



## Joint Occupational Health & Safety Committee Meeting Minutes

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

Worker Co-Chair: Amity Chiang  
Employer Co-Chair: Ina Reiche

Date: March 14, 2024

Time: 1:00 pm  
Location: 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</li> <li>5. Review Centralized Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents <ul style="list-style-type: none"> <li>• Monthly Incident List &amp; Statistical Summary Report</li> <li>• Incident 133982</li> </ul> </li> <li>6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)</li> <li>7. Review Education and Training</li> </ol>	<ol style="list-style-type: none"> <li>8. Ongoing Business – Status of Action Items <ul style="list-style-type: none"> <li>• Library Ergo Reps</li> <li>• Pink Shirt Day</li> </ul> </li> <li>9. JOHSC Formal Recommendation Letters &amp; Regulatory Inspections <ul style="list-style-type: none"> <li>• WorkSafeBC Inspection Reports (IRs) #202416973017A and #202416973021A</li> </ul> </li> <li>10. New and Other Business <ul style="list-style-type: none"> <li>• Health &amp; Safety updates – roundtable</li> <li>• UBC SRS email: <ul style="list-style-type: none"> <li>○ Electrical Safety Website</li> <li>○ SRS General Inspection Updates</li> <li>○ Daylight Savings Time starts Sunday, March 10 at 2:00am (Informational Item)</li> <li>○ JOHSC Training (Informational Item)</li> </ul> </li> </ul> </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
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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ernie Dick	ASRS		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alicia Munro	Facilities, IKBLC		<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Resources/Guests	Work Location		Present	Regrets	Absent
Sonam Uppal (Safety & Risk Services)	UBC SRS, Donald Rix Building		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Paul Wong (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

*(Statement to indicate minutes of previous meeting have been read & acknowledged and to record any corrections to it)*

- Move to adopt minutes. Moved by: Jennifer Orme Seconded by: Barbara Reid
- No amendments to minutes.

Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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### 4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

- No new agenda items.

#### 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 <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 (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
133982 - 2024/02/27	E	Worker was struck on head by falling book when posting some posters on stacks.	Barbara Reid	April 11, 2024	N



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

		Root cause and corrective actions identified. Stacks are high due to lack of shelf space. Barbara noted that this is a recurring issue in this area. Work is being done to move materials and a step ladder has been provided as a resource. Paul suggested that the area communicates the resources available more widely with employees. Barbara will connect with the supervisor to add this as a corrective action and provide a demonstration on shelving materials.			
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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 February.	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	Nothing to discuss from Education and Training.	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-24/01/11-02	E	<p><b>Library Ergo Reps</b></p> <p>2024/03/14 – Amity noted that five new reps have joined the Ergo Reps group and will be trained in April. We have new reps from Koerner, Education, Xwix7wa and BMB.</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	N/A	C
NB-24/02/08-01	E	<p><b>Pink Shirt Day</b></p> <p>2024/03/14 – Pouneh absent but noted that this information was included in a weekly update. Louise noted that people were asked to share their pink photos in the Library Plaza Teams channel and those who posted photos were sent some security swag (that the Lib-JOHSC had obtained). Amity noted that JOHSC could consider doing something different next year for Pink Shirt Day.</p> <p>2024/02/08 – Pouneh will put in a request for this to be included in a weekly update to all library employees.</p>	Pouneh Naderi	N/A	C

\* 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# 202416973017A	E	Worker slipped at café, causing them to fall and strike their head. First aid received on scene and was transported to a hospital for treatment. Zero orders issued to the university. Full report can be found <a href="#">here</a> . Lib-JOHSC reviewed the discussion points and no action required from the committee. Paul shared information on what is considered a serious incident.	N/A	February 6, 2024	N/A	C
IR# 202416973021A	E	This report documents the receipt and acceptance of the employer’s full incident. Relates to incident that occurred on Feb 2. Zero orders issued to the university. Full report can be found <a href="#">here</a> . Lib-JOHSC reviewed the discussion points and no action required from the committee. Paul noted the importance of employees being offered First Aid when an accident/incident occurs. Workers can refuse but this should be offered. Committee felt this was known in their areas to call First Aid if worker accepts.	N/A	February 12, 2024	N/A	C

\* REC – Recommendation Letter

**10. NEW & OTHER BUSINESS**

- Amity chaired this meeting.
- **Health & Safety updates – roundtable** – Kevin noted that Woodward have updated their Building Emergency Response Plan (BERP). Jessica noted that Education are now doing their inspections quarterly. Barbara noted that the Xwi7xwa/Longhouse LST recently completed their inspection and a no smoking sign has been installed outside of the building. Ernie noted that PARC recently had its annual inspection with Building Ops assisting in some of this. John noted that Law Library may move to bi-monthly inspections instead of monthly inspections. Jennifer noted that Sauder recently went through its accreditation, the building was inspected thoroughly for this. Louise shared a Benefits



**10. NEW & OTHER BUSINESS**

website link at UBC to a new [Benefits Tree](#), a resource that UBC HR are promoting. Felicia and Louise (Workplace Wellbeing Ambassadors in the Library) will be promoting this widely once they have the Communications Toolkit.

- **Committee reviewed and discussed the following items from the UBC Safety & Risk Services email, March 2024 which were:**
  - **Electrical Safety Website** – SRS provided information on Electrical Safety. Visit the [Safety & Risk Services website](#) to learn more about safe work practices on electrical safety.
  - **SRS General Inspection Updates** – SRS provided information on Emergency Exit Signs and Electrical Panel Clearance with regards to general inspections. Item #B-4 under Section B. Interior – Common Areas, Hallways, and Stairs in the [General Inspection Template](#) has been updated.
  - **Daylight Savings Time starts Sunday, March 10 at 2:00am (Informational Item)** – SRS provided some tips to help ease the effects of the switch. Louise noted that these tips were shared in the March 7 weekly update.
  - **JOHSC Training (Informational Item)** - Training available in March and May for JOHSC and in April for LST.

Item # (NB-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
N/A	N/A	N/A	N/A	N/A	N/A

\*NB – New Business

**11. NEXT MEETING**

Date:	April 11, 2024
Time:	1:00 pm
Location:	Zoom

**12. MEETING ADJOURNED**

Time:	1:28 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](mailto:ubcsafety.committee@ubc.ca)
6. Posted on any Safety Bulletin Boards (if applicable)