

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:	December 5, 2024	Time:	9:00 am – 10:00 am
		Location:	Rm 313, 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
---	--

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kalisa Young	AAPS	Scarfe LDDI	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Megan Wilson (A)</i>	CUPE 2950	PCN LLED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yvonne Li	CUPE 2950	Scarfe PDCE	<input type="checkbox"/>	<input checked="" 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"/>
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 type="checkbox"/>	<input type="checkbox"/>
<i>Paul Wong (A)</i>	SRS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Kate Melkert (A)</i>	SRS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shruti Asokan	DNSO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Vanessa Law (A)</i>	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: Fred Brown	Seconded by: Jean Galvani
Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA		
<i>Place actionable items under Accident/Incident Investigation, Safety Inspections, Correspondence, New Business etc. as applicable and assign proper item # for further discussion/action.</i>		
<input checked="" 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
135878 24/10/22	C	<p><u>Slip & Fall</u> Update – December 2024</p> <ul style="list-style-type: none"> - The site was inspected and there were no hazards. - Building Ops will install some traction on the ramp as a precaution. <p>November 2024</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>	N/A	N/A	C
136018 24/11/06	C	<p><u>Pain from Impact</u></p> <ul style="list-style-type: none"> - Coach was spotting an adult for a back handspring during drop-in, and was hit in the face. - The person being spotted swung arms away from the side of the body and wide overhead instead of down close to sides and in line with shoulders. <p>ACTION: Halton to identify if any corrective action is needed.</p>	Halton Lin	January 2025	IP
136137 24/11/25	C	<p><u>Fall From Elevation</u></p> <ul style="list-style-type: none"> - A worker climbed on their desk to close a window that was out of reach. When stepping off the desk, it tilted backwards causing them to fall and hit the left upper abdominal area on some furniture, casuing bruising and pain. - The direct supervisor is aware of the incident and the worker took the rest of the day to work from home. - The root cause was inappropriate approach of situation. The worker should have asked for assistance to lock the window. - Corrective action was identified; the worker was advised not to climb any furniture, and to ask for assistance with such matters, going forward. 	N/A	N/A	C

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 Workplace Safety Inspections to review, for December 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 – December 2024</p> <ul style="list-style-type: none"> - Yvonne has completed her training. - Lu will be completing in January 2025. <p>ACTION: Lu to update committee on status of training.</p> <p><i>(Please refer to the previous meeting minutes for further details)</i></p>	Lu Tian	January 2025	IP

* 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
NB-24/11/07-01	C	<p><u>Ponderosa Commons (North) Fire Drill</u> Update – December 2024</p> <ul style="list-style-type: none"> - The fire drill was conducted as scheduled and took place without issue. - Minor note that it took a little longer than ideal for people to vacate the building. <p>November 2024</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. 	N/A	N/A	C

8. ONGOING BUSINESS – Status of Action Items

		<ul style="list-style-type: none"> - 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>			
--	--	--	--	--	--

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

Item # <i>(use Recommendation or Report #)</i>	Priority	Discussion and/or Action Items	Date of Issue	Date to be Completed	Status
IR 202413986130A & IR 202413986145A	C	<p><u>B&H investigation for a historical file</u></p> <ul style="list-style-type: none"> - On October 25, 2024, WorkSafeBC Issued an Inspection Report confirming that the employer has effective processes to investigate B&H. However, on November 15, 2024, a WorkSafeBC managerial review was conducted and an order was issued requiring a full B&H investigation for a historical file. - An order was issued under section WCA21(1)(a), which states every employer must ensure the health and safety of all workers working for that employer, and any other workers present at a workplace at which that employer's work is being carried out. - The employer is required to submit a Notice of Compliance report by December 18, 2024. 	N/A	N/A	C
IR 202413986141A	C	<p><u>Review of Executive Summary documentation</u></p> <ul style="list-style-type: none"> - On November 1, 2024, a WorkSafeBC Officer reviewed documentation in the form of an Executive Summary, pertaining to a bullying and harassment questionnaire submitted by the employer. - WorkSafeBC confirmed that the employer followed the intent of the Workers Compensation Act and conducted an effective investigation. 	N/A	N/A	C
IR 202416709086A	C	<p><u>Fall at UBC Centre for Comparative Medicine</u></p> <ul style="list-style-type: none"> - On November 12, 2024, a WorkSafeBC Officer conducted an inspection at the UBC Centre for Comparative Medicine following a worker's fall from a ladder while addressing a ceiling water leak. - The worker received first aid and was transported to the hospital. - The ladder, found to have a loose crossbar, was removed from service and will be replaced. 	N/A	N/A	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-24/12/05-01	C	<p>Preparing for Extreme Winter Weather at UBC</p> <ul style="list-style-type: none"> - As per the Snow Policy, if UBC is subject to extreme winter weather conditions, the Deputy Vice-Chancellor of each campus or his/her delegate may decide to cancel or reschedule classes and/or curtail non-essential services. - Regularly check the following website: https://www.ubc.ca/ in the event of extreme weather. - Download the UBC Safe Vancouver app and turn on your push notifications to receive immediate information and updates that are impacting the entire campus — e.g. weather advisories, class cancellations, etc. - Facilities’ Municipal Services and Custodial Service teams provides ice prevention and snow removal services on the Vancouver Campus. Visit the website to see a map that identifies priority roads, sidewalks and pathways that crews will work towards when dealing with an ice or snow event. If you see any areas that need attention, please contact the Facilities Service Centre at 604-822-2173. 	N/A	N/A	C
NB-24/12/05-02	C	<p>Annual Seasonal Shutdown and Holiday Tips</p> <ul style="list-style-type: none"> - Help save energy and keep valuables safe by taking some simple actions before leaving for the holidays. Refer to the new items email for details. 	N/A	N/A	C
NB-24/12/05-03	C	<p>JOHSC Training dates</p> <ul style="list-style-type: none"> - New dates have been released for JOHSC and LST training. You can register for JOHSC training here, and LST training here. 	N/A	N/A	C

10. NEXT MEETING

Date:	January 9, 2025
Time:	9:00 – 10:00 am
Location:	Hybrid; In-person (SCRF 313) and via Zoom

11. MEETING ADJOURNED

Time:	9:16 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)