



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee:

Worker Co-Chair:
Employer Co-Chair:

Date:

Time:
Location:

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Steve Bohnen (Alternate)	CUPE 116	Campus Security	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gordie Chow	CUPE 116	Parking and Access Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kim Yung Lee (Alternate)	CUPE 116	Parking and Access Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Elise Vredendregt	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 checked="" 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 type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input 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
Shilan Keshvadi (Resource)	Safety & Risk Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda Torio (outgoing Recording Secretary)	VPFO Executive Administration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roseanna Shanahan (incoming Recording Secretary)	HR Admin	<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: Elise Vredembregt Seconded by: Ingeborg Brown

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
133884 (133871) 2024-01-26	C	<p><u>Pharmaceutical Sciences & Centre for Drug Research and Development</u> <u>February 2024</u></p> <p>The description of the incident and the corrective action put forward seem to be on point. However, as the Pharmaceutical Sciences do not fall under the UADM JOHSC jurisdiction, there may be a need to find out why this was added to our list of incidents. Elise volunteered to get more information about this particular incident.</p> <p>A lab technician experienced worsening wrist/thumb pain due to increased pipetting work at the laboratory that week.</p>		Elise	IP



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

<p>133803 2024-02-01</p>	<p>C</p>	<p><u>On the road to Museum of Anthropology from the Campus Security Office</u> <u>February 2024</u> This incident seems to indicate a personal medical case which may have been reported as the staff member was transported to the hospital. As there were not enough information provided in the report, it may be worth checking if this is an illness or a work-related medical issue. Glen volunteered to follow up and confirm.</p> <p>A staff member felt sick to their stomach while driving to MOA and felt worse after getting back to their office, with a numbing sensation on their left hand.</p>		<p>Glen</p>	<p>IP</p>
<p>133852 2024-02-12</p>	<p>C</p>	<p><u>Museum of Anthropology</u> <u>February 2024</u> The cause of the incident was properly identified and the corrective action appear to be complete in terms of going over safety assessment protocols with the worker. Sarah noted a couple of gendered pronouns in the report. It was suggested that Sarah go into the report and make the necessary corrections, but still inform the report-writer for awareness.</p> <p>When pulling wires overhead at the comm room with their arms exposed, a technician sustained a long scratch on their right arm from a metal cable tray with sharp-edged supports.</p>			<p>C</p>

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
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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)					
		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> 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) – Scott still needs to follow up 			IP



8. ONGOING BUSINESS – Status of Action Items

		<ul style="list-style-type: none"> • TEF I, II, III (Debbie) – A total of 16 units need to be inspected, so inspections are being spread over a period of 3 months (Feb., Mar. & Apr. 2024); Feb. inspections have been completed and reports will be presented in next month’s meeting. • Indian Residential School History Dialogue Centre (Debbie) – Feb. 2024; inspection has been completed with the report to be presented for next month’s meeting. • Orchard Commons (Steven) – Feb. 2024; Steven is leaving the JOHSC due to work commitments; Patrick volunteered to take over Steven’s role. • Robson Square (Steven) – Shilan informed the committee that Robson Square now qualifies to be a JOHSC of its own and will be operating as such starting in March; this may now be officially removed from the UADM JOHSC’s portfolio. • Learning Exchange (Steven) – Mar. 2024; Grant volunteered to take over Steven’s role. • Thea Koerner House (Sarah) – Feb. 2024; inspection has been done, and the report will be presented in March. • Ponderosa Office Annex F (Elise) – Feb. 2024; Elise will be meeting with the 2 occupants to schedule the inspection; she also noted that the UBC Emeritus College, for which she does inspection, is not listed in the tracking sheet on SharePoint; she plans to add that back onto the list. • Campus Security (Steve) – Steve, Gordie, & Glen will coordinate to determine an appropriate inspection date; Gordie apparently missed the LST meeting that happened on Feb. 13th; he will follow up with the LST members as to when inspection could be done. • Koerner Library – 6th floor (Kate Carr conducts & provides to UADM JOHSC) – Nov. 2023; Chloe has been following up with her contact, Kate Carr, since November but has not received any response at all; Elise volunteered to reach out to Kate; Ingeborg 			
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8. ONGOING BUSINESS – Status of Action Items

		also suggested for Chloe to touch base with Jill Belluomini, new EA to the VPFO, as she may just be able to direct her to the right people			
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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 # 202416973009A	B	<p><u>Inspection Report for an incident that occurred at the UBC Tennis Centre</u> An incident involving a worker who sustained an injury after falling 4 feet above grade while pulling material from under a tarp.</p> <p>JOHSC learnings/takeaways: Incidents that result in serious injuries should be immediately reported to Campus Security after calling 911.</p>				C

* 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-2024/01/25-01	E	<p><u>Building Emergency Response Plan (BERP)</u> The 2024 BERP template has been updated and attached. The takeaway for the committee is that when dealing with inspections, it is important to find out if there are any updates to the BERPS. It is also required that a copy of the updated and reviewed BERP be emailed to safety.risk@ubc.ca.</p>			C



10. NEW & OTHER BUSINESS					
NB-2024/01/25-02	E	<u>Duty to Cooperate & Duty to Maintain Employment</u> A fairly long memo was issued on amendments to the WCA, particularly on Duty to Cooperate & Duty to Maintain Employment, with the aim of making it a more collaborative return-to-work process for people who are recovering from workplace injuries or illnesses			C
NB-2024/01/25-03	E	<u>Pink Shirt Day</u> A reminder that Pink Shirt Day is tomorrow, Feb. 28. Resources to support a safe, respectful & productive environment for faculty, staff, & students have been provided			C
NB-2024/01/02-04	E	<u>JOHSC and LST Training in April and May</u> There will be new LST training available in April (Part 2a on Apr. 15th and Part 2b on Apr. 17th) and JOHSC training in May (Part 2a on May 14th and Part 2b on May 16th).			C

*NB – New Business

11. NEXT MEETING	
Date:	March 26, 2024
Time:	9:30 am
Location:	Zoom

12. MEETING ADJOURNED	
Time:	9:48 am

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



PRIORITY:		STATUS:	
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)