



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: UBC Robson Square

Worker Co-Chair: Harsha Kaur
Employer Co-Chair: Cheyenne Stensgaard

Date: December 12, 2024

Time: 10:15am
Location: Zoom Meeting

AGENDA:

<ol style="list-style-type: none"> Roll Call Determination of Quorum Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes Additional Agenda Items, Review Actionable Items from Local Safety Team (LST) Minutes & Approval of Agenda 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"> Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers) Review Education and Training Ongoing Business – Status of Action Items JOHSC Formal Recommendation Letters & Regulatory Inspections New and Other Business Next Meeting Meeting Adjournment
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1. ROLL CALL

Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Aoife O'Reilly	CUPE 2950	Sauder EE	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Andrew Lee	M&P	UBC IT	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Philip Quach	M&P	UBC IT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yuri Imai	CUPE 2950	Sauder CBS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Harsha Kaur	M&P	e@UBC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rafael Lima	CUPE 2950	Sauder DAE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dan Dupuis	CUPE 2950	Robson Central	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jamie Ma	CUPE 2950	Extended Learning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Katie Harrington	CUPE 2950	Sauder EE	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



Employer Representatives	Work Location	Present	Regrets	Absent
Karen Carotenuto	Sauder CBS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pam Voigt	Extended Learning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kiran Shirgell	Sauder DAE	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mike Fraser	Robson Central	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cheyenne Stensgaard	Robson Central	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Guests	Work Location	Present	Regrets	Absent
Shilan Keshvadi	UBC SRS	<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: Pam Seconded by: Yuri
- **No amendments to the minutes.**

Are the minutes approved?

Yes

No

4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

- No items added to existing agenda.



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 Motion: _____ Rafael _____ Seconded: _____ Yuri _____

Is the agenda approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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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
136184-11-04-2024	N	Slip and fall – No supervisor report submitted Spoke with Kate re: CAIRS – Investigation can be completed by supervisor (or delegate), and either a worker rep, or someone who has extensive knowledge of the role/space. (See notes from Cheyenne) Review with all supervisors	aLL	Jan 9, 2025	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



6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)

Item # (Use Inspection #)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
		To be completed in January 2025 – Cheyenne to send out inspection lists this week. - Report must be completed for each office area, and submitted <u>to Cheyenne by January 31st 2025</u> - RSQ will inspect our classrooms, interior common spaces, and exterior of building	ALL	January 31, 2025	IP

* GI – General Inspection

7. REVIEW EDUCATION AND TRAINING

No items to review

Item # (ED-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
		*Note from slip and fall (#5) – worker is not required to submit a CAIRS report, but does have to submit a report to Worker’s comp. in case any time is missed.			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
		<i>Timing for meetings in 2025 (continue as-is, options) VOTE</i> <i>No new times or days were put forward.</i> <i>PASSED – unanimously 9/9 to keep same day and time for 2025 meetings</i>			C



8. ONGOING BUSINESS – Status of Action Items

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

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

Item #	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status
202413986130A & 202413986145A & 202413986141A		<p>JOHSC/LST General Learnings/Discussion Points:</p> <ul style="list-style-type: none"> o Employers are <u>required to have clear policies in place to prevent, address, and investigate bullying and harassment complaints. Workers should be encouraged to report incidents promptly.</u> o Employers must ensure the health and safety of all workers by <u>taking necessary steps to minimize or eliminate workplace bullying and harassment. Complaints related to bullying and harassment must be thoroughly investigated and documented. Appropriate corrective actions must be taken to prevent recurrence.</u> o All workers should contact their administrative head of unit, Union/Association representative, or Human Resources Advisor, as they lead these investigations and <u>provide necessary guidance throughout the process.</u> o Employers should <u>provide ongoing training and education</u> to ensure that workers understand their rights and responsibilities regarding workplace bullying and harassment. o It is <u>important to maintain confidentiality throughout the investigation process</u>, and employers should offer <u>support services (EFAP)</u> to workers who are involved in or affected by harassment complaints. o Refer to Bullying and Harassment for information on bullying and harassment. 				



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

202416709086A		<p>JOHSC/LST General Learnings/Discussion Points:</p> <ul style="list-style-type: none"> ○ Employers must ensure that <u>all ladders used in the workplace are regularly inspected</u> and maintained to prevent equipment failures. <u>Damaged or faulty ladders must be removed from service immediately.</u> ○ As a reminder, any workplace incident that has caused a serious or life-threatening injury, had the potential for serious injury, plus all other immediately reportable incidents, must be reported to Campus Security at 604-822-2222 (after calling 911 emergency services) as part of the incident response. (Or Safety and Risk Services) ○ <u>Encourage everyone to report incidents and near misses into CAIRS within 48 hours of the occurrence</u> so that a preliminary investigation can be completed within 48 hours as required by section 71 of the Workers Compensation Act ○ Reminder that incident investigations require a site visit that must be completed within 30 (21) days, and include a detailed description of incident, unsafe conditions, contributors, causes, corrective actions, and the name of the participating worker representative. 				

* REC – Recommendation Letter *IR – WorkSafeBC Regulatory Inspection

10. NEW & OTHER BUSINESS

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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-24-12/12-01		<p>Winter Safety:</p> <p>Preparing for Extreme Winter Weather at UBC</p> <p>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. You are advised to 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. The mobile safety app is available for download on the iOS/Apple Store for iPhone or Google Play Store for Android.</p>	ALL	Dec 15, 2024	R



10. NEW & OTHER BUSINESS						
NB-24-12/12-02		Seasonal Shutdown Tips from Sustainability				R
		<ul style="list-style-type: none"> Switching off electronics 				
		<ul style="list-style-type: none"> Turning off the lights 				
		<ul style="list-style-type: none"> Unplugging small appliances 				
		<ul style="list-style-type: none"> Closing windows and blinds 				
		<ul style="list-style-type: none"> Reporting any air or water leaks 				
		<ul style="list-style-type: none"> Shutting fume hood sashes 				
		<ul style="list-style-type: none"> Shutting down non-essential lab equipment 				
		Holiday Tips from Campus Security				
		<ul style="list-style-type: none"> Closing and locking office and exterior building doors & windows 				
		<ul style="list-style-type: none"> Turning off office lights and electronic equipment 				
		<ul style="list-style-type: none"> Locking away portable equipment, tools, laptops and any external data devices 				
		<ul style="list-style-type: none"> Closing blinds and curtains 				
		<ul style="list-style-type: none"> Locking valuable personal property out of sight or taking it home 				
<ul style="list-style-type: none"> Ensuring all your data devices are encrypted for security 						



10. NEW & OTHER BUSINESS					
		<ul style="list-style-type: none"> Protecting your building and office keys at all times to prevent risk to your workspace. 			
NB-24-12/12-03		<p>While we are closed – Safety, security and back door non-access</p> <ul style="list-style-type: none"> Over the break, contrary to previous years, staff may not come and go through the staff access while we are closed between Dec 25th and Jan 1st (inclusive) If you have exterior access to your space, (1400, 1500, 1600 & 2000) you may use the exterior doors to gain access over the break. (See your management team for access instructions, and alarm codes and conduct) Please remember to re-arm the system when you are leaving. 			R
NB-24-12/12-04		<p>Blackbird monthly report – since their new contract has been in place, Cheyenne receives a monthly report from Blackbird’s onsite guards.</p>			R



10. NEW & OTHER BUSINESS					
		<ul style="list-style-type: none"> - Slowly have been expanding scope of report to include more information - - These reports are confidential and meant to be seen by JOHSC members and not distributed to staff 			
NB-24-12/12-05		<p>Back door (staff entrance) is closed until further notice</p> <ul style="list-style-type: none"> - Property management has deemed the stairs and area unsafe to travel, tape and signs are in place, and the door card reader will be deactivated for the duration of the project - The door can still be used to escape in an emergency, but no entry or foot traffic are allowed - CBRE has engaged engineers to assess and repair – no timeline yet - JOHSC members to inform their staff 	ALL	Jan 9, 2025	IP
NB-24-12/12-06		<p>Evacuation reporting process – change to existing procedures</p> <ul style="list-style-type: none"> - Currently the Emergency Director (ED) will be the contact point for all floor wardens (no change) - Weekdays between 8:00am and 4:30pm the Incident Command Liason (ICL) will be the point of contact at the normal muster point at the top of the north stairs, and relay details to the ED regarding updates and re-entry - Anytime outside of that, (weekdays after 4:30pm and on weekends) the ICL should report to RSOC 61 desk, and relay the information to the ED from there 			R

*NB – New Business

11. NEXT MEETING	
Date:	Thursday, January 9
Time:	10:15am
Location:	Zoom



12. MEETING ADJOURNED

Time:	10:47AM
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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
- Posted on any Safety Bulletin Boards (if applicable)