



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: UBC Robson Square

Worker Co-Chair: Harsha K.
Employer Co-Chair: Cheyenne

Date: March 14 2024

Time: 10:15am
Location: Zoom Meeting

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
Carly Mendenhall	CUPE 2950	Sauder EE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Luke Grace	CUPE 290	Sauder EE	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Andrew Lee	M&P	UBC IT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Philip Quach	M&P	UBC IT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yuri Imai	CUPE 2950	Sauder CBS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tony Rau	CUPE 2950	Sauder CBS	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Harsha Kaur	M&P	e@UBC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rafael Lima	CUPE 2950	Sauder DAE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dan Dupuis	CUPE 2950	Robson Centra	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Employer Representatives	Work Location	Present	Regrets	Absent
Karen Carotenuto	Sauder CBS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pam Voigt	Extended Learning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kiran Shirgell	Sauder DAE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mike Fraser	Robson Central	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cheyenne Parizeau	Robson Central	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administrative Representative		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nick Palidwor		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Guests	Work Location	Present	Regrets	Absent
Luiza Wokan	Digital Supercluster	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Shilan Keshavi	UBC SRS	<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	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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3. APPROVAL OF PREVIOUS JOHSC MEETING MINUTES

No previous minutes to approve.

- Move to adopt minutes. Moved by: _____ Seconded by: _____
- (List amendments to minutes)

Are the minutes approved? – N/A (1 st meeting)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

- No additional items put forward to include on the agenda

4 A. REVIEW ACTIONABLE ITEMS FROM LST MINUTES (if applicable)


- No actionable items noted

Is the agenda approved? Forward – Cheyenne / Second – Karen & Pam	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

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

	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
133837/133838 24-02-02	B	A fall took place on the south plaza steps (Stramp) staff did go to the hospital. Landlord made aware. Reminder to all; the transition on the stramp can be awkward with the slope and steps, please slow down and watch your step.	All areas	N/A	



6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)

Received inspections 1.500, RSC, 1.900, C650
Waiting for: 1.600, 1.800, C630, 2.000

No actionable items noted on received inspections

Item # (Use Inspection #)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status

* GI – General Inspection

7. REVIEW EDUCATION AND TRAINING

Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
ED-24/03/14-01	D	<p>New JOHSC members are required to complete Part 1 & Part 2 of fundamentals training within 6 months of joining the committee, record the status of training until completed.</p> <ul style="list-style-type: none"> - Vote: for preference between 1x 2.5 hour session or 2x 1.25 hour sessions <p>4 votes for 1x 2.5 hour session – 0 votes 2x 1.25 sessions</p> <p>After the training is complete, does not have to be updated annually, but if you had previously completed any JOHSC training it would have to be updated in this round of training</p>	All JOHSC members	Online complete within 2 months (May 2024), then in-person component to be scheduled	N

* 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-24/02/08	E	Security RFP has been awarded – Interviews and references complete Confidential – Blackbird has been selected for 3 years, with a +1 and +1 years extension option No anticipated breaks in service as Blackbird is currently in place	n/a	n/a	IP

* ED – Education and Training * GI – General Inspection *NB – New Business

9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)

Item #	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status
IR-24/02/06-202416973017A	C	See attached reports about slip and fall on main campus, no LoC (Loss of Consciousness) – injured taken to hospital in EV (emergency vehicle) No action required of the JOHSC.			n/a	C
	E	Distribute information broadly from attached document “New Items for March” includes: Electrical Safety Website General inspection form – update(electrical panel clearance) Daylight Savings JOHSC training links 2 WSBC reports (already noted on line above)				
	E	Any incidents that include threat to life, or a hospital visit should be reported to WorkSafe BC immediately				

* 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
Exit Strategy NB-24/03/14-01	D	Exit Strategy – Doors don't always close behind you when you leave (especially as the warm weather arrives and airflow increases) All staff leaving after lock-up are asked to double check the door closes behind them. If it can't be closed inform Cheyenne immediately.	All		R
nonRS staff access NB-24/03/14-02	E	Access to Robson Square offices for non-RS employees If providing boardroom or office space for non-RS employees, please arrange access ahead of time Access cards can not be provided on short notice, or obtained from the front desk, without prior communication.	All		N
Pet policy NB-24/03/14-03	D	Pet Policy – only areas with exterior entrances can allow (with unit approval) pets to be in their space Areas with internal entrances are not able to bring in any animals Exception - registered service dogs are allowed in the building with proper identification (no support animals)	All		R
BERP NB-24/03/14-04	E	BERP – must be posted in common areas for staff to see See attached – most up-to-date BERP to be posted in indicated areas Meeting minutes will be posted online; please ensure staff are aware of the link.	All		R
New staff Orientation NB-24/03/14-05	D	Building orientation – anyone have enough new staff, and would like to schedule a building orientation with Cheyenne? – e@UBC would like to partake	All		R
MMR Boosters NB-24/03/14-06	E	Measals on the rise – MMR boosters available for kids and adults for free	All		N
Co-chair nominations NB-24/03/14-06	C	Nominations for Co-chairs – Employer <ul style="list-style-type: none"> • Pam and Mike volunteered as back-up • Mike nominated Cheyenne • All employer reps voted in favour 			N



10. NEW & OTHER BUSINESS

		Nominations for Co-chair – Worker <ul style="list-style-type: none"> • Harsha self nominated • Worker reps voted in favour • Cheyenne – to ask Carly if she’d be willing to be an alternate worker rep 			
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*NB – New Business

11. NEXT MEETING

Date:	April 11 2024
Time:	9:15am
Location:	Zoom

12. MEETING ADJOURNED

Time:	10:56 AM
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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):

- VP External Relations
- Director, UBC Robson Square
- All JOHSC members



- Internal Communications Person n/a
- Safety & Risk Services ubcsafety.committee@ubc.ca
- Posted on any Safety Bulletin Boards (if applicable)