



## Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: UBC Robson Square

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

Date: February 13<sup>th</sup>, 2025

Time: 10:15am  
Location: Zoom Meeting

### AGENDA:

<ol style="list-style-type: none"> <li>1. Roll Call</li> <li>2. Determination of Quorum</li> <li>3. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes</li> <li>4. Additional Agenda Items, Review Actionable Items from Local Safety Team (LST) Minutes &amp; Approval of Agenda</li> <li>5. Review Centralized Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents <ul style="list-style-type: none"> <li>• Monthly Incident List &amp; Statistical Summary Report</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)</li> <li>7. Review Education and Training</li> <li>8. Ongoing Business – Status of Action Items</li> <li>9. JOHSC Formal Recommendation Letters &amp; Regulatory Inspections</li> <li>10. New and Other Business</li> <li>11. Next Meeting</li> <li>12. Meeting Adjournment</li> </ol>
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### 1. ROLL CALL

Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Andrew Lee	M&P	UBC IT	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Philip Quach	M&P	UBC IT	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>
Kiran Shirgell	Sauder DAE	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mike Fraser	Robson Central	<input type="checkbox"/>	<input checked="" 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: Karen Seconded by: Harsha
- **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 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    Motion: Yuri                      Seconded: Dan

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
<b>136520</b>	C	One CAIRS report: participant was feeling ill; was in 1 <sup>st</sup> aid room awaiting a family member to pickup. Requested a thermometer and Tylenol, neither of which we could provide. OFA2 rep checked on individual frequently until they left at 3pm.			N

**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)





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-25/02/13-01	C	Mandatory Training to be completed by Feb 28  UBC has updated its Sexual Misconduct Policy and has launched new required <a href="#">training</a> for all faculty and staff to ensure everyone understands UBC's expectations under the revised policy.  - All JOHSC members to complete by Feb 28 as good example for their teams (if not done already)	All Staff	Feb 28 <sup>th</sup>	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.  <a href="#">Permanent fencing has been installed, still allows egress out of the building but no one can enter from the stairs</a>	-		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



9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
JFR-25/02/13-01	E	<p><b>NEW procedure: instead of Cheyenne/Harsha</b> reading them out, we will ask others to stipulate what is relevant to UBC Robson Square, and others as to the general ideas we should all know. Sign ups welcome before March 13, or it will be voluntold going forward.</p>	JOHSC members	Feb 13 <sup>th</sup>	Mar 13 <sup>th</sup>	N
IR#20241670909 7A	C	<p>Inspection report: Worker was checking the building generator and received a shock to their lower leg. Worker attended the hospital for further medical assessment. Zero (0) orders were issued to the University.</p> <ul style="list-style-type: none"> <li>- Contractors working in UBC spaces must abide by UBC health and safety rules and processes. UBC staff who witness an unsafe act or condition must report it immediately. Call Campus Security @ 604-822-2222.</li> <li>- 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.</li> <li>- Encourage everyone to report incidents and near misses into <a href="#">CAIRS</a> within 48 hours of the occurrence so that a preliminary investigation can be completed within 48 hours as required by <a href="#">section 71 of the Workers Compensation Act</a></li> </ul>	n/a			N



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

		<ul style="list-style-type: none"> <li>- 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.</li>   <li>- Reminders:</li> </ul> <p>When a WorkSafeBC officer is present at a workplace, their presence may be because of:</p> <ul style="list-style-type: none"> <li>- A complaint received by WorkSafeBC,</li> <li>- Routine inspection for compliance, or a Scheduled, consultative role</li> <li>- An investigation after a serious incident</li> </ul> <p>You must cooperate and provide information requested by the officer when they are present at the workplace for reasons outlined above. WorkSafeBC officers have the authority to request from the employer any documents related to their inspection such as: completed Employee Incident Investigation Reports, records of worker training, workplace inspection reports and checklists, staff meeting minutes on safety topics, safe work procedures and equipment maintenance logs.</p>				
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\* 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-25/02/13-01		<p>Terms of Reference March 2025 to February 2026. Annual review and be prepared to vote in March on the attached TOR.</p> <p>Highlights:</p> <ul style="list-style-type: none"> <li>- Quorum: must be met or the meeting does not qualify and must be rescheduled</li> <li>- All committee appointments are for a minimum of 2 years. Always helpful when members can stay on longer to improve knowledge base.</li> <li>- Confirmed from January: no changes to our meeting frequency</li> <li>- Time off for JOHSC members to perform duties and functions will be deemed to be time worked for the employer.</li> </ul>	ALL	Review by March 4; send any queries to CS by March 4; ready to review in meeting on Mar 13	N
NB-25/02/13-02		<p>Annual Reminders (see attachment)</p> <p>Three things to do for EE, DAE, ExL (each unit picks one)</p> <ol style="list-style-type: none"> <li>i. Check the membership listed on our committee website accurately reflects the committee compositions and matches the meeting minutes. Report any issues to the team in the March meeting</li> </ol>	DAE/EE/ExL	Choose which reminder to tackle and tell CS by Mar 4 <sup>th</sup> 2025	N





10. NEW & OTHER BUSINESS					
		<ul style="list-style-type: none"> <li>ii. Review the incident investigation notes from the past year’s meeting minutes and confirm whether there are any patterns or trends that may be developing.</li> <li>iii. Review member attendance and action tracking. Are there any gaps, a lack of alternates or representation, or missing information that can be adjusted for the new year?</li> </ul>			
NB-25/02/13-03		<p>For the Co-Chairs:</p> <ul style="list-style-type: none"> <li>- Review the non-UBC CAIRS statistics and report to committee in March.</li> <li>- Finalize update of TOR for March meeting</li> <li>- Report on the workplace inspections (see above)</li> <li>- Review training availability for all JOHSC members (8 hours) to enhance H&amp;S knowledge.</li> </ul>	Co-Chairs	Mar 13 <sup>th</sup> 2025	N
NB-25/02/13-04	E	2025 Goals	March 4 <sup>th</sup>		N



10. NEW & OTHER BUSINESS					
		<p>1) Each unit come up with one or two goals to present for voting in March meeting.</p> <ul style="list-style-type: none"> <li>- Examples:               <ol style="list-style-type: none"> <li>1. Identify ways to increase awareness about the RS JOHSC within the site.</li> <li>2. Review committee membership and identify positions that need alternates to improve attendance and worker representation at meetings.</li> <li>3. Do we know what to do if a WorkSafe officer came onsite?</li> </ol> </li> </ul> <p>2) 1<sup>st</sup> year: participation! Up to speed – what to do next! Raise awareness at staff meetings / initiatives!</p> <p>3) Evaluation Checklist: duties and how they fulfilled them; Harsha and I will review and then Shilan and us two will go over (highlights and lowlights). Committee is not involved in this step. Do not discuss.</p>			
NB-25/02/13-05	E	<p>IAQ 1500</p> <p>New indoor air quality check requested by the team in 1.500 due to ongoing musty smells in certain offices. CBRE has looked into it, but any adjustments have not fixed the problem. Awaiting IAQ's response.</p>			N



\*NB – New Business

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

12. MEETING ADJOURNED	
Time:	10:48 AM

**LEGEND**

PRIORITY:		STATUS:	
<b>A</b>	Critical/Life threatening/high probability	<b>N</b>	New
<b>B</b>	Urgent/moderate probability of re-occurrence	<b>R</b>	Repeat
<b>C</b>	Important/low probability of re-occurrence	<b>C</b>	Complete
<b>D</b>	Reminders	<b>IP</b>	In Progress
<b>E</b>	Information	<b>RF</b>	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](mailto:ubcsafety.committee@ubc.ca)
- Posted on any Safety Bulletin Boards (if applicable)