

Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Faculty of Education JOHSC

Worker Co-Chair: Frederick Brown
Employer Co-Chair: Jean Galvani

Date: November 7, 2024

Time: 9:00 am – 10:00 am
Location: Rm 309, Scarfe Building, and 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 	<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
Frederick Brown	CUPE 116	Scarfe EDCP	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Dr. Douglas Adler (A)</i>	FA	Scarfe EDCP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carl Luk	AAPS	PCN EDST	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Louise Chen	CUPE 2950	Continuing Studies ELI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kay Mun	CUPE 2950	Scarfe ECPS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maliha Jannat	CUPE 2950	PCN LLED	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kalisa Young	AAPS	Scarfe LDDI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Megan Wilson (A)</i>	CUPE 2950	PCN LLED	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yvonne Li	CUPE 2950	Scarfe PDCE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. ROLL CALL				
Employer Representatives	Work Location	Present	Regrets	Absent
Jean Galvani	DNSO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Halton Lin	KIN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Huda Hamza (A)	KIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Holly-Kate Collinson-Shield	EDST	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lu Tian	TEO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. ROLL CALL				
Resources/Guests	Work Location	Present	Regrets	Absent
Shilan Keshvadi	SRS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Paul Wong (A)	SRS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kate Melkert (A)	SRS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shruti Asokan	DNSO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vanessa Law (A)	DNSO	<input 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>		
Move to adopt minutes.	Moved by: Kalisa Young	Seconded by: Halton Lin
Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

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. <input type="checkbox"/> No actionable items noted		
Is the agenda approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

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
135223 24/09/26	C	<p>Cut/Puncture Wound Update – November 2024</p> <ul style="list-style-type: none"> - The report has been updated with additional details. - Corrective action, to exercise caution, was noted. <p>October 2024</p> <ul style="list-style-type: none"> - An individual hurt their hand on a blade. <p>ACTION: Lu to follow-up for additional details to complete the report.</p>	Lu Tian	November 2024	C
135285 24/09/26	C	<p>Cut/Puncture Wound</p> <p>Re-Submission – Please refer to Item #135223 24/09/26 for details.</p>	N/A	N/A	N/A
135878 25/10/22	C	<p>Slip & Fall</p> <ul style="list-style-type: none"> - Individual slipped and fell on a ramp outside, spraining their ankle. <p>ACTION: Halton to carry out site visit and confirm that there are on hazards in the area outside the building.</p>	Halton Lin	December 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)

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 items to review for November 2024.	-	-	-

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-24/06/06-01	C	<p><u>Completion of training by new member(s)</u> Update – November 2024</p> <ul style="list-style-type: none"> - Lu has enrolled for both online, and in-person training (November 2024). - Yvonne has completed the online training, and will register for in-person training. <p>ACTION: Yvonne and Lu to update committee on status of training.</p> <p>October 2024</p> <ul style="list-style-type: none"> - Kalisa has completed her training and will share the date of completion with the co-chairs for the committee's record. <p>ACTION: Yvonne to update committee on status of training (to be completed by March 2025). ACTION: Fred to send Lu Tian JOHSC training links.</p> <p><i>(Please refer to the previous meeting minutes for further details)</i></p>	Yvonne Li and Lu Tian	December 2024	IP
ED-24/11/07-01	C	<p><u>Safety Day 2024</u></p> <ul style="list-style-type: none"> - The following members of the FoE JOHSC attended Safety Day (October 16, 2024) – Kay Mun, Carl Luk, Holly-Kate Collinson-Shield, Shruti Asokan. - This counts towards 8 hours of JOHSC training. 	N/A	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
-	-	There are no ongoing business items to review, for November 2024.	-	-	-

9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)

Item # (use Recommendation or Report #)	Priority	Discussion and/or Action Items	Date of Issue	Date to be Completed	Status
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9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)

-	-	There are no Recommendation Letters or Regulatory Inspections to review, for November 2024.	-	-	-
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* 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-24/11/07-01	C	<p><u>Ponderosa Commons (North) Fire Drill</u></p> <ul style="list-style-type: none"> - A Fire drill for the Ponderosa Commons (North) building has been scheduled for Tuesday, November 19 at 11:00 am. - FoE faculty and staff in the building will be instructed to follow the standard drill procedure, as per the Fire Dept. regulations. - This drill is being coordinated with Student Housing & Community Services. Floor wardens have been appointed, and will direct everyone to exit the premises and wait outside until the Building Director confirms that they can return inside. <p>ACTION: Jean to provide an update at the next meeting.</p>	Jean Galvani	December 2024	IP
NB-24/11/07-02	C	<p><u>Safety Day Key Highlights & Feedback Survey</u></p> <ul style="list-style-type: none"> - Key highlights from the Safety Day 2024 speaker sessions are now available on the Safety Committees website. Please visit the Safety Day page to learn more. - A feedback survey was sent out on October 23rd to everyone who registered for Safety Day. Responses provide valuable feedback on the aspects of the event that were enjoyed and ideas to improve future events. 	N/A	N/A	C

10. NEW & OTHER BUSINESS

NB-24/11/07-03	C	<p><u>CAIRS</u></p> <ul style="list-style-type: none"> - On Oct 14th there was a cybersecurity attack on CAIRS in an attempt to flood the system with numerous report submissions using the public facing forms. IT Cybersecurity confirmed that the attack was unsuccessful. No information was compromised, and user privacy and data remains fully intact. - As CAIRS allows submissions from individuals who are visitors, contractors, and others who do not have a Campus-Wide-Login (CWL) these attacks are a known complication. It's important to note that genuine submissions from these reports help us identify deficiencies, hazards, and other gaps that may otherwise be 	N/A	N/A	C
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10. NEW & OTHER BUSINESS					
		<p>missed and contribute to the overall health and safety at the university and off campus locations.</p> <ul style="list-style-type: none"> - The cybersecurity attack created 446 CAIRS reports which then generated and triggered an enormous amount of email notifications. These reports have been deleted and no further action is required from users. All information on the website is secure and requires a CWL to access. If you have any additional questions or concerns, reach out to ubc.cairs@ubc.ca. 			
NB-24/11/07-04	C	<p>Daylight Savings Ends</p> <ul style="list-style-type: none"> - Daylight savings ended on November 3 at 2:00 am. - Please refer to the new items email for information and resources, for the UBC-V campus, that address safety as the days get darker. 	N/A	N/A	C
NB-24/11/07-05	C	<p>December JOHSC meeting</p> <ul style="list-style-type: none"> - It is mandatory to have a JOHSC meeting every month. The next FoE JOHSC meeting is scheduled for Thursday, December 5, 2024. - Minimum attendance required for quorum to be maintained has been confirmed; Fred Brown, Jean Galvani, Halton Lin, Kay Mun, and Louise Chen will attend. 	Co-chairs	November 2024	C

11. NEXT MEETING	
Date:	December 5, 2024
Time:	9:00 – 10:00 am
Location:	Hybrid; In-person (SCRF 313) and via Zoom

12. MEETING ADJOURNED	
Time:	9:15 am

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)