



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: May 9, 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 • Incident 134239 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"> • Annual Evaluation (2023-2024) • First Aid Regulation Changes – BMB Library • Building Emergency Response Plan (BERP) Submissions 9. JOHSC Formal Recommendation Letters & Regulatory Inspections <ul style="list-style-type: none"> • WorkSafeBC Inspection Reports (IRs) #202419279031A and #202416973032B 10. New and Other Business <ul style="list-style-type: none"> • Emergency Preparedness Week (May 5-11) • UBC’s/Library’s scent policy • Health & Safety updates – roundtable • UBC SRS email: <ul style="list-style-type: none"> ○ Disability Course Input Survey ○ Pets/Animals in the Workplace ○ 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Barbara Reid	CUPE 2950	Xwi7xwa Library	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Alicia Munro	Facilities, IKBLC		<input type="checkbox"/>	<input checked="" 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 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
<i>(Statement to indicate minutes of previous meeting have been read & acknowledged and to record any corrections to it)</i>



3. APPROVAL OF PREVIOUS JOHSC MEETING MINUTES

- Move to adopt minutes. Moved by: Ina Reiche Seconded by: Barbara Reid
- 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

- Ergo Reps Training – see New & Other Business

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
Incident 134239 2024/04/18	E	Worker was opening bottom draw of a metal filing cabinet. Second drawer from the top was ajar. Cabinet tipped forward, causing the top	Barbara Reid	June 13, 2024	N



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

		<p>drawer to slide out with equipment also on top of cabinet fall off and hit the worker.</p> <p>Corrective actions identified: Cabinets need to be replaced. LST in this area are working with the building facilities coordinator to determine who will be purchasing the new cabinets.</p> <p>Barbara will follow up on this incident and report back at the next meeting.</p>			
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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	<p>Nothing to discuss from the general inspections uploaded to SharePoint since the April Meeting. Asian Library, Education and IKBLC have completed inspections recently. Shaun noted that Asian Library will be replacing their expired fire extinguishers. They will also be conducting a special inspection in June of the exterior of the building. These will be done twice a year.</p> <p>Pouneh noted that IKBLC exterior inspections took place.</p> <p>Louise will check in with John to see if Law Library are switching their inspection schedule to every two months instead of monthly.</p>	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)



7. REVIEW EDUCATION AND TRAINING					
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	<p>2024/05/09 – Barbara noted that she has completed part 1 and 2 JOHSC Fundamentals Training as of March. Action item complete.</p> <p>2024/04/11 – Barbara absent for the meeting. Update to be provided at the May meeting.</p> <p>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.</p>	Barbara Reid	N/A	C

* 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-24/04/11-01	E	<p>Annual Evaluation (2023-2024)</p> <p>2024/05/09 – This is an ongoing discussion. Committee advised to think about the goals and ways to implement them.</p> <p>2024/04/11 - 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 	All	June 13, 2024	IP



8. ONGOING BUSINESS – Status of Action Items					
		<ul style="list-style-type: none"> 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. 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>2024/05/09 – Ina noted that she connected with a colleague at BMB Library. They noted that no-one is trained in First Aid but they do have a kit. They are confirming if they are part of the VGH First Aid Program.</p> <p>Once Ina hears back, she will connect with SRS.</p> <p>2024/04/11 - 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	June 13, 2024	IP
NB-24/04/11-03	E	<p><i>Building Emergency Response Plan (BERP) Submissions</i></p> <p>2024/05/09 – Pouneh noted that Woodward have completed their BERP and shared it with SRS. IKBLC are looking at the power outage section of their BERP, once updated, they will share with SRS. Pouneh will follow up with Shauna re; Koerner's BERP.</p> <p>2024/04/11 - 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	June 13, 2024	IP

* 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# 202419279031A	E	Inspection report documents the receipt and acceptance of the employer’s full incident investigation report (EIIR) relating to an incident which occurred on March 1. Zero orders issued to the university. Full report can be found here . Library JOHSC reviewed discussion points and no actions required.	N/A	April 16, 2024	N/A	C
IR# 202416973032B	E	Inspection report documents the follow-up inspection of an unsafe condition reported on March 25, 2024. Order #1 has been fully complied with. Zero orders issued to the university. Full report can be found here . Library JOHSC reviewed discussion points and no actions required. Amity noted that information on the right to refuse unsafe work is provided in onboarding orientations and has been shared in library weekly update newsletters in the past.	N/A	April 19, 2024	N/A	C

* REC – Recommendation Letter

10. NEW & OTHER BUSINESS
<ul style="list-style-type: none"> • Amity chaired this meeting. • Ergo Reps Training (Additional item) – Amity noted that the Library Ergo reps (new and current) received in-person training on April 9th. The UBC Ergonomics Lead provided additional resources which included checklists for the reps and self-assessment checklists for individuals if needed. Amity has updated the list of ergo reps on the Confluence page. • Emergency Preparedness Week (May 5-11) – Agenda item from Louise. Louise noted that it’s Emergency Preparedness Week this week. She had worked with the co-chairs prior to the meeting to work on promoting this more widely in the library. Louise worked on a photo contest and worked with the Emergency Management Team in Safety and Risk Services who donated a bag of Emergency Preparedness Swag. Contest theme: “Show us one thing in your emergency kit”. See action item NB-24/05/09-01.



10. NEW & OTHER BUSINESS

- **UBC's/Library's scent policy** – Pouneh had received a question from an employee about scents in the workplace and if there was a concrete policy in place at the library and or/UBC. Discussed scents in the workplace. Some faculties have a zero-tolerance policy on scents – it is down to the individual area and their guidelines. Certain areas of the library are scent free, it's at the discretion of each branch head. Sonam recommends that the individual have a discussion with their supervisor. Ina noted that the code of conduct in each area could be checked and that we do have a duty to accommodate if there is a medical note. Shaun raised issues about a patron in Asian Library. Barbara shared some recommendations and will share some resources with Shauna and Pouneh around suggestions on addressing patrons.
- **Health & Safety updates – roundtable** – Nothing to note from members in attendance.
- **Committee reviewed and discussed the following items from the UBC Safety & Risk Services email, May 2024 which were:**
 - **Disability Course Input Survey**– The [Centre for Workplace Accessibility](#) is developing a course on disability inclusion and is seeking feedback on content from disabled employees. This is in line with the [“Nothing About Us, Without Us”](#) initiative. Anonymous survey can be taken until May 13 for employees who self-identify as an individual with a disability, a disabled person, and/or if you have a chronic health condition. Amity asked members to share this information with their LSTs.
 - **Pets/Animals in the Workplace:** At UBC, bringing pets to the workplace is a privilege that balances personal benefits with community responsibility. Consultation with colleagues and adherence to health and safety measures are essential parts of the process. For detailed guidance, please visit [UBC's Pets/Animals in the Workplace](#). Brief discussion on code of conducts in some library areas and accommodations through the Centre for Workplace Accessibility.
 - **Day of Mourning (Informational Item)** – Across Canada, April 28 has been designated the Day of Mourning, a time to remember those who have lost their lives to work related incidents or occupational disease and to renew a commitment to creating healthy and safe workplaces. Visit the [Day of Mourning website](#) for a listing of ceremonies that happened around the province.
 - **JOHSC Training (Informational Item)** – JOHSC and LST training dates have been released in May, June 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-24/05/09-01	E	<p style="text-align: center;">Emergency Preparedness Week</p> <p>Louise to provide an update at the next meeting as to how the contest went. Amity noted that we could also provide employees with a list of vendors on where they can purchase Emergency Preparedness items. Sonam will check in with the Emergency Management Team at SRS to see if they have a list of vendors.</p>	Louise Harrison	June 13, 2024	N



*NB – New Business

11. NEXT MEETING	
Date:	June 13, 2024
Time:	1:00 pm
Location:	Zoom

12. MEETING ADJOURNED	
Time:	1:46 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)