



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: January 15, 2025

Time: 11:00am
Location: Virtual – 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
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 checked="" type="checkbox"/>	<input 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"/>
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"/>
Camelia Robu	Counselling Services	<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: Simon Chen Seconded by: Dickson Ng

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

- LST in UBC Life Building – building joint model is no longer working. What are some options that other units have implemented?



4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

- Eka has reached out to Dustin because she was a co-chair of Life LST and since pandemic, there have been a lot of challenges in ensuring that meetings and action itmes are attended to due to WFH schedule , and staff turnover. It is difficult for LST to function at all. Due to changes in Eka’s workload she is no longer co-chair but just a member of LST.
- Has anybody run into these issues at their LSTs? What strategies have you implemented to run meetings more effectively and get membership?
- Life LST would be great to have, but at the end of the day, LSTs are not a regulatory requirments. It is important for people to know how to contact someone who is on Safety committee for any safety concern.
- There are some other strategies Dustin and Eka discussed, such as newsletter. Simon is developing newsletter for SHS, which is a great idea for people to be updated on all safety issues.
- LST in BRCS just started – how were we able to mobilize.
 - o Nick from Faculty of Arts Safety team initiated LST in BRCS. He emailed all admins in the building and not much mobilization was needed as we were all aware that we need one as the building is new and we don’t have anything finalized.
 - o There’s a possibility that Newsletter might work for Life Building.
 - As November or December, Simon shares the SRS updates with the SHW newsletter. There’s not much time commitment – about 15 minutes to send the email. Dustin to share findings with Eka and copy Simon. Option could be to have SHW team include Life building users into their newsletter.
- Rayda brought up a safety concern in Wellness Centre, but resolved with James. Due to constructions lots of fumes present. Staff working from home. If it is lingering concern Rayda to reach out to SRS.

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

Is the agenda approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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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
	E	<ul style="list-style-type: none"> Brian to present JOHSC Road Show at VPSO All Staff meeting January 28, 2025 		February 2025	IP

* 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# 202416709097A	E	<ul style="list-style-type: none"> Description: <ul style="list-style-type: none"> This Inspection Report documents the receipt and acceptance of the employer's full incident investigation report (EIIR) relating to an incident which occurred on November 12, when a worker fell from a ladder while addressing a ceiling water leak. There were zero (0) orders issued to the University. JOHSC/LST General Learnings/Discussion Points: <ul style="list-style-type: none"> 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. In addition, confirm the height of the ladder is appropriate for the task. 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- 				C



9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)					
		<p>2222 (after calling 911 emergency services) as part of the incident response.</p> <ul style="list-style-type: none"> 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 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. 			

* 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-25/01/15-01	E	<p>Recommended items to discuss at JOHSC/LST Meeting</p> <p>Engineering Control Survey Safety & Risk Services is gathering information on the range and apparent condition of engineering controls available within research and teaching spaces on Point Grey campus. Starting in January, SRS Assistants will be touring lab spaces to record the location, condition and type of vented equipment – including (but not limited to) fume hoods, solvent cabinets, custom enclosures and Nederman arms connected into ducting. This will be done by visual observation and photos – there will be no interruptions to experimental work nor questions to answer. What we learn will be used to establish a record of engineering controls requiring HVAC connection, inform the triage of building</p>			C



10. NEW & OTHER BUSINESS

		<p>level upgrades and repairs to HVAC systems supporting fume hoods and local area ventilation, and revise HVAC shutdown procedures to maximize occupant and operational safety.</p> <p>We anticipate very brief (~10 min) laboratory visits. Prior to the visit, department personnel will be contacted to confirm scheduling and indicate any rooms with relevant equipment that might be overlooked. We are also asking that clear signage be posted on entry doors to any space where entry is likely to compromise the experiment due to light sensitivity.</p> <p>For any questions regarding this survey, contact research.safety@ubc.ca.</p> <p>UBC Alert testing on January 17 – are you in the loop? UBC Alert will be sending out a test notification to UBC Vancouver students, faculty, and staff via a phone call and text message on Friday, January 17, 2025.</p> <p>UBC Alert is the university’s mass notification system used to send alerts in urgent situations that pose an immediate safety or security risk to the community.</p> <p>To ensure you are receiving notifications, make sure your mobile number is up to date on Workday.</p> <p>The UBC Alert system works in tandem with UBC Safe App in Vancouver, and a push notification will also be sent through the app during the test. Download the app and turn on push notifications to receive important updates for safety and security risks.</p> <p>Learn more about UBC Alert and UBC Safe App.</p> <p>Bell Let’s Talk – Mental Health</p>			
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10. NEW & OTHER BUSINESS

January 22, 2025 is Bell Let's Talk Day which raises funds for mental health initiatives and aims to reduce the stigma around mental illness. You can find more about this day and how you can contribute at [Bell Let's Talk](#).

Each year, 1 in 5 Canadians faces a personal mental health challenge. At UBC, we're dedicated to providing support. 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](#). Together, we can foster a healthier, more supportive community.

Informational Items

Additional 8 hours of Occupational Health and Safety (OHS) Training

All JOHSC members are entitled to an additional 8 hours of OHS training. Below are a few upcoming local and virtual conferences or seminars. Registration and costs associated will be the responsibility of your department.

- [Western Conference on Safety](#) (in-person) on April 14-15 at the Hyatt Regency Vancouver. Early bird registration ends on March 13, 2025.
- [Employers' Advisers Seminars](#) (in-person or virtual): The Employers' Advisers Office In-Person and Virtual Training Schedule for January-March 2025 has now been posted for registration.

Note - Just a reminder that this 8 hours of training is in addition to the regular Continuing Medical Education (CME)/Continuing Professional Development (CPD) time that you may use from your employment.

JOHSC Training

New dates have been released for JOHSC and LST training. You can register for JOHSC training [here](#), and LST training [here](#).



10. NEW & OTHER BUSINESS					
		JOHSC Training		LST Training	
		Part 2a	Part 2b	Part 2a	Part 2b
		January 13 th 9:00am – 11:00am	January 16 th 1:00pm – 3:00pm	February 18 th 10:00am – 11:30am	February 20 th 1:00pm – 2:30pm
<p>WorkSafeBC Inspection Reports (IR)</p> <p>There was 1 inspection report 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:	Februray 19, 2025
Time:	10:00am
Location:	Virtual – Zoom meeting

12. MEETING ADJOURNED	
Time:	11:30am

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)