



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: November 20, 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uma Kugavaratharajah	Executive Administrative	VPSO – Student Communications	<input type="checkbox"/>	<input checked="" 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)	AAPS	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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rayda Sheikh	Health, Equity, Promotion & Education	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Niloo Esbak	Student Health Services	<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: Dickson Ng Seconded by: Brian Barth

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. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

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

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
	E	<ul style="list-style-type: none"> • Review and discuss the building inspections schedule - BRCS inspections dates and contact to be confirmed 	Dickson	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)

		<ul style="list-style-type: none"> - Rayda to reach out to CIRS contact regarding inspections in the that building • To be reviewed every few months to ensure we are on track 			
		<ul style="list-style-type: none"> • No workplace inspection items 			

* 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
	E	<ul style="list-style-type: none"> - Brian will present JOHSC Road Show at the VPSO All Staff Meeting in January 2025 			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



9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)					
		<ul style="list-style-type: none"> No new incidents for discussion 			

* 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-24/11/20-01	E	<p>Recommended items to discuss at JOHSC/LST Meeting</p> <p>Safety Day Key Highlights</p> <p>Thank you to everyone who was able to attend Safety Day 2024! We hope you all enjoyed the event.</p> <p>Key highlights from the speaker sessions are now available on the Safety Committees website. Please visit the Safety Day page to learn more. We hope this information sparks continued dialogue in your committees.</p> <p>Safety Day Feedback Survey</p> <p>A Safety Day feedback survey was sent out on October 23rd to everyone who registered for Safety Day. The survey will remain open till Monday, Nov 4th. Your responses provide valuable feedback on the aspects you enjoyed and ideas to improve future events. Three lucky winners will be chosen for completing the survey. A member of Safety & Risk Services will reach out to the winners directly for details on claiming your prize.</p> <p>CAIRS</p>			C



10. NEW & OTHER BUSINESS

On Oct 14th there was a cybersecurity attack on CAIRS in an attempt to flood our system with numerous report submissions using the public facing forms. We would like to reassure you that this attack was unsuccessful, no information was compromised and your privacy and user data remains fully intact. IT Cybersecurity acknowledged the attack attempt and confirmed no further action is required as none of the attacks were successful.

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 missed and contribute to the overall health and safety at the university and off campus locations.

The cybersecurity attack created 446 CAIRS reports which then generated and triggered an enormous amount of email notifications. We sincerely apologize for any notifications you may have received during this event, these reports have been deleted and no further action is required from users. All information on our website is secure and requires a CWL to access, so if you have any additional questions or concerns, please do not hesitate to reach out to us at ubc.cairs@ubc.ca

Informational Items

Daylight Savings Ends

A reminder that daylight savings ends on November 3 at 2:00 am. To help you feel safe when the sun goes down, have a look at the following UBC-V campus information and resources:

- Travel with colleagues or friends



10. NEW & OTHER BUSINESS

- Contact the [AMS Safewalk Program](#) (operates from 8pm-2am)
- Contact [Campus Security](#) to accompany you across campus after 2am
- Know the location of [UBC Blue Phones](#) (download the [UBC Safe App](#) for quick access to this)
- Use the [Translink Community Shuttle](#)
- Use main pathways and avoid short cuts
- Report malfunctioning/burnt out lights to [Building Operation Service Centre](#)
- Dial **911** if you need emergency assistance

December JOHSC meeting

The end of the year is slowly approaching. Since it is mandatory to have a JOHSC meeting every month, please consider if the December meeting needs to be rescheduled to maintain quorum because of vacation and the holiday season.

JOHSC Training

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

JOHSC Training	
Part 2a	Part 2b
November 19 th	November 22 nd
10:00am – 12:00pm	1:00pm – 3:00pm

WorkSafeBC Inspection Reports (IR)

There were no inspection reports received since the last co-chair email.



*NB – New Business

11. NEXT MEETING	
Date:	December 18, 2024
Time:	10:00am
Location:	Virtual – Zoom meeting

12. MEETING ADJOURNED	
Time:	10:25am

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)