



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: UBC Robson Square

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

Date: January 9th, 2025

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
Andrew Lee	M&P	UBC IT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>



Employer Representatives	Work Location	Present	Regrets	Absent
Karen Carotenuto	Sauder CBS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pam Voigt	Extended Learning	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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: Mike Seconded by: Karen
- **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: Harsha Seconded: Mike

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
No new CAIRS incident reports since last meeting					

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
	C	*Currently due Jan 31 st 2025* must be completed by a JOHSC rep and accompanying staff member	All	Dec. 31 st	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)

Please submit to Cheyenne by January 31st 2025

* 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
ED-25/01/09-01	E	8 Training hours are granted to JOHSC members per year to attend health and safety related functions/workshops HK – can we use PD funds CS – yes you can!	All		N

* 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-24-12/12-05	D	Stairwell (staff entrance) no work was done over the break We will update everyone as information becomes available			R

* 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
IR #202416709097A	C	Ladders must be inspected regularly and replaced as required, reminder to submit a CAIRS report within 48 hours on any incident.				R



9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
		UBC Alert tests and broadcasts as of fall last year are not working correctly. Please after the next alert (Jan 17 th) inform Cheyenne with an email to say whether you did or did not receive the alert. Consider downloading the UBC Safe App, and turning on Push notifications.				
REC-2025/01/09-1		Bell Let's Talk day Jan 22 nd Faculty and staff can access a range of mental health resources at UBC Health and Wellbeing . For additional educational opportunities, explore our mental health-related courses at UBC Workplace Learning .				N

* 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-25-01/09-01	C	Elevator foyer – feedback The P2 vestibule has been gross and a source of concern for a while now. CBRE and Paladin don't have any proactive solutions. VAG has complained, and that has created some movement. Please ask staff who have details, (date and what was witnessed) while traveling through elevator 34 to submit the complaints to Cheyenne before Tues Jan. 28 th .			IP
NB-25-01/09-02	E	Fire Extinguisher check – complete Jan. 2025 CBRE rep has attended our location and completed the annual fire extinguisher check.			R
NB-25-01/09-03	D	Q for Shilan re: 2025 March planning – UBCRS JOHSC 1 year anniversary. January/Feb. the chairs (and maybe some designates)			N



10. NEW & OTHER BUSINESS					
		will answer a survey, which will help finalize the JOHSC's goals for the coming year. The recommendations will be brought to the March meeting, and discussed, agreed upon and put into action/			
NB-25-01/09-04	E	April in person Meeting – Everyone agreed that for April 2025's meeting we will all try to meet at UBC Robson Square, to have the meeting, but also catch up, and see everyone in person.			N

*NB – New Business

11. NEXT MEETING	
Date:	Thursday, February 13
Time:	10:15am
Location:	Zoom

12. MEETING ADJOURNED	
Time:	10:40AM

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)