



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: AVPFO

Worker Co-Chair: TBD
Employer Co-Chair: TBD

Date: January 28, 2020

Time: 10:30am – 11:30 am
Location: EME 4218

AGENDA:

<ol style="list-style-type: none"> Roll Call Determination of Quorum Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes Additional Agenda Items, Review Actionable Items from Local Safety Team (LST) Minutes & Approval of Agenda 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"> Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers) Review Education and Training Ongoing Business – Status of Action Items JOHSC Formal Recommendation Letters & Regulatory Inspections New and Other Business Next Meeting Meeting Adjournment
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1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Nicola Kane	BCGEU	Campus Planning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jennifer Ma	BCGEU	Parking Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Connor McGoran	BCGEU	Facilities Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chris White	BCGEU	Facilities Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Employer Representatives	Work Location	Present	Regrets	Absent
Roger Bizzotto	Facilities Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Troy Campbell	Campus Security	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guy Guttman	SHHS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Guests	Work Location	Present	Regrets	Absent
Adrian Hingston	Health, Safety & Environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Natalie Ingram	Campus Operations & Risk Management	<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: n/a Seconded by: n/a
- December 2019 minutes were minutes of previous committee – provided to members of that committee and posted on HSE website, but not provided to JOHSC-AVPFO members for approval.

Are the minutes approved? Not applicable for this meeting only	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

- None

4 A. REVIEW ACTIONABLE ITEMS FROM LAST 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.



4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

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)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
		Report provided at January 2020 meeting. No actions assigned.			

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
General notes		Inspection reports are received from WorksafeBC in response to employee complaints or employer requests. This campus gets few inspection reports but Vancouver gets several, which are available online. Goal for this committee is to review Vancouver infractions in summary. While they often don't apply to the Okanagan campus, UBCO can be fined if found to be engaged in a similar infraction.	n/a	n/a	n/a
202016693005A	B	EME: glass jar in lab was not capped properly and exploded, sending acid and chemicals over the lab; students noticed it whistling and cleared lab	A. Hingston	2020/02/24	IP



6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
		prior to the explosion, avoiding injuries. Worksafe is aware of the incident and current measures being taken. An official report to Worksafe is required within 30 days.			

* 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
ED-2020/01/28-01	E	<ul style="list-style-type: none"> 8 hours required training within first six months and entitled to additional 8 hours/year. Options include: Employer Advior’s Office, Vancouver campus training, BCGEU training HSE to provide training specific to Okanagan campus. Training will include roles and responsibilities, incident investigations and regulatory requirements 	A. Hingston	2020/02/24	N

* 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
NB-2019/12/16-01	C	<p>Pedestrian path from J Lot to new sidewalk: New pathway established with jersey barriers to prevent pedestrians crossing at unsafe location. Pathway is well-used but some pedestrian comments have indicated that pathway is an awkward location.</p> <p>Paving, painting, and signage still to be completed as part of project. Committee to review later in the year once the project in this area is complete.</p> <p>For info only: UBCO has also launched pedestrian safety campaign promoting safe routes to/from H Lot overflow and Alumni Ave.</p>	n/a	2020/02/24	RF

* 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.:</i> REC-Date#		No recommendations issued or regulatory inspections required during this period.	n/a	n/a	n/a	n/a

* REC – Recommendation Letter

10. NEW & OTHER BUSINESS

• General discussion items (list actionable items below)

Item # (NB-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
NB-20/01/28-02	E	<p>Review and ratify Terms of Reference (provided in January 2020 meeting invite). High points include:</p> <ul style="list-style-type: none"> • Committee jurisdiction and membership responsibilities 	All	20/02/24	N



10. NEW & OTHER BUSINESS					
		<ul style="list-style-type: none"> • Quorum and frequency of meetings • Accident investigations • Workplace inspections (discretion of committee – for future discussion) <p>All committee members to review Terms of Reference. Questions can be addressed in advance of or at February 2020 meeting. Ratification vote will be held at Feb 2020 meeting.</p>			
NB-20/01/28-03	E	<p>Co-chair election procedures: One co-chair required from each of BCGEU and AAPS. Please advise N. Ingram if you are interested in acting as co-chair for your employment group. If there is more than one individual in either employment group that is interested in the position of co-chair, that group will determine its co-chair by vote.</p> <p>Co-chair responsibilities include chairing meetings, providing preliminary approval to meeting minutes and agendas, and drafting/signing recommendation letters voted on by the committee. May conduct additional meetings with UBC stakeholders related to JOSCH business items.</p> <p>Co-chairs will be confirmed at the February 2020 meeting.</p>	All	20/02/24	N

*NB – New Business

11. NEXT MEETING	
Date:	February 24, 2020
Time:	11:00am – 12:00 noon
Location:	ADM006a

12. MEETING ADJOURNED	
Time:	11:20am

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)