

## Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Law JOHSC

Worker Co-Chair: Catalina Polizcer  
Employer Co-Chair: Aleks Petrovic (Chaired)

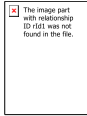
Date: March 14, 2024

Time: 11:00 A.M. – 12:00 A.M.  
Location: Remote via conference call

### 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> </ul> </li> </ol>	<ol style="list-style-type: none"> <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> <li>8. Ongoing Business – Status of Action Items</li> <li>9. JOHSC Formal Recommendation Letters &amp; Regulatory Inspections</li> <li>10. New and Other Business</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
Aleks Petrovic (Co-Chair)	AAPS (non-manager)	Allard Hall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Robert Russo	FA	Allard Hall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michelle Burchill	AAPS	Allard Hall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carlos Nunez	CUPE	Allard Hall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vernon Black	EXMP	ICLC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



\* (A) – Alternate member

Employer Representatives	Work Location	Present	Regrets	Absent
Tania Astorino	Allard Hall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saker Hirani (alternate)	Allard Hall	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Catalina Policzer (Co-Chair)	Allard Hall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Guests	Work Location	Present	Regrets	Absent
Shilan Keshvadi (SRS)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sadiya Sayyed (Admin Support)	Allard Hall	<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"/>
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## 3. APPROVAL OF PREVIOUS JOHSC MEETING MINUTES

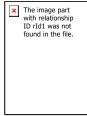
(Statement to indicate minutes of previous meeting have been read & acknowledged and to record any corrections to it)

<ul style="list-style-type: none"> <li>• Move to adopt minutes. Moved by: <u>Aleks Petrovic</u> Seconded by: <u>Michelle Burchill</u></li> </ul>		
Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

## 4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

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



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

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?  
Moved by Robert Russo, seconded by Aleks Petrovic.

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)

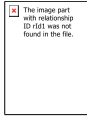
Item # (Use CAIRS Incident ID # and Incident Date)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status

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

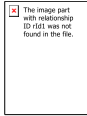
Distribute inspection checklist(s) and report(s) for meeting and use this table to record discussion and new recommendation(s)

No actionable items noted

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



6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
		<p><b>June Updates 2023:</b> The committee reviewed the report today and discussed on the issue of high stacking boxes in Room 167, 333 and 337. The formal recommendation provided by SRS is 1) to share the report with the unit head so that they are aware of the situation and 2) frequent follow up by the JOHSC. Signs can be posted on the wall to remind employee on workplace safety, also through communication.</p> <p>Action items:</p> <ol style="list-style-type: none"><li>1) Look for a volunteer from the committee to follow up with the unit head/PIC</li><li>2) Catalina to submit tickets to Building Operations</li><li>3) ICLC workplace inspection has to be completed by the end of summer</li></ol> <p>As we are seeing, the new building is almost completed, and the JOHSC has been given advice on adding inspection checks to the areas/rooms that we occupy in the building; the JOHSC does not have to do the whole building inspection.</p> <p><b>September Updates 2023:</b> Michelle spoke with them to clear rooms 164 and 333 and will follow up for the next JOHSC Committee. For the ICLC Inspection, Catalina will follow up with Vernon.</p> <p><b>October Updates 2023:</b> Michelle spoke with them to clear rooms 164 and 333 and will follow up for the next JOHSC Committee. For the ICLC Inspection, Catalina and Vernon agreed to book a time in November.</p> <p><b>November Updates 2023:</b> Michelle checked rooms 333 and 162 and items in both rooms have been removed, also John will clear room 164. For the ICLC Inspection, Vernon agreed to book a time in early December.</p> <p><b>December Updates 2023:</b> Vernon and Catalina will schedule a time for the ICLC inspection in December.</p>	Vernon and Catalina	Next Meeting	IP



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

		<p><b>January Updates 2024:</b> Vernon and Catalina will schedule a time for the ICLC inspection in January. External inspections are biannual, Michelle and Aleks volunteered to conduct the External Inspection in January.</p> <p><b>February Updates 2024:</b> Catalina and Vernon completed ICLC Inspection, document shared for SharePoint upload. Catalina partially inspected building lights; back lights of the building scheduled for inspection.</p> <p><b>March Updates 2024:</b> Vernon shared ICLC General Inspection Report. The updated version can be found on the website. Catalina scheduled General Building Inspection for May/June.</p>			
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\* GI – General Inspection

**7. REVIEW EDUCATION AND TRAINING**

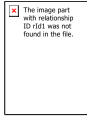
(General discussion, confirm all training is up-to-date, etc. For all actionable items please list below)

Item # (ED-yy/mm/dd/01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status

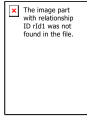
\* ED – Education and Training

**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-23/05/25-2		<p><b>Violence Prevention Reports</b> The assessment will be conducted on an annual basis. The Co-chair would like to engage more committees to lead the assessment. Tania and Catalina (for Allard Building) and Vernon will be responsible for the upcoming assessment to be completed by September 2023.</p>	Catalina, Aleks, Tania and Vernon	Next meeting	IP



8. ONGOING BUSINESS – Status of Action Items					
NB-24/03/14-01		<p><b>August Updates 2023:</b> 1) Exploring the best way to set up a survey to collect sensitive data from Faculty and Staff. Shilan will connect Catalina with Dustin on how to set up a Qualtrics for confidential data collection; 2) Scheduling a half-day Safety Awareness Training to Faculty and Staff in November. A Doodle Poll will be created to inquire about interests. Tania has raised a concern about security training for students, in particular International Students. Catalina to follow up further on this matter.</p> <p><b>September updates 2023:</b> Catalina mentioned that Tania will look for the best way to collect the information, maybe Qualtrics.</p> <p><b>October updates 2023:</b> Tania mentioned that Qualtrics is ready to be used, and we need to determine the content. Tania offered to input some questions into Qualtrics and start from there to review them.</p> <p><b>November updates 2023:</b> Tania set one question on Qualtrics, Aleks read an email from Catalina in which she pointed out that the questions that apply are 1, 2 and 4 for Allard Hall and question 5 for ICLC. Tania will send a draft link to take the survey.</p> <p><b>December Updates 2023:</b> Tania worked on the Survey, Michelle found some logic issues and Tania will check them. Shilan suggested finding the most valuable people for the survey to get a good picture for the results.</p> <p><b>January Updates 2024:</b> Catalina will book a meeting with Tania, and Aleks to move forward with the survey.</p> <p><b>February Updates 2024:</b> Catalina will book a meeting in February with Tania, and Aleks to move forward with the survey.</p> <p><b>March Updates 2024:</b> Qualtrics Survey will be out by the end of March.</p> <p><b>Addressing Elevator Safety and Protocol.</b></p>	Catalina & Shilan	Next Meeting	IP
Enhancing elevator safety procedure by investigating alternative methods for assisting individuals during incidents such as being stuck in the elevator, during both business and non-business hours.					



**8. ONGOING BUSINESS – Status of Action Items**

		<p><b>March Updates 2024:</b> Catalina to flag the issue in the next meeting and share insights from Building Operation. Shilan to research and propose alternative safety protocols for evacuating individuals from the elevator.</p>			
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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

\* REC – Recommendation Letter    \*IR – WorkSafeBC Regulatory Inspection

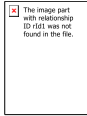
**10. NEW & OTHER BUSINESS**

- 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

**11. NEXT MEETING**

Date:	04/11/2024
Time:	11:00 a.m.
Location:	Remote via Zoom



## 12. MEETING ADJOURNED

Time:	11:30 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):

- Responsible VP
- Responsible Managing Director/Dean
- All JOHSC members
- Internal Communications Person
- Safety & Risk Services [ubcsafety.committee@ubc.ca](mailto:ubcsafety.committee@ubc.ca)
- Posted on any Safety Bulletin Boards (if applicable)