



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: AVP Students

Worker Co-Chair:
Employer Co-Chair:

Date: January 24 2020

Time: 11:00-12:00
Location: UNC325

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
Kevin Kraft	BCGEU	Gym Athletics	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Amy Lauterbacher	BCGEU	UNC DRC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jeffrey Stonehouse	BCGEU	Library (FOM)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Employer Representatives	Work Location	Present	Regrets	Absent
Roger Wilson M & P	UNC Health & Wellness	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Robyn Bunn M & P	UNC Student Experience	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Guests	Work Location	Present	Regrets	Absent
Jason McLeod	Library Building, Health, Safety & Environ.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adrian Hingston	Library Building, Health, Safety & Environ.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 <i>* 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.</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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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: _____ Seconded by: _____
- First meeting – no minutes to adopt

Are the minutes approved?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

- Welcome/Intro – Adrian Hingston
Determine Co-chairs
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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 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
<i>E.g.#-Date</i>		<i>Enter any information relevant to the incident, actions to be taken, etc.</i>			

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



6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
<i>E.g.#-Date</i>		<i>Enter any information relevant to inspection, actions to be taken, etc.</i>			

* 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)					
<input type="checkbox"/> No actionable items noted					
Item # (ED-yy/mm/dd-#)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
<i>E.g. ED-Date-#</i>		<i>New member training, etc.</i>			

* ED – Education and Training

8. ONGOING BUSINESS – Status of Action Items					
(General discussion, review all ongoing business from previous minutes, etc. For all actionable items please list below)					
<input type="checkbox"/> No actionable items noted					
Original Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
<i>E.g. Date-#</i>		<i>Add any additional relevant information pertaining to the status of this item – keep most recent information on top. If long list of details, older less pertinent information can be removed as will have already been recorded in previous minutes</i>			

* ED – Education and Training * GI- General Inspection *NB – New Business



9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
Item # (use Recom. #)	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status
E.g.: REC-Date#		<i>For all JOHSC Formal Recommendation Letters and related Regulatory Inspections. Note ALL Regulatory Inspections reviewed, even if issued to another department. DO NOT MOVE OUT OF THIS SECTION – this section is to be used to ensure employer is responding within 21 calendar days. Once correspondence is complete item can be removed.</i>				

* REC – Recommendation Letter

10. NEW & OTHER BUSINESS
<ul style="list-style-type: none"> • General discussion items (list actionable items below) <ul style="list-style-type: none"> ○ Reviewed Terms of Reference template; committee members to review ToR (sent by Adrian to Sherry & Jason 2020/01/28) and submit any proposed changes to Jason and Sherry before next meeting; minor changes will likely be accepted immediately; more major changes my prompt review and vote by committee at next meeting (attached to these minutes) ○ Reviewed UBCO JOHSC website https://hse.ok.ubc.ca/committee/ ○ Reviewed WorkSafeBC variance that was granted to move UBCO from one JOHSC to three; committee members were shown location of posted WorkSafeBC inspections and orders on UBCO website https://hse.ok.ubc.ca/worksafebc-inspection-reports/ ○ Okanagan specific online training is being developed – will advise when it is available (members have 6 months to complete training) ○ Make note of the local safety teams ○ Requirement to meet monthly – you may identify an alternate if you are unavailable (training for them is recommended) <ul style="list-style-type: none"> ▪ Special meeting may be called if there is a major incident ○ CO-chaired committee – 1 from each (worker and employer representative) Will alternate chairing meetings. Worker Reps as well as Employer Reps are to determine their respect co-chairs for the committee by next meeting; they can contact Jason if they have any questions ○ Further training will be provided for inspections and investigations ○ Training records will be retained by HSE



10. NEW & OTHER BUSINESS

- AED discussion (moved to Feb 19 meeting)

Item # (NB-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
NB -20/01/24-01	D	Review Terms of Reference (TOR) (attached)	all		
NB -20/01/24-02	D	Be aware of emergency procedures link https://alert.ok.ubc.ca/	all		

*NB – New Business



11. NEXT MEETING	
Date:	February 19
Time:	11:00-12:00
Location:	UNC321

12. MEETING ADJOURNED	
Time:	12:00pm

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
- All JOHSC members
- Online (<https://hse.ok.ubc.ca/committee/>)
- Posted on any Safety Bulletin Boards (if applicable)