



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: University Administrative Units JOHSC

Worker Co-Chair: Sarah Henderson (meeting chair)
Employer Co-Chair: Debbie Wilson

Date: March 26, 2024

Time: 9:30 AM
Location: Zoom

AGENDA:

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| <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
Patrick Wong	AAPS	Building Operations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scottford Price	AAPS	Enrolment Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sarah Henderson	AAPS	Faculty of Graduate & Postdoctoral Studies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lily Liew	CUPE 2950	Office of Research Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gordie Chow	CUPE 116	Parking and Access Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kim Yung Lee (Alternate)	CUPE 116	Parking and Access Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Elise Vredembregt	AAPS	Office of the VP, Research & Innovation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chloe Martin-Cabanne	CUPE 2950	Office of the President, CUPE 2950	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Employer Representatives		Work Location	Present	Regrets	Absent



Grant Miller	Campus & Community Planning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Glynis Knowlden	Development & Alumni Engagement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Debbie Wilson	Pensions, Human Resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Glen MacNeil	Campus Security	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ingeborg Brown	Office of the AVP, Finance Transformation & Integrated Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Resources/Guests	Work Location	Present	Regrets	Absent
Shilan Keshvadi (Resource)	Safety & Risk Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roseanna Shanahan (Recording Secretary)	HR Admin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* (A) – Alternate member

2. DETERMINATION OF QUORUM

- A minimum of 4 members;
- Worker representatives (faculty and staff workers who do not exercise managerial functions) and employer representatives (management workers who exercise managerial functions);
- At least half of the members must be worker representatives;

Is there quorum for this meeting?

* 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.

Yes

No

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: Debbie Wilson Seconded by: Elise Vredembregt

Are the minutes approved?

Yes

No

4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

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?	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
133911 2024-02-27	C	<p><u>February 2024</u></p> <p>Individual from Campus Security was assaulted at AMS nest. A detailed description of the individual was included in the CAIRS report. Glen to remove the excessive details of the person involved. Glen to also look into the recording of the incident and to add some context on that.</p>		Glen	IP
134069 2024-03-14	C	<p><u>March 2024</u></p> <p>Off campus bike collision. Two bikes collided on the way to work. Minimum injury inflicted. No modifications required for this report. No first aid contacted. No action required</p>			



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
		There are no Workplace Safety Inspection reports submitted during this period.			

* 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
		There are no new items for education and training			

* 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-2023/05/23-06	C	<p>Annual Inspections May 2023 – April 2024 Members have been assigned to inspect specific buildings for the upcoming year. Yearly inspections are to be completed by end of April.</p> <p>The following areas need to be inspected before April 2024. Below are the schedules of when inspections are expected to be completed:</p>	P	a	IP



8. ONGOING BUSINESS – Status of Action Items

		<ul style="list-style-type: none"> • David Strangway – 5th floor (Glynis) – inspection scheduled for March 26 • First Nations Longhouse (Scott) – Space is regularly inspected. Manager of FNLH does inspections every month or every two weeks. The space is regularly inspected. Report to be due soon. • TEF I, II, III (Debbie) – Multiply inspections included for this meeting. Three inspections to be scheduled for April. Nothing of significant to note. • Indian Residential School History Dialogue Centre (Debbie). Inspection is complete and there is no issues. • Orchard Commons (Patrick) – No update. Summer inspection could include the outdoor space. • Learning Exchange (Grant) – Mar. 2024 No updates yet • Thea Koerner House (Sarah) – Feb. 2024; inspection has been done, and the report will be presented in March. • Ponderosa Office Annex F (Elise) – Feb. 2024; Inspection done. Information on muster points/BERB suggested to be made available. Emeritus college will be moving into a different building. • Campus Security (Steve) – Gordie, & Glen inspection not done to date. • Koerner Library – 6th floor . Chloe submitted, nothing to discuss. 			
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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
	B	<u>Inspection Report for an incident that occurred at Café Perugia</u>				C



9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)					
– IR #202416973021A		<p><u>FEBRUARY 12, 2024</u></p> <p>Inspection report from Worksafe BC- Incident where a worker slipped in Cafe Perugia and hit their head. They received first aid on scene and was transported to hospital. No orders have been issued on this incident.</p> <p>JOHSC learnings/takeaways:</p> <p>.</p> <p>All serious incidents need to be reported to Campus security after calling 911. Incident investigations must also be completed within 30 days.</p>			

* REC – Recommendation Letter *IR – WorkSafeBC Regulatory Inspection

10. 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-2024/01/25-01	E	<p><u>Building Emergency Response Plan (BERP)</u></p> <p>The 2024 BERP template has been updated and attached. The takeaway for the committee is that when dealing with inspections, it is important to find out if there are any updates to the BERPS. It is also required that a copy of the updated and reviewed BERP be emailed to safety.risk@ubc.ca.</p>			C
NB-2024/01/25-02	E	<p><u>Duty to Cooperate & Duty to Maintain Employment</u></p> <p>A fairly long memo was issued on amendments to the WCA, particularly on Duty to Cooperate & Duty to Maintain Employment, with the aim of making it a more collaborative return-to-work process for people who</p>			C



10. NEW & OTHER BUSINESS					
		are recovering from workplace injuries or illnesses. Grace Wang in VPHR best contact for matters in relation to RTW.			
NB-2024/01/02-04	E	JOHSC and LST Training in April and May There will be new LST training available in April (Part 2a on Apr. 15th and Part 2b on Apr. 17th) and JOHSC training in May (Part 2a on May 14th and Part 2b on May 16th).			C
N- 2024/03/26		SRS electrical safety Has included information on electrical safety on their website. Resources to reduce risk of fire, shock or injuries due to electricity. SRS- all emergency exit signs should be functioning Building ops have noticed a lack of clearance around electrical panels. Inspectors to check for 1 meter clearance when doing inspections.			

*NB – New Business

11. NEXT MEETING	
Date:	March 26, 2024
Time:	9:30 am
Location:	Zoom

12. MEETING ADJOURNED	
Time:	9:50am

LEGEND

PRIORITY:		STATUS:	
A	Critical/Life threatening/high probability	N	New



PRIORITY:		STATUS:	
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
- Posted on any Safety Bulletin Boards (if applicable)