



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee:	UBC Sauder – Joint Occupational Health & Safety Committee	Worker Co-Chair:	Bryan Keizer
		Employer Co-Chair:	Linda Tommasini
Date:	March 21, 2024	Time:	12:45 pm
		Location:	HA 454 / Zoom

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: 0 5. Review Central Accident/Incident Reporting System (CAIRS) report <ul style="list-style-type: none"> • Monthly Incident & Statistical Summary Report: .0 6. Review Workplace Safety Inspections: None 7. Review Education and Training <ul style="list-style-type: none"> • JOHSC Training 8. Ongoing Business – Status of Action Items 	<ol style="list-style-type: none"> 9. JOHSC Formal Recommendation Letters & Regulatory Inspections <ul style="list-style-type: none"> • WorkSafe BC Inspection Reports (ALL): 2 10. New and Other Business: <ol style="list-style-type: none"> i. Electrical Safety Website ii. SRS General Inspection Updates iii. Daylight Savings Time starts Sunday March 10 at 2:00am iv. JOHSC Training 11. Next Meeting 12. Meeting Adjournment
--	---



1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Jonathan Berkowitz	UBCFA	HA 475	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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 & acknowledged and to record any corrections to it)</i>		
• Move to adopt minutes. Moved by: <u>Nicole Hall</u> Seconded by: <u>Jonathan Easey</u>		
	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>



4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

- Building Emergency Response Plan (BERP)
- Scooters
- Floor Warden Training
- Used furniture storage in the Henry Angus basement

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"/>
-------------------------	--	--------------------------------

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
			None.			

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



6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
		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		<p>JOHSC Training - New dates have been released for JOHSC training, they are:</p> <p>JOHSC Training Part 2a – March 12th – 1:00 PM – 3:00 PM May 14th – 11:00 AM – 1:00 PM</p> <p>JOHSC Training Part 2b – March 15th – 10:00 AM – 12:00 PM May 16th – 11:00 AM – 1:00 PM</p> <p>JOHSC member Isaac Holloway has registered for the second part of the mandatory training and was also reminded to complete it fully within the first 6 months from his acceptance to the JOHSC Committee.</p>	Linda Tommasini and Bryan Keizer		IP

* 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"> Actively participate in accident/incident investigations to identify root causes and corrective actions, follow up with the area/supervisor, etc. 	Linda Tommasini and Bryan Keizer		IP



8. ONGOING BUSINESS – Status of Action Items

		<ul style="list-style-type: none"> Participate in the internal and external building inspections. Use their additional 8 hours of annual education to further their safety knowledge. 			
--	--	---	--	--	--

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		On February 2, 2024, a worker slipped at Perugia Café, causing them to fall and strike their head. The worker received first aid on scene and was then transported to a hospital for medical treatment. There were zero (0) orders issued to the University.	Himani Katyal			C
IR#202416973021A		This Inspection Report documents the receipt and acceptance of the employer's full Incident Investigation Report (EIIR), relating to an incident which occurred February 2, when a worker slipped at Perugia Café, causing them to fall and strike their head. There were zero (0) orders issued to the University.	Himani Katyal			C

10. NEW & OTHER BUSINESS

- General discussion items (list actionable items below)

Item # (NB-yy/mm/dd-01)	Priority	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
NB-24/03/21-01		<p>The following topics from Dustin Szeto’s monthly email for March 2024 were discussed:</p> <p>Electrical Safety Website Safety & Risk Services now has information focused on electrical safety. This resource is designed to equip you with the knowledge and tools</p>	Bryan Keizer		C



	<p>necessary to minimize risks of fire, shock, or injury associated with electrical systems. Please visit the Safety & Risk Services website to learn more about safe work practices on electrical safety.</p> <p>SRS General Inspection Updates</p> <p><i>Emergency Exit Signs</i> - UBC Facilities has been receiving calls to install new emergency signs as an action item resulting from local area inspections. As a result, Item # B-4 under section B. Interior – Common Areas, Hallways, and Stairs in the General Inspection Template has been revised. This revision specifies that the inspection of illuminated emergency exit signs is applicable only to "existing or installed" exit signs. The focus should be on ensuring that all current or newly installed signs are visible and functional.</p> <p><i>Electrical Panel Clearance</i> - Building Operations teams, have observed that the required 1 meter clearance in front of electrical panels are not being maintained throughout campus. During inspections, it is important to be diligent in verifying that this clearance is consistently maintained. Facilities manager should be contacted for any additional information. Relevant inspection templates have been updated to reflect this communication.</p> <p>Daylight Savings Time starts Sunday March 10 at 2:00am</p> <p>The clocks have been advanced by one hour as of March 10. To lessen the impact of the switch one should consider the following advice:</p> <ul style="list-style-type: none">• Arrange ahead of time and allow additional time for your travel to and from work, particularly on Mondays.• Take extra safety precautions on the days immediately following the move to help prevent workplace mishaps.• Consider going to bed early to get the usual amount of rest. <p>JOHSC Training - See item #7 in the minutes for further details.</p>			
--	--	--	--	--



NB-24/03/21-02		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.	Linda Tommasini		IP
NB-24/03/21-03		A JOHSC member cautioned about the risk of significant accidents resulting from students riding scooters in the hallways. Employer Co-Chair explained there are warning signs posted on all entry doors prohibiting the indoor use of scooters and that UBC Sauder Facilities will be advised to check on all signs to make sure they are posted correctly.	Bryan Keizer		IP
NB-24/03/21-04		Due to the possibility of remote working arrangements, Employer Co-Chair is requesting that the number of floor wardens be examined, with the option to add more, in order to guarantee a stable roster. To better prepare the floor wardens for any emergency, the Employer Co-Chair also conducts walk throughs of staircases and exits assigned to each floor warden. The Health & Safety Associate mentioned that the Floor Warden Training Course is available online and only takes 30 minutes to complete.	Nicole Hall		IP
NB-24/03/21-05		A JOHSC member advised of a safety issue in relation to a substantial amount of old furniture partially obstructing the hallway leading to classrooms HA 037 and HA 039 in the Henry Angus basement. The Employer Co-Chair explained that the reason for the temporary storage of the furniture in that hallway is a repurposing initiative of UBC Sauder, called Buy Nothing , offering the furniture to UBC Sauder employees free of charge. Within the next month, the furniture will be removed.	Bryan Keizer		IP

*NB – New Business

11. NEXT MEETING	
Date:	04/18/2024
Time:	12:45PM
Location:	HA 454



12. MEETING ADJOURNED

Time:	1:15 PM
-------	---------

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 - 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
- Posted on any Safety Bulletin Boards (if applicable)