



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Library – Joint Occupational Health & Safety Committee

Worker Co-Chair: Amity Chiang
Employer Co-Chair: Ina Reiche

Date: April 11, 2024

Time: 1:00 pm
Location: 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 5. Review Centralized Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents <ul style="list-style-type: none"> • Monthly Incident List & Statistical Summary Report 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 <ul style="list-style-type: none"> • Barbara Reid JOHSC Fundamentals Training 	<ol style="list-style-type: none"> 8. Ongoing Business – Status of Action Items <ul style="list-style-type: none"> • Incident 133982 9. JOHSC Formal Recommendation Letters & Regulatory Inspections <ul style="list-style-type: none"> • WorkSafeBC Inspection Reports (IRs) #202417748025A, 202419279016A, 202417748026A, 202419279018A & 202416973032A 10. New and Other Business <ul style="list-style-type: none"> • Annual Evaluation (2023-2024) • Health & Safety updates – roundtable • UBC SRS email: <ul style="list-style-type: none"> ○ First Aid Regulation Changes ○ Building Emergency Response Plan (BERP) Submissions ○ Day of Mourning (Informational Item) ○ JOHSC Training (Informational Item) 11. Next Meeting 12. Meeting Adjournment
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1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Shaun Wang	CUPE 2950	Asian Library	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jennifer Orme	CUPE 2950	David Lam Library	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Jessica McKenney	CUPE 2950	Education Library	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
John Welfley (A)	CUPE 2950	Law Library	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Louise Harrison (Rep & Recording Secretary)	CUPE 2950	Library Admin, IKBLC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amity Chiang	AAPS	HR, IKBLC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kevin Lindstrom	UBCFA	Woodward Library	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Barbara Reid	CUPE 2950	Xwi7xwa Library	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Employer Representatives	Work Location		Present	Regrets	Absent
Ina Reiche	HR, IKBLC		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ernie Dick	ASRS		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alicia Munro	Facilities, IKBLC		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shauna Barry	Koerner Library		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pouneh Naderi	Music, Art & Architecture Library		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Guests	Work Location		Present	Regrets	Absent
Sonam Uppal (Safety & Risk Services)	UBC SRS, Donald Rix Building		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Paul Wong (Safety & Risk Services)	UBC SRS, Donald Rix Building		<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 <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

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

- Move to adopt minutes. Moved by: Pouneh Naderi Seconded by: Amity Chiang
- No amendments to minutes.

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

- No new agenda items.

4 A. 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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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
N/A	N/A	Ran CAIRS reports and no accidents/incidents reported since the last meeting in March.	N/A	N/A	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)

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
N/A	N/A	No general inspection reports uploaded to SharePoint since the March Meeting.	N/A	N/A	N/A

* 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-24/01/11-01	E	2024/04/11 – Barbara absent for the meeting. Update to be provided at the May meeting. 2024/01/11 - The Lib-JOHSC members welcome Barbara Reid as the new worker rep from Xwi7xwa Library. Barbara has booked to take the JOHSC Fundamentals Training in March. Referring this action item forward to April as training should be complete by then.	Barbara Reid	May 9, 2024	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 Pending	Status
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8. ONGOING BUSINESS – Status of Action Items					
Incident 133982 2024/02/27	E	<p>2024/04/11 – Barbara absent but Ina noted this item can be closed as correction actions taken.</p> <p>2024/03/14 - Worker was struck on head by falling book when posting some posters on stacks.</p> <p>Root cause and corrective actions identified. Stacks are high due to lack of shelf space. Barbara noted that this is a recurring issue in this area. Work is being done to move materials and a step ladder has been provided as a resource. Paul suggested that the area communicates the resources available more widely with employees. Barbara will connect with the supervisor to add this as a corrective action and provide a demonstration on shelving materials.</p>	N/A	N/A	C

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

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# 202417748025A	E	<p>Inspection report documents the reporting by the employer of a workplace incident that occurred on February 28. Worker was exposed to Isoflurane. Zero orders issued to the university. Full report can be found here.</p> <p>Lib-JOHSC reviewed the discussion points. No actions required from the Lib-JOHSC.</p>	N/A	March 1, 2024	N/A	C
IR# 202419279016A	E	<p>Incident occurred on March 1. Worker dropped an ethylene oxide ampoule, causing it to crack. Exited room, informed supervisor and contacted 911. Fire department responded. Worker released from hospital after receiving a medical examination. Zero orders issued to the university. Full report can be found here.</p>	N/A	March 4, 2024	N/A	C



9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
		Lib-JOHSC reviewed the discussion points. No actions required from the Lib-JOHSC.				
IR# 202417748026A	E	Inspection report documents the receipt and acceptance of the employer’s preliminary incident investigation report, related to February 28 incident (IR #202417748025A). Zero orders issued to the university. Full report can be found here . Lib-JOHSC reviewed the discussion points. No actions required from the Lib-JOHSC.	N/A	March 6, 2024	N/A	C
IR# 202419279018A	E	Inspection report documents the receipt and acceptance of the employer’s preliminary incident investigation report, relating to March 1 incident (IR #202419279016A). Zero orders issued to the university. Full report can be found here . Lib-JOHSC reviewed the discussion points. No actions required from the Lib-JOHSC.	N/A	March 7, 2024	N/A	C
IR# 202416973032A	E	On March 25, a WorkSafeBC officer followed up on a report of an unsafe condition at the AMS Student Nest. The officer met with employer reps to review matters of compliance with the Workers Compensation Act (WCA) and the Occupational Health and Safety Regulation. 1 order issued to the university. Unsafe condition currently being investigated. Full report can be found here . Lib-JOHSC reviewed the discussion points. No actions required from the Lib-JOHSC.	N/A	March 27, 2024	N/A	C

* REC – Recommendation Letter

10. NEW & OTHER BUSINESS
<ul style="list-style-type: none"> Ina chaired this meeting. SRS rep regrets - Paul Wong attends for Sonam as she sends regrets.



10. NEW & OTHER BUSINESS

- **Annual Evaluation (2023-2024)** – See action item NB-24/04/11-01.
- **Health & Safety updates – roundtable** – Not completely related to Health & Safety but Kevin noted that Woodward had a hole in the ceiling on one of the floors which was repaired. Pouneh noted that the IKBLC exterior inspection was completed by the LST co-chairs and will be uploaded to SharePoint once it has been discussed at the next LST meeting.
- **Committee reviewed and discussed the following items from the UBC Safety & Risk Services email, April 2024 which were:**
 - **First Aid Regulation Changes** – On November 1, 2024, amendments to the Occupational Health and Safety (OCS) Regulation relating to occupational first aid will come into effect. Employers across the province will need to review their current first plans and make adjustments as needed. Changes to the First Aid program at UBC Point Grey will be managed by Campus Security. Off campus locations will be required to implement these changes. JOHSC and LSTs can remind faculty and staff on how they can access first aid at our workplaces. Specific questions around regulatory changes or the process of completing first aid assessments for offsite UBCV locations (including field work) can go to [Dustin Szeto](#). Comprehensive overview of all updates to the first aid regulations can be found [here](#). Ina noted that we have one off-site location, the Biomedical Branch Library (BMB). Paul noted that we would need to find out if this branch falls under the hospital first aid program. See action item NB-24/04/11-02.
 - **Building Emergency Response Plan (BERP) Submissions** – BERPs are to be reviewed and updated annually with all building occupants receiving the final version. Completed BERPs with any individual evacuation plans go to safety.risk@ubc.ca. Building Emergency Directors are responsible for updating the BERPs. Some of the Library branches are in buildings with other faculties/departments. Lib-JOHSC identified that Woodward, Koerner and IKBLC have library employees as Building Emergency Directors. Shaun noted that Asian Library is within the Asian Studies Centre. Paul noted that Shaun should connect with the Building Emergency Director for Asian Studies regarding the BERP. See action item NB-24/04/11-03.
 - **Day of Mourning (Informational Item)** - Across Canada, April 28 has been designated as the [Day of Mourning](#). It is a day to remember those who have lost their lives to work related incidents or occupational disease and to renew our commitment to creating healthy and safe workplaces.
 - **JOHSC Training (Informational Item)** – New dates have been released. LST training available in April and June and JOHSC training available in May and July.

Item # (NB-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
NB-24/04/11-01	E	Annual Evaluation (2023-2024)	All	May 9, 2024	N



10. NEW & OTHER BUSINESS					
		<p>Committee reviewed and discussed the evaluation. Paul noted and congratulated the Lib-JOHSC on achieving an 11% increase in their overall score from last year’s evaluation. Ina discussed the goals that the co-chairs would like to focus on:</p> <ul style="list-style-type: none"> • Continue to promote member participation with JOHSC activities and tasks • Collaborate and identify training/education opportunities to further improve the effectiveness of the committee • Collaborate and identify more activities to promote health & safety at UBC <p>Ina noted that it would be good for the committee to also focus on health & wellbeing more broadly and that in the past training on the green folder and orange folder for faculty/staff and students in crisis has been provided. This may be something to revisit.</p> <p>Louise noted that messaging around First Aid would be good to promote and the requirements around it being offered when an accident/incident occurs. Supervisors are required to offer it but workers can decline.</p> <p>Goals to be discussed further at the next meeting.</p>			
NB-24/04/11-02	E	<p><i>First Aid Regulation Changes – BMB Library</i></p> <p>Lib-JOHSC need to determine if the BMB Library is covered under the hospital First Aid program at VGH. Ina will connect with BMB to find out. If BMB isn’t covered, Ina will connect with Paul Wong on next steps.</p>	Ina Reiche	May 9, 2024	N
NB-24/04/11-03	E	<p><i>Building Emergency Response Plan (BERP) Submissions</i></p> <p>Pouneh will connect with the Building Emergency Directors in Woodward, Koerner and IKBLC to let them know about the submission process for the BERPs.</p>	Pouneh Naderi	May 9, 2024	N

*NB – New Business



11. NEXT MEETING	
Date:	May 9, 2024
Time:	1:00 pm
Location:	Zoom

12. MEETING ADJOURNED	
Time:	1:33 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):

1. Responsible VP
2. Responsible Managing Director/Dean
3. All JOHSC members
4. Internal Communications Person
5. Safety & Risk Services ubcsafety.committee@ubc.ca
6. Posted on any Safety Bulletin Boards (if applicable)