

THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN
University Health and Safety Committee
Voting Members Minutes
June 24, 2019 @ 11:00am, Location ADM006a

Hohl, Shannon	(BCGEU)	School of Engineering
Majeran, Michelle	(BCGEU)	Health & Social Development, co-Chair
Zinz, David	(BCGEU)	School of Engineering
Vacant	(UBCFA)	
Vacant	(UBCFA)	
Bizzotto, Roger	(M & P)	Facilities Management, co-Chair
Guenard, Chris	(M & P)	University Relations
Guttman, Guy	(M & P)	Conferences and Student Housing
Wilson, Roger	(M & P)	Health & Wellness

Ex-officio

Hingston, Adrian	(Ex-officio Member)	Associate Director, Risk Management Services
McLeod, Jason	(Ex-officio Member)	Risk Management Services
Michels, Cherie	(Ex-officio Member)	Risk Management Services

Regrets

Campbell, Troy	(M & P)	Campus Security
Kane, Nicola	(BCGEU)	Campus Planning & Development
Moralejo, Lisa	(UBCFA)	School of Nursing
Wagner, John	(UBCFA)	Community Culture & Global Studies

Recorder: N. Ingram

Chair: M. Majeran

1. Call to order and determination of quorum

2. Approval of Agenda

Approval of Agenda for June 24, 0219
 Moved/Seconded: G. Guttman, D. Zinz

3. Approval of Minutes

Approval of minutes from May 27, 2019
 Moved/Seconded: C. Guenard, S. Hohl

4. New Business

No new business at this time.

5. Old Business

5.1 JOHSC Update

A. Hingston

- Creating package with documentation requested by workspace
- When variance is granted, committee will be given one year to work under new structure, then request new variance; will need to request new variance every three years after that
- Discussions with BCGEU and Faculty Association; AAPS not formally engaged as it is seen by Worksafe as representing the employer

- A. Hingston to look into bringing on faculty members who've volunteered for 3-structure committee to fill faculty vacancies
- 5.2 Committee evaluation – Focus Area A2 – Communication with Workers - all (15min)
- Discuss opportunities to improve key areas as identified in report (see attached)
 - Currently: No tracking of reports that come to committee and no awareness of what committee is or who its members are
 - Educational opportunity:
 - Use move to 3-committee structure as announcement that committee exists - frame as educational piece plus news item – committee is expanding
 - Recommended that communication from HSE and feature program elements, i.e. building inspections, as 'interest' piece
 - Communication on committee expansion may be best coming from employee groups rather than university
 - Add boilerplate text to HSE communications re: committee going forward – place to raise safety concerns or questions
 - Communications may be best
 - Increasing opportunities/tools for communication from/to workers:
 - Frame communications around desired role of committee: a venue for those not getting a response from supervisor or HSE
 - Training and orientation materials – opportunity to improve required orientation training on committee structure
 - Outreach via building inspections often falls flat – concerns outside of purview of health and safety, i.e. Quonset concerns can't be responded to as they are directed to the wrong venue
 - Offer avenues of response for building inspections
 - Accurate reporting and response to reports:
 - Next year's annual report, use general comments to capture items being communicated at LHSC level – "never" on form not necessarily accurate re: items being communicated to committee from workers via LHSCs
 - Ensure committee review of reports and resulting recommendations – committee should address urgency of recommendations and gain some understanding of when work orders resulting from building inspection and incident reports are completed; need better documentation and follow up
 - Incident investigations – challenges with CAIRS reports
 - Current process: Worker fills out pared down version of form but supervisor completes most documentation; worker is often not engaged during CAIRS process
 - Often vague, allowing readers to draw wrong conclusion; not always confident that supervisor knows correct process
 - Worker concerns can be overshadowed due to reporting requirements of system
 - HSE currently engages incident investigations through CAIRS
 - HSE engages supervisors to walk through the process, but need method to ensure that workers are aware of process and that committee is an available resource for them
 - CAIRS has ability for OHS committees to review and add action items; not currently in use but able to implement if desired by committee
 - Committee members can view manager's report but will not have ability to reach out to worker when assisting with investigations
 - HSE to create email templates for workers with information on – bring to committee for review next meeting

- Onboarding information & training opportunities
 - Initial/onboarding training is compliance requirement; significant room for improvement
 - HSE to include info on Worksafe and committees at orientation booths
 - HSE creating info package for orientation; online orientation is available, but is mostly ineffective due to its size
 - Auxiliary employees and different areas of university present orientation challenge
 - HSE to bring some orientation to next meeting for review

6. Standing Items

- | | | |
|-----|--|---|
| 6.1 | Committee information | A. Hingston, J. McLeod, C. Michels |
| | <ul style="list-style-type: none"> • Contractor Safety Manual - deferred | |
| 6.2 | Building Inspections | N. Ingram (5min) |
| | <ul style="list-style-type: none"> • 17/18 inspection schedule updated and circulated • CHP inspection - deferred • Upper Campus Health | T. Campbell/N. Kane
J. McLeod/C. Guenard |
| 6.3 | Health Safety and Environment Report
<i>HSE</i>
To be attached as Addendum 1 | J. McLeod (5min) |
| 6.4 | Campus Security Report
<i>Campus Security</i>
To be attached as Addendum 2 | T. Campbell (5min) |
| 6.5 | Courses/Seminars/Opportunities – update | N. Ingram (<5min) |
| | <ul style="list-style-type: none"> • HSE: <ul style="list-style-type: none"> ○ Chemical Safety (Includes WHMIS) <ul style="list-style-type: none"> ▪ Tuesday, July 9, 11:30am-2:30pm ▪ Thursday, Aug 29, 8:30-11:30am ▪ Thursday, Sept 5, 12:00 noon-3:00pm ▪ Thursday, Oct 17, 12:30-3:30pm ○ Lab biological safety: <ul style="list-style-type: none"> ▪ Tuesday, Sept 10, 8:30am-12:30pm ▪ Tuesday, Oct 15, 11:30am-3:3-pm ○ HSE course registration:
http://riskmanagement.ok.ubc.ca/register.html • Employers' Advisors Office Seminars: <ul style="list-style-type: none"> ○ Listing of courses offered by webinar. For a full list of courses including those offered in person, see: https://eao-employersseminars.labour.gov.bc.ca/Seminars ○ New Joint Committee Members #2 Right to Refuse, Consultation and Making Recommendations <ul style="list-style-type: none"> ▪ Seminars are currently full but a waitlist is available. ○ New Joint Committee Members #3 – Inspections and Investigations <ul style="list-style-type: none"> ▪ Seminars are currently full but a waitlist is available. ○ New Joint Committee Members #4 – Committee Evaluations and Assessing Training Needs <ul style="list-style-type: none"> ▪ Seminars are currently full but a waitlist is available. | |

- Committee members are asked to submit confirmation of their confirmation in training opportunities in order to remain in compliance with WorkSafe requirements re: training records.

7. Date for next meeting:

July 22, 11am-noon

8. Adjournment

Moved/Seconded: S. Hohl, G. Guttman

Addendum 1
Dept. of Health, Safety & Environment - Incident Report Summary:
University of British Columbia (Okanagan Campus) Health and Safety Committee
Date

**Addendum 3
Building Inspection Schedule**

Last updated: June 24, 2019

UHSC - Building Inspections 2017/18			
Team	Building	Status	Report to committee
Guy Guttman, Shannon Hohl	Residences: Monashee	Complete March 7, 2018	Y
Guy Guttman, Lisa Moralejo	University Centre (UNC)	Complete March 6, 2018	Y
Chris Guenard, Jason McLeod, MWO Inspector	Mountain Weather Office (MWO)	Complete November 2018	
Troy Campbell, Michelle Majeran	Parking Lots F, H, E, R	Complete May 22, 2018	Y
Nicola Kane, Troy Campbell	Central Heating Plant	Complete 2019	Y
Chris Guenard, David Zinz	Creative and Critical Studies	Complete June 14, 2018	Y
Guy Guttman, Lisa Moralejo	Gym/Hangar & Portable N	Complete Oct 1, 2018	Y
John Wagner, Shannon Hohl	Library		
Roger Wilson, Michelle Majeran	Nicola and Purcell Residences	Complete July 5, 2018	Y
David Zinz, Troy Campbell	Parking lot G	Complete Sept 14, 2018	Y
Shannon Hohl, Roger Wilson	Quonset Hut & Office	Complete	Y
Peter Urmetzer, Chris Guenard	Reichwald Health Sciences	Completed June 20, 2018	Y
Roger Bizzotto, Nicola Kane	Similkameen & Valhalla Residences		Y
Lisa Moralejo, Michelle Majeran	University House & Portable A	Completed Aug 8, 2018	Y