



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: AVP Students

Worker Co-Chair: Kevin Kraft
Employer Co-Chair: Robyn Bunn

Date: May 13, 2020

Time: 11:00-12:00
Location: UNC321 (Zoom)

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 checked="" type="checkbox"/>	<input 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"/>



	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"/>
Sherry Petkau	UNC, AVP Students office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kimberley Lange	Library Building, Campus Security	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cherie Michels	Library Building, Health, Safety & Environ.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Adrian Hingston	Library Building, Health, Safety & Environ.	<input type="checkbox"/>	<input checked="" 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)

<ul style="list-style-type: none"> • Move to adopt minutes. Moved by: <u>Kevin Kraft</u> Seconded by: <u>Amy Lauterbacher</u> 		
Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>



4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

• Training Update

- Not all have been moved over to wpl website (<https://wpl.ubc.ca/>) – not yet available in Canvas-if you have started it in Moodle you can complete it there
- *JM will send an email update when he gets notification it is available*
- Part 2 will be set up as an online course as well – primarily for inspections and investigations
- Legislation indicates completion should be by mid-June but likely deadline can be pushed back – if training is available soon we will aspire to meet the deadline
- Several other training programs are available on Canvas
- If you do the training and have feedback feel free to send that to Jason McLeod

• General Update

- Campus Security still providing first aid. Incidents are very light
- September classes – large classes will not be on-campus
- Move in will be much smaller – plans have not been completed as yet, committees working on it
- Fire drills will look quite different
- Developing protocol based on hazards assessment process – look at how we can apply distancing, etc. and what is required for people to return to campus
- Will be an individual approach for each area/building
- Haven't defined this committee's involvement in inspections and investigations – will be requesting feedback
- Will be rotated so not always on one member
- Inspections in highly specialized environments will likely be carried out by the department
- NAOSH – hoped to do something for it this year but weren't able due to distancing (<http://www.naosh.org/english/>)
- Day of mourning on April 28 – a day to remember those injured or killed on the job – hopefully will be able to plan event for next year

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:

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) <i>E.g.#-Date</i>	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)

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 #) <i>E.g.#-Date</i>	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
		<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



7. REVIEW EDUCATION AND TRAINING

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>					

* 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>				

* REC – Recommendation Letter



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 – New Business



11. NEXT MEETING

Date:	June 17, 2020
Time:	11:00-12:00
Location:	UNC321 (Zoom)

12. MEETING ADJOURNED

Time:	11:30am
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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)