



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: SHCS JOHSC

Worker Co-Chair: Susan Kelly*
Employer Co-Chair: David Kiloh

Date: March 26, 2024

Time: 1:30 PM
Location: Ponderosa Ballroom & Zoom conference

AGENDA:

- | | |
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| <ol style="list-style-type: none"> 1. Musqueam Land Acknowledgement 2. Roll Call 3. Determination of Quorum 4. Record of Distribution 5. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes 6. Additional Agenda Items & Approval of Agenda Review 7. 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"> 8. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers) 9. Review Education and Training 10. Ongoing Business – Status of Action Items (includes review of previous minutes) 11. Tabled Business- Status of Tabled Items to be added to Ongoing business 12. JOHSC Formal Recommendation Letters & Regulatory Inspections 13. New and Other Business 14. Next Meeting 15. Meeting Adjournment |
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1. MUSQUEAM LAND ACKNOWLEDGEMENT

Inclusion is one of the cornerstones of this committee’s values; the Co-Chairs believe this monthly practice is a simple step we can take now to shape our culture, remind us of our values, and the future actions we can take to further this committee’s commitment to inclusion.

To offer a land acknowledgement: **“I would like to acknowledge that we are gathered today on the traditional, ancestral, and unceded territory of the hən̓q̓əmi̓n̓ərn̓ speaking xʷməθkʷəy̓əm (Musqueam) People.”**

To learn more, please visit: <https://indigenous.ubc.ca/indigenous-engagement/musqueam-and-ubc/> and <https://www.musqueam.bc.ca/>

To learn Gifted names, please visit: [tə ʃxʷhələləms tə kʷaλkʷəʔaʔt \(The Houses of the Ones Belonging to the Saltwater\)](#) and [Totem Park](#)



2. ROLL CALL						
Worker Representatives	Union / Association	Associated LST	Work Location	Present	Regrets	Absent
Faryal Abu-Sharife, <i>Asst. Retail Floor and Online Store Supervisor</i>	CUPE 116	Bookstore & Campus Mail Services	Bookstore	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chris McCauley, <i>Mail Distribution Coordinator</i>	CUPE 116	Bookstore & Campus Mail Services	Campus Mail Warehouse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda Fong – <i>ECE Childcare</i>	BCGEU	Child Care	Huckleberry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Susan Kelly, <i>Supervisor [Co-Chair]</i>	CUPE 116	Food Services	Gather at Vanier	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rob Harley, <i>Electrician (A)</i>	CUPE 116	Operational Services	SHCS Trades Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leslie Kupillas, <i>Head Tradesperson</i>	CUPE 116	Operational Services	SHCS Trades Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dharma Velu, <i>Supervisor (A)</i>	CUPE 116	Operational Services	Place Vanier	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Efrain Jimenez, <i>Parking Compliance Officer (A)</i>	CUPE 116	Parking & Access Desk	Impound Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gabriel Guzman, <i>Parking Facilities Maintenance</i>	CUPE 116	Parking & Access Desk	Meter Shop	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michael Chow, <i>Assignment Coordinator</i>	CUPE 2950	Support Services	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Zoe Diomis, <i>Front Desk Service Coordinator- Left JOHSC on March 26,2024</i>	CUPE 116	Support Services	Place Vanier	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vasya Molnar, <i>Procurement Officer (A)</i>	M&P	Support Services	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Billie Sandhu, <i>Procurement Officer (A)</i>	M&P	Support Services	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cherrylyn Navarrete, <i>Supervisor</i>	CUPE 116	Operational Services	Acadia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teo Basas, <i>Utility Worker</i>	CUPE 116	Operational Services	Marine Drive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shane Davies, <i>Front Desk Service Coordinator (A)</i>	CUPE 116	Support Services	Acadia Park	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* (A) – Alternate member



Employer Representatives	Associated LST	Work Location	Present	Regrets	Absent
Rodolfo Calero, Bookstore and Campus Mail Operations Manager	Bookstore	Bookstore Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Karen Vaughan, Child Care Director	Child Care	Child Care Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Speight, Executive Chef and Culinary Director	Food Services	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Colin Moore, Food Services Director (A)	Food Services	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Kiloh, Facilities & Building Services Director [Co-Chair]	Operational Services	Thunderbird Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rob Auffray, Manager, Meetings Spaces /Support Services	Support Services	Conferences & Accommodation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roberto Albertini, Parking Operations Manager	Parking & Access Desk Services	Parking Services Main Office	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jose Jimenez, Op. Facilities Manager (A)	Parking & Access Desk Services	Parking Services Main Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lakshmi Sangaranarayanan, Student Residence Director	Support Services	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diane Tannahill, Child Care (A)	Child Care	Child Care Main Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ana Munoz, Bookstore Operations Manager (A)	Bookstore	Bookstore Main Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Guests	Associated LST	Work Location	Present	Regrets	Absent
Marena Sra, Safety & Claims Coordinator	Resource	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jessica Sterman, OH&S Compliance & Claims Associate	Resource	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gontran Paget, Senior Manager, Safety Management Systems	Resource	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joanne Thember, Safety Advisor	Resource	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Valerie Leung, Safety Advisor	Resource	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kate Allan, Safety Advisor	Resource	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Georgina Le Fluffy, Child Care Supervisor, CC-LST Member	Guest	Pioggia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. 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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4. RECORD OF EMAIL DISTRIBUTION

DOCUMENT	DATE
SHCS LST's March 2024 Minutes and Incident Reports	3/22/2024
JOHSC February 2024 Minutes	3/22/2024
JOHSC March 2024 Agenda	3/22/2024
SRS Co-Chair Email	3/22/2024

5. 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: Zoe Diomis Seconded by: Rodolfo Calero

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

Approval of Agenda

Moved by: Linda Fong Seconded by: Dharma Velu

6A. 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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7. 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)

**Review of LST Summaries from the Previous Month's
Centralized Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents**

Unit	CAIRS Reports (February- March)	First Aid Breakdown	Open CAIRS Summary
Bookstore & Campus Mail Services	2 NEW (CLOSED); 0 OLD	First Aid called: 1 FA not called: 1	Rodolfo Calero commented on the Box cutter incident -document was shared and FA was called. Ceramic box cutters were ordered. The other incident was a missed step and tape will be used to enhance visibility.
Child Care	5 NEW (CLOSED); 1 OLD (CLOSED)	First Aid called: 3 Delayed reporting FA not called: 1 Worker Declined: 1	Linda Fong commented all closed, and FA was called for 3/5 incidents. Worker declined and saw physician.
Food Services	7 NEW; 1 FA only (CLOSED); 4 OLD (1 OPEN) CAIRS 133818- Gather@Vaniers: steam burn to forearm, opening door - Outstanding Action Item: replacement of potwasher spring and door opening mechanism - Delay on parts from the vendor due to miscommunication from technician to repair spring coil and latch to keep door secure when in open position - Waiting for parts and repair; KW is following up	First Aid called: 3 Ergo onset- Delayed FA not called: 2 Worker Declined: 2	Susan Kelly commented on the FA called for 3/5 incidents; 1 OPEN CAIRS requires potwasher door repair and parts.
Operational Services	4 NEW (1 OPEN); 2 OLD (CLOSED) CAIRS 134027- Acadia/Time Loss/Laceration/Head - Worker has returned to work and investigation underway; reviewed mechanism of injury and description	First Aid called: 3 1 N/A Vehicle Damage	Les Kupillas commented on the open CAIRS incident from Trades, the worker has not returned to work and the investigation was underway.



7. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

	- LST left open to review corrective actions Note: Root cause is not required- report writer may enter: "No single root cause identified"		First aid was called for all except the vehicle damage incident.
Parking Services & Access Desk	0 NEW; 0 OLD	N/A	No further comments
Support Services	1 NEW (OPEN); 0 OLD CAIRS 134037- MD3/Time Loss/Laceration (Animal Bite)/Ankle - The Manager will investigate and hold a meeting next week. - Worker was transported to hospital - Staff member was kicking a ball and interacting with the dog, prior to the bite.	1/1	Zoe Diomis commented on the incident involving the animal bite, during play the dog bit the worker's ankle. The worker was transported to hospital and the manager will investigate.

8. 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

**Summary Review of all Unit Inspection Areas
Trends identified at the LST- detailed corrective actions in LST minutes**

Unit	Inspections Completed in March	Findings?
Bookstore & Campus Mail Services	3/3* [Mailroom, Warehouse, Bookstore Retail floor]	All inspections complete
	70 Campus Mail Vehicle Inspections (Daily/ Pre-use)	
Child Care	29/29 Programs	All inspections complete
	30 Child Care Vehicle - Bus Inspections	
Food Services	18/18 Total units	All inspections complete; The Point restaurant is now closed and the total inspections will change due to seasonal closures.
	68 Vehicle Inspections	



8. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)		
Operational Services	5/5 Trades Shop inspections 11/11 Building services	All inspections complete
	315 Trades Vehicle Inspections 2 C&A Vehicle Inspections *C&A-Conferences and Accommodations	
Parking & Access Desk Services	2/2 [Access Desk/Coin Room]	All inspections complete
	178 Vehicle Inspections, no flagged items	
Support Services	8 New	8 new inspections completed for this cycle; reminder sent in March for April quarterly inspections.
	67 Vehicle Inspections (Overnight Mobile Team)	

* GI – General Inspection

9. 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-24-01-23-01	E	Western Conference on Safety 2024- 1 seat left! April 18 th – we encourage JOHSC member participation in this event as part of 8-hr training; additional details to follow. SHCS will be attending as a group on April 18 th (Day 1).	ALL	04-23-2024	IP
ED-24-02-27-01	E	Human and Organizational Performance (HOP) ACE Workshop on March 5th 2024 at the UBC-V Campus was attended by 2 LST members. This was a revenue generating Safety event for SHCS. Jessica Sterman attended the HOP seminar and commented	ALL	N/A	C



		there were industry leaders including WorkSafeBC, Manufacturing. Mining etc. This was a very informative seminar!			
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* ED – Education and Training

10. ONGOING BUSINESS – Status of Action Items					
Original Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
Review Membership	C	<ul style="list-style-type: none"> • Zoe Diomis departs from Support LST & JOHSC for a new position with the UBC Centre for Student development and leadership! • David Kiloh, on behalf of SHCS leadership team thanked Zoe for her service and contribution to safety in the workplace through her participation on the LST and JOHSC safety committees! • Shane Davies, Front Desk Coordinator (Acadia) to become the JOHSC & LST member representative and a new member-alternate is to be determined. • New Child Care LST member Georgina Le Flufy (Pioggia) joined the JOHSC as a guest. 	ALL	04-23-2024	IP
BERP	C	<ul style="list-style-type: none"> • Emergency Management (EM) to provide information to SHCS re template; SHCS Safety to develop a plan and socialize across SHCS • Gontran discussed with EM, the standard BERP model doesn't align with SHCS operations, due to overnight staff working after regular hours and on weekends. • The department level plan can be broadened to SHCS and supported so it is logical for our SHCS portfolio. 	ALL	04-23-2024	IP

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



11. TABLED BUSINESS						
Item #	Priority	Discussion and/or Action Items	Assigned To	Date to be Reviewed	Date to be Completed	Status
		N/A				

12. 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 # 202416973021A	E	This incident was related to SHCS Food Services unit at Perugia previously discussed with CAIRS incident 133808, and corrective actions reviewed by JOHSC.	ALL	February 12, 2024	N/A	C
IR # 202416973017A	E	This incident was previously discussed and related to SHCS Food Services unit at Perugia- CAIRS 133808, and corrective actions reviewed by JOHSC. Description: 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. o There were zero (0) orders issued to the University. Corrective actions: Jody Ropas, Retail Operations Manager to provide update in August re buckled flooring replacement and damage from removal of rails for fixed rack storage/ slight slope to be repaired at Perugia.	ALL	February 6, 2024	N/A	C

13. NEW & OTHER BUSINESS						
<ul style="list-style-type: none"> 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-24/03/26-01	E	<p>Safety Activity Shoes for Crews (SFC) & Kahoot</p> <ul style="list-style-type: none"> • Presentation delivered outlining the new products and enhanced online ordering process • David Speight won the Kahoot activity! • Linda Fong and David Speight won the SFC prize draw giveaway! 	ALL	N/A	C								
NB-24/03/26-02	E	<table border="1"> <thead> <tr> <th data-bbox="533 500 701 553">Unit</th> <th data-bbox="701 500 1470 553">Safety Wins</th> </tr> </thead> <tbody> <tr> <td data-bbox="533 553 701 737">Bookstore & Campus Mail Services</td> <td data-bbox="701 553 1470 737"> <ul style="list-style-type: none"> - Box Cutter Safety document posted in retail holding area and warehouse - Paola attended HOP training on March 5th -Good feedback- new safety concepts and good information for front line workers </td> </tr> <tr> <td data-bbox="533 737 701 1024">Child Care</td> <td data-bbox="701 737 1470 1024"> <ul style="list-style-type: none"> - Successfully recruited 2 new worker reps for the LST- special thanks to Linda! - There are now 4 worker reps on the LST! (Will now have 2 or more in attendance at all mtgs) - Georgina Le Flufy will attend March JOHSC as a guest! - Updating Preventative Maintenance (PM) schedule for drain clearing & cleaning at CC centres with be communicated to CC team once confirmed. </td> </tr> <tr> <td data-bbox="533 1024 701 1380">Food Services</td> <td data-bbox="701 1024 1470 1380"> <ul style="list-style-type: none"> - LST voted in favor of new safety minutes distribution process: more timely - Full investigation completed for incident at Perugia- no orders - Shared learning between units on removal of all milk crates and using proper shelving unit - Hybrid LST meetings successfully conducted at Marine Drive, 3rd floor boardroom - open invitation to all LST members to attend in person periodically/as available </td> </tr> </tbody> </table>	Unit	Safety Wins	Bookstore & Campus Mail Services	<ul style="list-style-type: none"> - Box Cutter Safety document posted in retail holding area and warehouse - Paola attended HOP training on March 5th -Good feedback- new safety concepts and good information for front line workers 	Child Care	<ul style="list-style-type: none"> - Successfully recruited 2 new worker reps for the LST- special thanks to Linda! - There are now 4 worker reps on the LST! (Will now have 2 or more in attendance at all mtgs) - Georgina Le Flufy will attend March JOHSC as a guest! - Updating Preventative Maintenance (PM) schedule for drain clearing & cleaning at CC centres with be communicated to CC team once confirmed. 	Food Services	<ul style="list-style-type: none"> - LST voted in favor of new safety minutes distribution process: more timely - Full investigation completed for incident at Perugia- no orders - Shared learning between units on removal of all milk crates and using proper shelving unit - Hybrid LST meetings successfully conducted at Marine Drive, 3rd floor boardroom - open invitation to all LST members to attend in person periodically/as available 	ALL	N/A	E
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		Operational Services	-Winnie Wan successfully completed LST Training! - Training program developed for seasonal hire- uptick in interested participants due to increased rate of seasonal applicants - HOP Seminar on March 5th was well received & learnings will be shared at BSM training on April 10 th - Hand Tool training went well with participants including Supervisor, service workers and utility workers			
		Parking & Access Desk Services	- CAIRS training was well done, participants gained a better understanding of CAIRS process - Maintenance staff training for electrical and arc-flash online hazard training completed - New hire training underway! Help with daily operations and support Parking services			
		Support Services	- Zoe Diomis departs from the JOHSC and LST, for a new position with the UBC Centre for Student Development and Leadership! - Shane Davies to become the JOHSC member representative and a new member-alternate is to be determined.			
		ALL	-As of mid Feb 2024, all divisions in SHCS are doing digital vehicle inspections in their areas			
NB-24/03/26-03	E	SRS Email: Details provided in the co-chair email, reviewed by JOHSC; no further action needed.		ALL	N/A	E

*NB – New Business

14. NEXT MEETING	
Date:	April 23, 2024
Time:	1:30 PM
Location:	Zoom Conference
15. MEETING ADJOURNED	
Time:	2:15 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
- Responsible Managing Director
- All JOHSC members
- Co-Chairs- sent for approval prior to distribution for posting.
- Internal Communications Person
- Safety & Risk Services ubcsafety.committee@ubc.ca
- Posted in all relevant areas each month.