



## 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: June 19, 2024

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

### AGENDA:

<ol style="list-style-type: none"> <li>1. Roll Call</li> <li>2. Determination of Quorum</li> <li>3. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes</li> <li>4. Additional Agenda Items, Review Actionable Items from Local Safety Team (LST) Minutes &amp; Approval of Agenda</li> <li>5. Review Centralized Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents <ul style="list-style-type: none"> <li>• Monthly Incident List &amp; Statistical Summary Report</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)</li> <li>7. Review Education and Training</li> <li>8. Ongoing Business – Status of Action Items</li> <li>9. JOHSC Formal Recommendation Letters &amp; Regulatory Inspections</li> <li>10. New and Other Business</li> <li>11. Next Meeting</li> <li>12. Meeting Adjournment</li> </ol>
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1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Brian Barth	AAPS	VPSO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uma Kugavaratharajah	Executive Administrative	VPSO – Student Communications	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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:

- o 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
		o 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"> <li>Discuss creating a formal list/schedule of the building inspections to be reviewed every few months to ensure we are on track - tabled for July meeting</li> </ul>	Dickson	July 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-UBC SHS OC-24/04/12</p>		<p><b>UBC SHS Orchard Commons Inspection Report</b></p> <ul style="list-style-type: none"> <li>● <b>Item #N-6:</b> There is no up to date Building/Area Emergency Response Plan.             <ul style="list-style-type: none"> <li>- Lauren Mathany working on updating this.</li> </ul> </li> <li>● <b>Item #N-7:</b> No emergency drill performed in the last 12 months.             <ul style="list-style-type: none"> <li>- Niloo has contacted building manger and in process of setting up fire drill in July.</li> </ul> </li> <li>● <b>Item #N-8:</b> New staff receiving work-place and task specific orientations and records kept.             <ul style="list-style-type: none"> <li>- Will need to be clarifiyed with management team regarding the process for this.</li> </ul> </li> <li>● <b>Item #N-13:</b> <ul style="list-style-type: none"> <li>▪ Room number 1045 had wires/Cables on the floor. Which can be tripping hazard.</li> <li>▪ One step stool in place in the lab (room 1034) currently which is not adequate for reaching higher shelves.                 <ul style="list-style-type: none"> <li>- Hook or other device to get cables off the ground in room 1045.</li> <li>- Two step stool/ladder for easier reach to high shelves in room 1034.</li> </ul> </li> </ul> </li> <li>● <b>Item #N-23:</b> <ul style="list-style-type: none"> <li>▪ Inadequate heating and cooling for the building.</li> <li>▪ Offices on the south side of the building do not have proper blinds to prevent heat and light in the summers.</li> <li>▪ Need for use of electric portable heaters in the winters which sets off electric breakers as a result of inadequate heating in the winter.</li> </ul> </li> </ul>		<p>June 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"> <li>- Need to check with Building Operations about temperature control and if something can be done to make sure that there is adequate heating/cooling in all work areas.</li> <li>- Issue with blinds appears to be a work in progress from last year's report.</li> <li>• <b>Item #N-27:</b> Book shelves are not secured to the wall in rooms: 1033, 1035, 1037, 1039, 1041, 1015.             <ul style="list-style-type: none"> <li>- Consider securing bookshelves and tall cabinets to the wall.</li> </ul> </li> <li>• <b>Item #N-28:</b> Heavy items placed up high and risk of falling on workers in room 1015.             <ul style="list-style-type: none"> <li>- Avoid storing heavy items on top shelves to prevent risk of falling on workers.</li> </ul> </li> <li>• <b>Item #N-31:</b> No in house security or properly functioning alarm system in case of emergencies.             <ul style="list-style-type: none"> <li>- No in house security or properly functioning alarm system in case of emergencies.</li> </ul> </li> </ul>			
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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
		<ul style="list-style-type: none"> <li>• No education and training items.</li> </ul>			

\* 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"> <li>No ongoing business items</li> </ul>			

\* 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
		<ul style="list-style-type: none"> <li>No recommendation letters or regulatory inspections to review.</li> </ul>				

\* 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-24/06/19-01	E	<p><b>Recommended items to discuss at JOHSC/LST Meeting</b></p> <p><b>Safety Day 2024 – Save the Date – Wednesday, Oct 16</b></p> <p>We are delighted to announce that Safety Day 2024 has been scheduled for Wednesday, October 16. Building on the overwhelming positive response from previous years, we have secured the spacious Great Hall in the AMS Student Nest as our venue. We are looking forward to hosting another exciting day with speakers, vendors, food, prizes, and more.</p>	Dustin		C



**10. NEW & OTHER BUSINESS**

More information regarding registration and the agenda for the day will be sent out in mid-June as we are in the final stages of confirming the details.

**Heat Stress Exposure Control Plan Feedback**

Prior to the publication of the Heat Stress Exposure Control Plan, Safety & Risk Services is seeking input from the UBC community to ensure the content of this document considers the working conditions where there is a risk of heat stress and offers the information needed to keep you safe at work. To provide your feedback, please complete this [Qualtrics Survey](#) by July 15th, 2024. The Heat Stress Exposure Control Plan can be found using the link on the first page of the survey.

**Staying safe around coyotes**

We have had a few reports of coyotes on campus and wanted to provide tips for any encounters you might have. First and most importantly, do not approach or interact with coyotes (or any wild animals), including taking close photos or feeding them.

Never feed or leave food out for a coyote. Coyotes hunt their natural prey self-sufficiently and do not require human handouts for survival. Feeding a coyote (directly or indirectly) can cause a dependence on humans that will put both the animal and people at risk. This practice can be detrimental to the coyote over the long term.

Coyotes tend to be curious but not aggressive and will usually mind their own business if left alone. If they approach you or seem aggressive, follow the advice from the [BC Conservation Officer Service](#) (COS):

- Make yourself look as large as possible.
- Wave your arms and shout at the coyote in a loud, aggressive voice.
- If the coyote continues to approach, don't run or turn your back. Continue to exaggerate the above gestures and slowly back away to safety.



**10. NEW & OTHER BUSINESS**

- If you are walking your dog, make sure to keep it on a leash. Follow the steps above while moving yourself and your dog away from the coyote. Pick up small dogs if possible.

If a coyote poses an immediate threat or danger to public safety, call the [COS Call Centre](#) at 1-877-952-7277.

**Informational Items**

**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
July 10 <sup>th</sup> 10:00am-12:00pm	July 16 <sup>th</sup> 1:00pm – 3:00pm	June 11 <sup>th</sup> 10:00am – 11:30am	June 14 <sup>th</sup> 1:00pm – 2:30pm
		August 13 <sup>th</sup> 9:30am – 11:00am	August 15 <sup>th</sup> 1:00pm – 2:30pm

**WorkSafeBC Inspection Reports (IR)**

There were 0 inspection reports received since the last co-chair email.

*\*NB – New Business*

**11. NEXT MEETING**

Date:	July 11, 2024
Time:	9:00am
Location:	Virtual – Zoom meeting





## 12. MEETING ADJOURNED

Time:	10:30am
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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](mailto:ubcsafety.committee@ubc.ca)
- Posted on any Safety Bulletin Boards (if applicable)