan
- All JOHSC members
- Internal Communications Person – Tom Leslie
- Risk Management Services [ubcsafety.committee@ubc.ca](mailto:ubcsafety.committee@ubc.ca)
- Posted on any Safety Bulletin Boards (if applicable)