



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Student Health, Wellbeing & Engagement

Worker Co-Chair: Brian Barth
Employer Co-Chair: Dickson Ng

Date: May 15, 2024

Time: 10:00am
Location: Virtual – Zoom Meeting

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 	<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
Brian Barth	AAPS	VPSO	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Uma Kugavaratharajah	Executive Administrative	VPSO – Student Communications	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Niloo Esbak	AAPS	Student Health Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Simon Chen	AAPS	Student Health Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Simran Kaur	CUPE 2950	Student Health Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jonathan Ngo	CUPE 2950	Counselling Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Irena Deretic (Administrator)	Executive Administrative	VPSO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Employer Representatives	Work Location	Present	Regrets	Absent
Dickson Ng	Centre for Accessibility – Brock Hall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eka Nagatani	Centre for Student Involvement & Careers (M&P)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Rayda Sheikh	Health, Equity, Promotion & Education	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Guests	Work Location	Present	Regrets	Absent
Dustin Szeto	Safety & Risk Services	<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

** 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: Simon Chen Seconded by: Niloo Esbak

Minutes were reviewed and approved by the committee.

We have updated Simon's Association/Union and Work Location.

Are the minutes approved?

Yes

No

4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

- No additional agenda items.

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



No



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

- 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
		<ul style="list-style-type: none"> • No new incidents for discussion 			

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
		<ul style="list-style-type: none"> ○ Discuss creating a formal list/schedule of the building inspections to be reviewed every few months to ensure we are on track - tabled for June meeting 	Dickson	June 2024	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>GI – KP2 – 24/04/12</p>		<ul style="list-style-type: none"> • KP2 Inspection Report <ul style="list-style-type: none"> - Inspection completed on April 12, 2024 - Overall most things are ok but a few points that need fixing. - Item #N1: <ul style="list-style-type: none"> ▪ Fire extinguishers between east and west pods and outside SHS-KP2 (next to kitchen) are due for inspection – card said inspected ASAP ▪ Signage for the fire extinguishers may be helpful when they are placed in a wall recess as they are not easily seen. ▪ No nearby fire extinguisher in the admin space in S102 and S103 ▪ Recommended Action: <ul style="list-style-type: none"> ▪ Ensure 2 fire extinguishers above are inspected. ▪ Consider signage for the fire extinguishers to ensure that they are easily located when needed. ▪ Consider adding a fire extinguisher + signage in the admin space near S102 and S103 - Item #N5: <ul style="list-style-type: none"> ▪ Unable to find any signage for predesignated meeting area and floor plans for this space. ▪ Recommended Action: <ul style="list-style-type: none"> ▪ Ensure signage for meeting area and floor plan is posted in key locations. - Item #N6: <ul style="list-style-type: none"> ▪ Unsure if new BERP is available after moving to KP2. ▪ Recommended Action: 		<p>May 2024</p>	<p>C</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)

		<ul style="list-style-type: none">▪ Ensure that the hard copy of new BERP is available for staff in case of emergency. Please also send copy to SRS.- Item #N7:<ul style="list-style-type: none">▪ Unsure if emergency drill has been performed in the last 12 months. (Moved into new space just over 4 months ago.) Recommended Action:<ul style="list-style-type: none">▪ If possible at KP2, consider annual emergency drill.- Item #N8:<ul style="list-style-type: none">▪ Unsure if workplace and task specific orientations and records kept after moving to KP2. Recommended Action:<ul style="list-style-type: none">▪ To verify with Anithia Felix (clinic manager) to ensure that new workers are still receiving appropriate orientations, records are kept, and up to date.- Item #N9:<ul style="list-style-type: none">▪ Unsure if workers are aware of resources to prevent ergonomic issues. Recommended Action:<ul style="list-style-type: none">▪ Will message the group on UBC resources for addressing and preventing ergonomic issues.- Item #N13:<ul style="list-style-type: none">▪ Rug in S103D is mobile and potentially a slip/trip hazard.▪ Boxes/monitors in the seating area in the kitchen S260 may be potential trip hazard.▪ Green cable along the wall in S103B loose along the wall.			
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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)

		<p>Recommended Action:</p> <ul style="list-style-type: none"> ▪ Consider fixing the rug to ensure safety. ▪ Consider moving the boxes and monitors to a lower traffic storage location. ▪ Consider securing the cable to minimize tripping hazard. <p>- Item #N14:</p> <ul style="list-style-type: none"> ▪ Water stain noted on ceiling just in front of the vaccination frig in S258. <p>Recommended Action:</p> <ul style="list-style-type: none"> ▪ Ensure the ceiling is inspected for leaks then replace the tile. <p>- Item #N22:</p> <ul style="list-style-type: none"> ▪ All rooms with windows do not have any means to control light. ▪ All windows are slanted down. <p>Recommended Action:</p> <ul style="list-style-type: none"> ▪ Consider having ways to control light all rooms, if possible. <p>- Item #N23:</p> <ul style="list-style-type: none"> ▪ Uneven/varying temperatures throughout the KP2 space. ▪ Thermostat hanging out of the ceiling from corner of S217 just by the door. <p>Recommended Action:</p> <ul style="list-style-type: none"> ▪ Consider having heaters and fans, as appropriate and required, for all rooms to control temperature. ▪ Consider proper installation of thermostat in an accessible location/height. <p>- Item #N24:</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)

		<ul style="list-style-type: none">▪ Airflow quite may be insufficient in S102 and S216. Recommended Action:▪ Consider finding ways to improve airflow in these rooms.- Item #N27:<ul style="list-style-type: none">▪ Bookshelf (taller than 1 meter), cabinet, and lockers not secured to wall.▪ S102▪ S103A▪ S103B▪ S103C▪ S243▪ S244▪ S248▪ S263▪ Reception/clerical area▪ West clerical station (pod 1/Jessica’s stable) printer table on wheels Recommended Action:▪ Recommend securing the bookshelves, cabinets, and lockers to the wall.▪ Consider locking the wheels on the west clerical station to minimize movement of the printer, if possible.- Item #N28:<ul style="list-style-type: none">▪ Heavy box noted on top shelf on bookcase in S250.▪ Large coolers stored on top of shelf in S263. Recommended Action:			
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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)

		<ul style="list-style-type: none"> ▪ Remove heavy items from high storage units to prevent injury in event of an earthquake or similar disasters. - Item #N29: <ul style="list-style-type: none"> ▪ Some rooms have tables, keyboard trays, and chairs not ergonomically set up. ▪ S102 ▪ S103A ▪ Reception/clerical area <p>Recommended Action:</p> <ul style="list-style-type: none"> ▪ Consider ergonomic assessment for workstations in these areas to minimize injury to the staff. - Item #N31: <ul style="list-style-type: none"> ▪ Portable barriers around clerical stations wobbly and unstable. ▪ West clerical station (pod 1/Jessica) ▪ East clerical station (pod 2/Nasa) ▪ Nursing clerical station (Linda) ▪ Side table quite wobbly in S263. ▪ One of the ceiling light panels has a crack and is not working in S103D. <p>Recommended Action:</p> <ul style="list-style-type: none"> ▪ Consider removing the barriers or findings ways to stabilize the barriers. ▪ Consider padding or ways to even out the table. ▪ Consider replacing the ceiling light if broken. 			
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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-24-05-15-01		<ul style="list-style-type: none"> Jonathan Ngo completed JOHSC training on Jan 12, 2024 			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
		<ul style="list-style-type: none"> No ongoing business items 			

* 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
IR # 202419279031A	E	<p>Description:</p> <ul style="list-style-type: none"> This 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, when a worker dropped an ethylene oxide ampoule, causing it to crack. There were zero (0) orders issued to the University. <p>JOHSC/LST General Learnings/Discussion Points:</p>				C



9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
		<ul style="list-style-type: none"> ○ Encourage everyone to report incidents and near misses into CAIRS within 48 hours of the occurrence so that a preliminary investigation can be completed within 48 hours as required by section 71 of the Workers Compensation Act ○ Reminder that incident investigations require a site visit that must be completed within 30 days, and include a detailed description of incident, unsafe conditions, contributors, causes, corrective actions, and the name of the participating worker representative. 				
IR # 202416973032B	E	<p>Description:</p> <ul style="list-style-type: none"> ○ This Inspection Report documents the follow-up inspection of an unsafe condition reported on March 25, 2024. ○ The inspection authenticated that Order #1 – Unsafe Condition has been fully complied with. ○ There were zero (0) orders issued to the University. <p>JOHSC/LST General Learnings/Discussion Points:</p> <ul style="list-style-type: none"> ○ Workers have the right to refuse work they reasonably believe to be unsafe. They should immediately inform their supervisor, who is then required to investigate the concern promptly and remedy it if feasible. For more information on responsibilities for supervisors visit the Investigations for Supervisors. 				C



* REC – Recommendation Letter *IR – WorkSafeBC Regulatory Inspection

10. NEW & OTHER BUSINESS					
Item # (NB-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
NB-24/05/15-01	E	<p>Recommended items to discuss at JOHSC/LST Meeting</p> <p>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 effort is in line with the "Nothing about Us, Without Us" initiative which promotes the active involvement of persons with disabilities in the planning of strategies and policies that affect their lives.</p> <p>If you self-identify as an individual with a disability, a disabled person, and/or if you have a chronic health condition, please consider taking this anonymous 5-minute survey to provide your perspective. Provide your input by Monday, May 13. Find out more and take the survey.</p> <p>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.</p> <p>Informational Items</p> <p>Day of Mourning 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</p>	Dustin		C



10. NEW & OTHER BUSINESS

and to renew our commitment to creating healthy and safe workplaces. Visit the Day of Mourning [website](#) for a listing of ceremonies around the province and watch a livestream of the Vancouver Day of Mourning Ceremony at 10:30am.

JOHSC Training

New dates have been released for JOHSC and LST training. You can register for JOHSC training [here](#), and LST training [here](#).

JOHSC Training		LST Training	
Part 2a	Part 2b	Part 2a	Part 2b
May 14 th 11:00am – 1:00pm	May 16 th 1:00pm – 3:00pm	June 11 th 10:00am – 11:30am	June 14 th 1:00pm – 2:30pm
July 10 th 10:00am-12:00pm	July 16 th 1:00pm – 3:00pm		

WorkSafeBC Inspection Reports (IR)

There were 2 inspection reports received since the last co-chair email. As always, the “WSBC IR Summary” attachment provides a brief summary for the inspection report and some discussion points to consider.

**NB – New Business*

11. NEXT MEETING

Date:	June 19, 2024
Time:	10:00am
Location:	Virtual – Zoom meeting

12. MEETING ADJOURNED

Time:	10:35am
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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
- Posted on any Safety Bulletin Boards (if applicable)