



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: AVP-FO

Worker Co-Chair: Connor McGoran
Employer Co-Chair: Guy Guttman

Date: February 24, 2020

Time: 11:00am – 12:00 noon
Location: ADM006a

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
Nicola Kane	BCGEU	Campus Planning	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jason McLeod	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

** 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.*

Yes

No

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: G. Guttman Seconded by: C. McGoran
- No amendments to minutes.

Are the minutes approved?

Yes

No

4. ADDITIONAL ITEMS & APPROVAL OF AGENDA

- Lack of sidewalk between GYM and CHP
 - Note: request to discuss raised from Facilities Management's Local Health and Safety Committee.
 - No sidewalk between GYM and CHP creates pedestrian safety issue. Risk increases in winter when pedestrians must walk on road.



4. ADDITIONAL ITEMS & APPROVAL OF AGENDA

- There has been anecdotal discussion of the possibility of a sidewalk in that location, but no confirmation or timeline assigned to install one.
- Committee to request that Abigail Riley (Campus Planning) attend and provide review of planned pedestrian improvements on campus, including any plans for a KNW/CHP sidewalk. Committee is also interested to hear how pathways are being supported with safe lighting.

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*)
- CAIRS report for this month was mostly slips and falls.
- EME lab explosion
 - Reported to Worksafe
 - 28 corrective actions from Worksafe as response
 - Mostly procedural, some adjacent work
 - Trying to coach people to call security – first aid and contact facilities for spot training, records, etc
- Food Services – increase in cuts, burns, ergonomics
 - Committee discussed possibility of having Food Services rep on AVPFO JOSCH. HSE is working with Food Services re: scheduling difficulties, etc.
 - Food Services may also create local safety committee.
- Attempting to increase training and diligence re: labelling lab materials, bottles, etc.

(* See Legend at end for Priority and Status Codes)



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

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
202016693005A	B	EME: glass jar explosion (originally discussed at January 2020 meeting). In progress by HSE, no action for committee at this time.	A. Hingston	2020/02/24	IP

* 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
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 Advisor’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 Goal is to have training live in next two months 	A. Hingston	2020/03/23	IP

* 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)

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. 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.

No actionable items noted

Original Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status

* 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.</i>				

* REC – Recommendation Letter

10. NEW & OTHER BUSINESS

- General discussion items (list actionable items below)
- Building inspections



10. NEW & OTHER BUSINESS

- Legislation requires that committee has oversight into building inspections but not that committee members participate. Historically UHSC members conducted inspections themselves for areas other than labs. Actionable items were typically corrected immediately through work orders.
- Committee continuing to retain inspections creates efficiencies and provides a fresh set of eyes; however, for some specific areas (i.e. CHP) those who do not work in the area may not have the expertise to meaningfully contribute.
- Need to determine process for follow-up/oversight on actionable items.

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	Ratification vote for committee Terms of Reference (provided Jan 2020). PROVIDE EDITS TO NATALIE BY END OF WEEK.	All	20/03/27	IP
NB-20/01/28-03	E	Determine volunteers for co-chair positions (1 management, 1 BCGEU) and confirm co-chairs by vote if required.	All	20/02/24	C
NB-20/02/24-04	C	Request Campus Planning to provide overview of planned pedestrian safety improvements at future meeting	N. Ingram	20/03/23	RF

*NB – New Business

11. NEXT MEETING

Date:	March 23, 2020
Time:	11:00am
Location:	ADM006a

12. MEETING ADJOURNED

Time: 11:51	R. Bizzotto, G. Guttman
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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



PRIORITY:		STATUS:	
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)