



## Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: AVP-FO

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

Date: April 27, 2020

Time: 11:00am  
Location: Electronic

### AGENDA:

<ol style="list-style-type: none"> <li>1. Roll Call</li> <li>2. Determination of Quorum</li> <li>3. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes</li> <li>4. Additional Agenda Items, Review Actionable Items from Local Safety Team (LST) Minutes &amp; Approval of Agenda</li> <li>5. Review Centralized Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents <ul style="list-style-type: none"> <li>• Monthly Incident List &amp; Statistical Summary Report</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)</li> <li>7. Review Education and Training</li> <li>8. Ongoing Business – Status of Action Items</li> <li>9. JOHSC Formal Recommendation Letters &amp; Regulatory Inspections</li> <li>10. New and Other Business</li> <li>11. Next Meeting</li> <li>12. Meeting Adjournment</li> </ol>
---	--

### 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 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 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 minimum of 4 members;
- Worker representatives (faculty and staff workers who do not exercise managerial functions) and employer representatives (management workers who exercise managerial functions);
- 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

- How do we want to sign off on investigations

### 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



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

Is the agenda approved? J. Ma, R. Bizzotto	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
--	--	--------------------------------

#### 5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

Incident report for March (032020) circulated via email **April 27, 2020.**

(\* 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>		No action items arising as a result of the Incident Report for 032020.			

#### 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
		Committee still needs to determine method for workplace safety inspections. Recommend allotting 1/2hour to 1 hour for conducting inspections.	All		RF

\* 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)

- HSE has been working with IRP to move all required training courses online. Required training includes general training (i.e. bullying and harassment, new employee orientation, etc)
- Training available will also include required training for Joint Occupational Health and Safety Committees. JOSCH Part I training is expected to be online by May 1; Part II expected to be available by May 22.



### 7. REVIEW EDUCATION AND TRAINING

- Online training will allow UBC to provide Okanagan-specific training and to track completion of required courses and demonstrate compliance with required training, including safety training and JOSCH training.
  - **All training available at <http://Wpl.ubc.ca>**
- 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"> <li>• Committee to complete Parts I and II training once available online.</li> </ul>	All	2020/05/25	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)

Potential measures for GYM/CHP area include signage discouraging vehicles (except service vehicles) from entering area, traffic calming. Campus Planning to present Transportation Plan for campus at future meeting, as noted in NB-20/02/24-04 below.

No actionable items noted

Original Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
NB-20/01/28-02	E	Motion to approve committee Terms of Reference: Moved/Seconded by C. White and G. Guttman. <b>Terms of Reference adopted by unanimous vote at April 27, 2020 committee meeting.</b>	All	n/a	C
NB-20/02/24-04	C	Request Campus Planning to provide overview of planned pedestrian safety improvements (related to concern raised at Feb 2020 meeting about lack of sidewalk between GYM and CHP) at future meeting.	N. Ingram	20/05/25	RF
NB-20/02/24-05	C	Committee to review pedestrian improvements (J Lot to new sidewalk) once project is complete.	All	On project completion	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.: REC-Date#</i>		<i>No recommendations were made nor regulatory inspections presented at this meeting.</i>				

\* REC – Recommendation Letter

**10. NEW & OTHER BUSINESS**

- General discussion items (list actionable items below)
  - **National Day of Mourning:** Please take a moment to observe the national day of mourning for workers who have died on the job, April 28.
  - **Construction on campus:** Construction projects, i.e. Nechako and Skeena, continue on schedule. Worksafe officers attend regularly to ensure that construction workers are following physical distancing guidelines as directed by the Province.

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:	May 25, 2020
Time:	11:00am
Location:	Zoom

**12. MEETING ADJOURNED**

T. Campbell, C. McGoran
-------------------------

**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)