



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: SHCS JOHSC

Worker Co-Chair: Susan Kelly*
Employer Co-Chair: David Kiloh

Date: November 26, 2024

Time: 1:30 PM
Location: Zoom conference

AGENDA:

<ol style="list-style-type: none"> 1. Musqueam Land Acknowledgement 2. Roll Call 3. Determination of Quorum 4. Record of Distribution 5. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes 6. Additional Agenda Items & Approval of Agenda Review 7. 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"> 8. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers) 9. Review Education and Training 10. Ongoing Business – Status of Action Items (includes review of previous minutes) 11. Tabled Business- Status of Tabled Items to be added to Ongoing business 12. JOHSC Formal Recommendation Letters & Regulatory Inspections 13. New and Other Business 14. Next Meeting 15. Meeting Adjournment
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1. MUSQUEAM LAND ACKNOWLEDGEMENT

Inclusion is one of the cornerstones of this committee’s values; the Co-Chairs believe this monthly practice is a simple step we can take now to shape our culture, remind us of our values, and the future actions we can take to further this committee’s commitment to inclusion.

To offer a land acknowledgement: **“I would like to acknowledge that we are gathered today on the traditional, ancestral, and unceded territory of the hən̓q̓əmiñərn speaking xʷməθkʷəy̓əm (Musqueam) People.”**

To learn more, please visit: <https://indigenous.ubc.ca/indigenous-engagement/musqueam-and-ubc/> and <https://www.musqueam.bc.ca/>

To learn Gifted names, please visit: **tə ʃxʷhəleləms tə kʷaʎkʷəʔaʔt** ([The Houses of the Ones Belonging to the Saltwater](#)) and [Totem Park](#)



2. ROLL CALL						
Worker Representatives	Union / Association	Associated LST	Work Location	Present	Regrets	Absent
Faryal Abu-Sharife, <i>Asst. Retail Floor and Online Store Supervisor</i>	CUPE 116	Bookstore & Campus Mail Services	Bookstore	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chris McCauley, <i>Mail Distribution Coordinator</i>	CUPE 116	Bookstore & Campus Mail Services	Campus Mail Warehouse	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
David Wong, <i>Mail truck driver (A)</i>	CUPE 116	Bookstore & Campus Mail Services	Campus Mail Warehouse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda Fong – <i>ECE Childcare (on leave)</i>	BCGEU	Child Care	Huckleberry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Georgina Le Fluffy (A)	BCGEU	Child Care	Pioggia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Susan Kelly, <i>Supervisor [Co-Chair]</i>	CUPE 116	Food Services	OK/Gather at Vanier	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phillip Wong, <i>Senior Supervisor (A) left the JOHSC on November 26, 2024</i>	CUPE 116	Food Services	Open Kitchen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brian Bogart, <i>First Cook, joined the JOHSC on November 26, 2024</i>	CUPE 116	Food Services	Gather at Vanier	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rob Harley, <i>Electrician (A)</i>	CUPE 116	Operational Services	SHCS Trades Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leslie Kupillas, <i>Head Tradesperson</i>	CUPE 116	Operational Services	SHCS Trades Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cherrylyn Navarrete, <i>Supervisor</i>	CUPE 116	Operational Services	Acadia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dharma Velu, <i>Supervisor (A)</i>	CUPE 116	Operational Services	Place Vanier	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Efrain Jimenez, <i>Parking Compliance Officer (A)</i>	CUPE 116	Parking & Access Desk	Impound Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gabriel Guzman, <i>Parking Facilities Maintenance</i>	CUPE 116	Parking & Access Desk	Meter Shop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nei Nteta, <i>Assignment Coordinator</i>	CUPE 2950	Support Services	SHCS Main Office	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ana PedrozaLagos, <i>Assignment Coordinator (A)</i>	CUPE 2950	Support Services	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shane Davies, <i>Front Desk Service Coordinator</i>	CUPE 116	Support Services	Acadia Park	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adam Skiland, <i>Front Desk Service Coordinator (A)</i>	CUPE 116	Support Services	Walter Gage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vasya Molnar, <i>Procurement Officer (A) left the JOHSC on November 26, 2024</i>	M&P	Support Services	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Billie Sandhu, <i>Procurement Officer (A)</i>	M&P	Support Services	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anh Voong, <i>Purchasing Coordinator, joined the JOHSC on November 26, 2024</i>	CUPE 116	Support Services	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* (A) – Alternate member



Employer Representatives	Associated LST	Work Location	Present	Regrets	Absent
Karen Vaughan, Child Care Director	Child Care	Child Care Main Office	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Diane Tannahill, Child Care (A)	Child Care	Child Care Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Speight, Executive Chef and Culinary Director	Food Services	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Colin Moore, Food Services Director (A)	Food Services	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Kiloh, Facilities & Building Services Director [Co-Chair]	Operational Services	Thunderbird Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rob Auffray, Manager, Meetings Spaces /Support Services	Operational Services	Conferences & Accommodation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roberto Albertini, Parking Operations Manager	Parking & Access Desk Services	Parking Services Main Office	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jose Jimenez, Op. Facilities Manager (A)	Parking & Access Desk Services	Parking Services Main Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lakshmi Sangaranarayanan, Student Residence Director (A)	Support Services	SHCS Main Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michael Chow, Assistant Manager, Residence Assignments and Administration	Support Services	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ana Munoz, Bookstore Operations Manager	Bookstore	Bookstore Main Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shane Gopaulsingh, Bookstore Store Manager (A)	Bookstore	Bookstore Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Guests	Associated LST	Work Location	Present	Regrets	Absent
Marena Sra, Safety & Claims Coordinator	Resource	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jessica Sterman, OH&S Compliance & Claims Associate (<i>on mat. leave</i>)	Resource	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gontran Paget, Senior Manager, Safety Management Systems	Resource	SHCS Main Office	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Valerie Leung, Safety Advisor	Resource	SHCS Main Office	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kate Allan, Safety Advisor	Resource	SHCS Main Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paul Nakagawa, Safety and Risk Services	Resource	Donald Rix	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. 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"/>
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4. RECORD OF EMAIL DISTRIBUTION

DOCUMENT	DATE
SHCS LST's November 2024 Minutes and Incident Reports	11/22/2024
SHCS Inspection Standard	11/22/2024
JOHSC October 2024 Draft Minutes	11/22/2024
JOHSC November 2024 Agenda	11/22/2024
SHCS JOHSC Terms of Reference 2024/25; LST ToR	11/22/2024
SRS Co-Chair Email	11/22/2024

5. 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: Efrain Jimenez Seconded by: Les Kupillas

Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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6. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

- Approval of Agenda Moved by: Shane Davies Seconded by: Les Kupillas

6A. 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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7. 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)

Review of LST Summaries from the Previous Month’s
Centralized Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents

Unit	CAIRS Reports (October- November)	First Aid (FA) Breakdown	Open CAIRS Summary
Bookstore & Campus Mail Services	4 NEW(CLOSED); 0 OLD	First Aid called: 1/4 Not called: 2 Worker Declined: 1	Shane G.: Reviewed incident, and no help or resources required from JOHSC, campus mail has scheduled ergonomic safe lift training, all closed
Child Care	7 NEW (CLOSED); 0 OLD	First Aid called: 3/7 Not called: 4	Gigi- Child Care policies and safe work procedures reviewed and a positive outcome was reviewing steps to help workers feel safe as work is being done- workers felt reassured and direct lines of communication were reviewed so they know who to reach when they need help
Food Services	15 NEW (CLOSED); 1 OLD (CLOSED)	First Aid called: 8/15 Not called: 7	Brian- All closed
Operational Services	5 NEW (CLOSED); 0 OLD	First Aid called: 5/5	Dharma- All closed, all First aid called
Parking Services	0 NEW; 0 OLD	N/A	Efrain- Nothing to report, 2 months in a row; impound office leaks reported
Support Services	0 NEW; 0 OLD	N/A	Anh- Confirmed no new incidents



8. 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

Summary Review of all Unit Inspection Areas
Trends identified at the LST- detailed corrective actions in LST minutes

Unit	Inspections Completed in November	Findings?
Bookstore & Campus Mail Services	1/2 [Warehouse, Campus Mail, and Loading Dock]; [Retail, Mezzanine, Sorting Areas, and Outside Seating]- pending	Shane G.-Got done and reviewed new inspection templates for respective areas
	0 Campus Mail Vehicle Inspections	
Child Care	31/31 Programs	Susan- All inspections complete.
	34 Child Care Vehicle (Bus) Inspections	
Food Services	17/18 Total open locations (Pho Real pending)	Susan- Pho Real is incomplete and the Point may re-open in January
	36 Vehicle Inspections	
Operational Services	11/11 Building services 5/5 Trade shops	Les- All inspections complete. Nothing further to report.
	Vehicle Inspections: <ul style="list-style-type: none"> • Trades: 416 • Conference and Accommodation: 3 Van/ 2 Car 	
Parking & Access Desk Services	2/2 [Metershop/ Sign Shop]	Efrain- All inspections complete.
	172 Vehicle Inspections	
Support Services	2/11- due by December 17	Shane D.- Inspections happening
	78 Vehicle Inspections (Overnight Mobile Team)	

* GI – General Inspection



9. 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-24-05-28-01	E	Shane Gopaulsingh completed JOHSC training on November 22 nd	SG	11-22-2024	C
ED-24-11-26-01	E	Anh Voong completed JOHSC training on November 22 nd	AV	11-22-2024	C
ED-24-11-26-02	E	Brian Bogart completed JOHSC training on November 22 nd	BB	11-22-2024	C
ED-24-06-25-01	E	David Wong to complete JOHSC training in January	DW	12-17-2024	IP
ED-24-07-23-01	E	Ana PedrozaLagos to complete JOHSC training in January	AP	12-17-2024	IP
ED-24-07-23-02	E	Adam Skiland completed JOHSC training on November 22 nd	AS	11-22-2024	C
ED-24-10-22-02	E	All SHCS staff is invited to participate in the Lunch and Learn on: <ul style="list-style-type: none"> • Brain Health on Nov 28 (11:30am-12:30pm @ Walter Gage, Ruth Blair C room) Lunch is provided, and you can participate in interactive improv. games with your SHCS colleagues. This initiative is award winning. These events and more, are posted in the OWC Newsletter and events page.	ALL	N/A	C

* ED – Education and Training



10. ONGOING BUSINESS – Status of Action Items					
Original Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
Review Membership	C	<ul style="list-style-type: none"> - Anh Voong and Brian Bogart join the JOHSC - Vasya Molnar and Phillip Wong depart from the JOHSC - Jessica Sterman, Compliance & Claims System Associate is starting on mat. leave and Eileen Chung (mat. Leave replacement) is joining the JOHSC in December. - The JOHSC briefly reviewed the LST safety committee directory 	ALL	12-17-2024	IP

* ED – Education and Training * GI – General Inspection * NB – New Business

11. TABLED BUSINESS						
Item #	Priority	Discussion and/or Action Items	Assigned To	Date to be Reviewed	Date to be Completed	Status
BERP	C	- BERPS template pending further updates, tabled	ALL	TABLED	N/A	IP

12. 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
		N/A				

13. NEW & OTHER BUSINESS						
<ul style="list-style-type: none"> • General discussion items (list actionable items below) 						
Item # (NB-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status	
NB-24/11/26-01	E	Annual JOHSC Evaluation for effectiveness- SHCS Inspection Standard; JOHSC Terms of Reference- review and approval	ALL	12-17-2024	IP	



		<ul style="list-style-type: none"> The SHCS Inspection Standard 2024-26 was reviewed by the JOHSC, updated and approved by the Health Safety and Environment Council, to be in effect starting November, 4, 2024. Review of draft JOHSC ToR with highlighted changes has been recorded in the meeting minutes, and approved by the JOHSC at the October meeting; and added to SHCS Safety SharePoint website [CWL login required]: https://shcs.share.ubc.ca/safety/ 									
NB-24/11/26-02	E	<p>Safety activity -Shoes for Crews (SFC) giveaway October online draw winners: Inderjit Nagra (Student Residence) and Gurwinder Johal (Food Services)!</p> <ul style="list-style-type: none"> SFC provides a great service to get reliable and quality anti-slip footwear; compliant with safety legislation and great options and styles Samples with info tags will be distributed to a workplace near you! Visit your Safety corners in December, for more information. 	ALL	N/A	E						
NB-24/10/22-03	E	<p>Safety Wins-by LST/SHCS unit to be introduced at every JOHSC</p> <table border="1"> <thead> <tr> <th>Unit</th> <th>Safety Wins</th> </tr> </thead> <tbody> <tr> <td>Bookstore & Campus Mail Services</td> <td> <ul style="list-style-type: none"> Campus mail services have enhanced transparency, communication and cross-learning by moving and joining the UBC Bookstore in conducting shared inspections! The Bookstore/Campus Mail team were instrumental in preparing for the November Grad ceremonies! The LST identified trends on increased injury rates during Campus mail library runs and took a pro-active approach by connecting with the UBC Ergonomist, Abigail Overduin. Refresher training is scheduled for early December, on safe-lifting techniques targeted for this specific work activity. </td> </tr> <tr> <td>Child Care</td> <td> <ul style="list-style-type: none"> The LST engaged in a great discussion and info sharing about program systems, team protocols, safe work procedures and policies in-place, upon reviewing trends on related workplace incidents. </td> </tr> </tbody> </table>	Unit	Safety Wins	Bookstore & Campus Mail Services	<ul style="list-style-type: none"> Campus mail services have enhanced transparency, communication and cross-learning by moving and joining the UBC Bookstore in conducting shared inspections! The Bookstore/Campus Mail team were instrumental in preparing for the November Grad ceremonies! The LST identified trends on increased injury rates during Campus mail library runs and took a pro-active approach by connecting with the UBC Ergonomist, Abigail Overduin. Refresher training is scheduled for early December, on safe-lifting techniques targeted for this specific work activity. 	Child Care	<ul style="list-style-type: none"> The LST engaged in a great discussion and info sharing about program systems, team protocols, safe work procedures and policies in-place, upon reviewing trends on related workplace incidents. 	ALL	N/A	E
Unit	Safety Wins										
Bookstore & Campus Mail Services	<ul style="list-style-type: none"> Campus mail services have enhanced transparency, communication and cross-learning by moving and joining the UBC Bookstore in conducting shared inspections! The Bookstore/Campus Mail team were instrumental in preparing for the November Grad ceremonies! The LST identified trends on increased injury rates during Campus mail library runs and took a pro-active approach by connecting with the UBC Ergonomist, Abigail Overduin. Refresher training is scheduled for early December, on safe-lifting techniques targeted for this specific work activity. 										
Child Care	<ul style="list-style-type: none"> The LST engaged in a great discussion and info sharing about program systems, team protocols, safe work procedures and policies in-place, upon reviewing trends on related workplace incidents. 										



			<ul style="list-style-type: none"> - The LST recognized that CC Educators are trained on how to manage difficult situations or behavioral dysregulation and apply the appropriate interventions, document and monitor - It is important to review best practices to keep workers safe and communicate if they feel unsafe in any situation - Reminder: First aid to be called for every employee injury for certified on-site assessment and treatment. 			
		Food Services	<ul style="list-style-type: none"> - Brian- involving people to ask safety questions at stand ups during inspections and answer - Brian is a new member of the JOHSC and has been a safety champion and participant in the Food Services LST! - Safety Day was great, Kerensa attended! 			
		Operational Services	<ul style="list-style-type: none"> - SHCS Facilities/trades have continued to develop the driver safety program with JIBC Collision avoidance training-related to JOHSC award for SHCS drivers - Feedback from trades was positive great training tool and the helpful tips have been integrated within our operations - SHCS Warehouse team won the OWC Halloween costume contest this year, dressed as Rollercoaster cars! 			
		Parking & Access Desk Services	<ul style="list-style-type: none"> - JIBC De-escalation Training was completed by enforcement and access desk, with 3 from the Okanagan parking enforcement team - Parking services have pro-actively tested all equipment, added a new ToolCat to the fleet with Halo Exclusion zone lighting in anticipation of the next snow event! 			
		Support Services	<ul style="list-style-type: none"> - Michael attended the Lunch and Learn-Improv workshop and found it to be a unique style of team building! The Improv class was great and would highly recommend joining, lots of information packed into 1 hr.- session and great takeaways on mental health! 			



		ALL	- Congratulations on another year of being part of an award-winning and engaging committee!			
NB-24/10/22-04	E		SRS Email: Reviewed the SRS Co-Chair email. Susan- SRS did a great job sharing safety tips on staying safe on campus after dark, this is being shared at Food Services unit stand-up meetings Paul – The recent CAIRS cyber-attack was an incident related to public-facing information and bots were able to send off multiple submissions. This only effected the front-end CAIRS operations, no secure information was accessed- Susan commented on the great work by UBC IT services in keeping our information safe.	ALL	N/A	E

*NB – New Business

14. NEXT MEETING	
Date:	December 17, 2024
Time:	1:30 PM
Location:	Zoom/ Ponderosa Ballroom
15. MEETING ADJOURNED	
Time:	2:10 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):

- Responsible VP
- Responsible Managing Director
- All JOHSC members
- Co-Chairs- sent for approval prior to distribution for posting
- Internal Communications Person
- Safety & Risk Services ubcsafety.committee@ubc.ca
- Posted in all relevant areas each month