



## Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Provost & VP Research

Worker Co-Chair: Thomas Heilke  
Employer Co-Chair: Barb Jackson

Date: April 24<sup>th</sup>, 2020

Time: 0900H  
Location: Zoom (online)

### AGENDA:

<ol style="list-style-type: none"> <li>1. Roll Call</li> <li>2. Training</li> <li>3. HSE Incident Report Summary (attached)</li> <li>4. HSE related COVID resources</li> <li>5. Next Meeting</li> <li>6. Meeting Adjournment</li> </ol>	
---	--

1. ROLL CALL				
Worker Representatives	Department	Present	Regrets	Absent
Thomas Heilke		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kathy Rush		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shannon Hohl		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Debbie Roberts		<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"/>



Employer Representatives	Department	Present	Regrets	Absent
Deanna Simmons		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kristen Schuppener		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Barb Jackson		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deanna Roberts		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Guests	Department	Present	Regrets	Absent
Cherie Michels		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kimberly Lange		<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"/>
--	--	--------------------------------

## 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: Thomas Heilke Seconded by: Shannon Hohl
- List amendments to minutes

Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
---------------------------	--	--------------------------------



**4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA**

- None added
- 
- 

**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"/>
-------------------------	--	--------------------------------

**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
.March 22	C	<i>New reporting indicates that there is a 30% false positive rate with COVID-19 testing. JOHSC members asked if UBC was looking to include this information for anyone tested. HSE representative offered to pass this information on to the IDAPP group.</i>	C Michels	By next 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
<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)

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>		Kristin Schuppener, Kathy Rush and Barb Jackson – completed intro worksafe training (need to record amount of time for each)			
	E	Kathy Rush requested information on an extension to the 6-month training requirement given the unusual circumstances. HSE recommended to complete as soon as possible, but that the unusual circumstances would be taken into account.	Cherie Michels	New meeting	
	E	Cherie Michels showed link to new training being made available on the HSE website.	Everyone	End of June	

\* 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)

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>					

\* 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
<i>E.g.: REC-Date#</i>		<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>				
		None				

\* REC – Recommendation Letter

### 10. OTHER BUSINESS

- General discussion items (list actionable items below)
- COVID resources
- Barb Jackson – returning to Labs - JOHSC Responsibility? Cherie – no, IDAP committee responsible for return to work policy/procedure
- Debbie Roberts – false negatives and media under-reporting numbers.

Item # (NB-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
----------------------------	----------	---	-------------	----------------------	--------



**10. OTHER BUSINESS**

<i>E.g.: NB-17/09/19-01</i>		<i>For new items that are not currently in “ongoing business”. Enter any relevant information regarding this item, actions to be taken, etc. If this item is not completed within the meeting, it will be moved to “Ongoing Business” for the following meeting</i>			
	E	Debbie Roberts requested clearer explanations from IDAPP or research services regarding exemption and return to work plans. HSE offered to pass on information.	Cherie Michels	Next meeting	
	E	Debbie Roberts indicated that she uses Security for her “working alone” students. Discussion about whether this was correct. HSE offered to connect with security as follow up.	Cherie Michels	Next Meeting	
	E	Debbie Roberts requested that Zoom location be added into all meeting requests and into meeting agendas	Kim Lange	Next meeting	

\*NB – New Business

**11. NEXT MEETING**

Date:	May 22 2020
Time:	0900H
Location:	Zoom

**12. MEETING ADJOURNED**

Time:	0930H
-------	-------

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