



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: December 18, 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Simon Chen	AAPS	Student Health Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Simran Kaur	CUPE 2950	Student Health Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chelsea Linton	AAPS	Student Health Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jonathan Ngo	CUPE 2950	Counselling Services	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Rayda Sheikh	Health, Equity, Promotion & Education	<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: Rayda 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 A. REVIEW ACTIONABLE ITEMS FROM LST MINUTES (if applicable)



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.

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
		<ul style="list-style-type: none"> • No workplace safety 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
		<ul style="list-style-type: none"> No education and training items 			

* 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
IR #202413986130A AND IR #202413986145A	E	<ul style="list-style-type: none"> Description: <ul style="list-style-type: none"> o 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. o Order #1 - General Duties: An order was issued under section WCA21(1)(a), which states every employer must 				C



9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)					
		<p>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.</p> <p>o The employer is required to submit a Notice of Compliance report by December 18, 2024.</p> <p>• JOHSC/LST General Learnings/Discussion Points:</p> <p>o Employers are required to have clear policies in place to prevent, address, and investigate bullying and harassment complaints. Workers should be encouraged to report incidents promptly.</p> <p>o Employers must ensure the health and safety of all workers by 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.</p> <p>o All workers should contact their administrative head of unit, Union/Association representative, or Human Resources Advisor, as they lead these investigations and provide necessary guidance throughout the process.</p> <p>o Employers should provide ongoing training and education to ensure that workers understand their rights and responsibilities regarding workplace bullying and harassment.</p>			



9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
		<p>o It is important to maintain confidentiality throughout the investigation process, and employers should offer support services (EFAP) to workers who are involved in or affected by harassment complaints.</p> <p>o Refer to Bullying and Harassment for information on bullying and harassment.</p>				
IR #202413986141A	E	<ul style="list-style-type: none"> • Description: <ul style="list-style-type: none"> o 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. o WorkSafeBC confirmed that the employer followed the intent of the Workers Compensation Act and conducted an effective investigation. o There were zero (0) orders issued to the University. • JOHSC/LST General Learnings/Discussion Points: <p>WorkSafeBC Inspection Report Summary</p> <ul style="list-style-type: none"> o Employers are required to have clear policies in place to prevent, address, and investigate bullying and harassment complaints. Workers should be encouraged to report incidents promptly. o Employers must ensure the health and safety of all workers by taking necessary steps to minimize or eliminate workplace bullying and harassment. Complaints related to bullying and 				C



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IR #202416709086A		<ul style="list-style-type: none"> • Description: <ul style="list-style-type: none"> o 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. o The worker received first aid and was transported to the hospital. 				C



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

	<p>o The ladder, found to have a loose crossbar, was removed from service and will be replaced. There were zero (0) orders issued to the University.</p> <p>• JOHSC/LST General Learnings/Discussion Points:</p> <p>o Employers must ensure that all ladders used in the workplace are regularly inspected and maintained to prevent equipment failures. Damaged or faulty ladders must be removed from service immediately.</p> <p>o 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.</p> <p>o Encourage everyone to report incidents and near misses into CAIRS within 48 hours of the occurrence so that a preliminary investigation can be completed within 48 hours as required by section 71 of the Workers Compensation Act.</p> <p>o Reminder that incident investigations require a site visit that must be completed within 30 days, and include a detailed description of incident, unsafe conditions, contributors, causes, corrective actions, and the name of the participating worker representative.</p>				
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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-24/12/18-01	E	<p>Recommended items to discuss at JOHSC/LST Meeting</p> <p>Preparing for Extreme Winter Weather at UBC 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> <p>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.</p> <p>Informational Items</p> <p>Annual Seasonal Shutdown and Holiday Tips Before leaving for this holiday season, help save energy and keep valuables safe by taking some simple actions:</p>			C



10. NEW & OTHER BUSINESS

		Seasonal Shutdown Tips from Sustainability	Holiday Tips from Campus Security											
		<ul style="list-style-type: none"> Switching off electronics 	<ul style="list-style-type: none"> Closing and locking office and exterior building doors & windows 											
		<ul style="list-style-type: none"> Turning off the lights 	<ul style="list-style-type: none"> Turning off office lights and electronic equipment 											
		<ul style="list-style-type: none"> Unplugging small appliances 	<ul style="list-style-type: none"> Locking away portable equipment, tools, laptops and any external data devices 											
		<ul style="list-style-type: none"> Closing windows and blinds 	<ul style="list-style-type: none"> Closing blinds and curtains 											
		<ul style="list-style-type: none"> Reporting any air or water leaks 	<ul style="list-style-type: none"> Locking valuable personal property out of sight or taking it home 											
		<ul style="list-style-type: none"> Shutting fume hood sashes 	<ul style="list-style-type: none"> Ensuring all your data devices are encrypted for security 											
		<ul style="list-style-type: none"> Shutting down non-essential lab equipment 	<ul style="list-style-type: none"> Protecting your building and office keys at all times to prevent risk to your workspace. 											
		<p>JOHSC Training New dates have been released for JOHSC and LST training. You can register for JOHSC training here, and LST training here.</p>												
		<table border="1"> <tr> <th colspan="2">JOHSC Training</th> <th colspan="2">LST Training</th> </tr> <tr> <td>Part 2a</td> <td>Part 2b</td> <td>Part 2a</td> <td>Part 2b</td> </tr> </table>		JOHSC Training		LST Training		Part 2a	Part 2b	Part 2a	Part 2b			
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10. NEW & OTHER BUSINESS							
		January 13 th 9:00am – 11:00am	January 16 th 1:00pm – 3:00pm	December 10 th 10:00am – 11:30am	December 12 th 1:00pm – 2:30pm		
				February 18 th 10:00am – 11:30am	February 20 th 1:00pm – 2:30pm		
<p>WorkSafeBC Inspection Reports (IR)</p> <p>There were 4 inspection reports received since the last co-chair email. As always, the “WSBC IR Summary” attachment provides a brief summary for the inspection report and some discussion points to consider.</p>							

*NB – New Business

11. NEXT MEETING	
Date:	January 15, 2025
Time:	11:30am
Location:	Virtual – Zoom meeting

12. MEETING ADJOURNED	
Time:	10:21am

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)