



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: AVP Students

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

Date: June 17, 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 type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input 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"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adrian Hingston	Library Building, Health, Safety & Environ.	<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: Jeff Stonehouse Seconded by: Roger Wilson

Are the minutes approved?

Yes

No



4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

Training Update

- All general training released April 15, available at <https://wpl.ubc.ca/>
 - except for UBCO-specific JOHSC training
 - take Fundamentals 1; level 2 will be different for UBCO so hold off until that is available
- JOHSC members are requested to take the New Employee Orientation, WHMIS general (i.e. non-lab WHMIS), Violence in Workplace, Bullying and Harassment
- As soon as Workday goes live, you will be notified if you have not taken required training

Review of 2019 Annual Executive Safety Report

- Review of incidents, accidents or claims for UBCO campus (attached to minutes)

COVID-19 Update

- Waiting for website to be completed
- See “Infection Control for Safe Work Planning” document (attached to minutes)
- Scheduling, signage, space etc.
- Provincial order that dictates safe work plans must be posted publicly - JOHSC members will be provided link when it is available
 - JOHSC members are requested to review these plans and share any feedback they may have with HSE (hse.ok@ubc.ca)
- Advanced Education is one of 13 industries that have specific guidelines: don't come to work sick, wash your hands, maintain personal distancing, events less than 50 people
- HSE website for guidelines: <https://hse.ok.ubc.ca/covid19infectioncontrol/>
- Safe Work Plans are to prioritize standard protocols such as physical distancing but when these protocols cannot be maintained to achieve the work requirements, source controls such as mask or full-face visor must become part of the Safe Work Plan (School of Engineering will manufacture non-medical face visors that may be used for this)
- Still preparing processes
- Two levels of plans for resumption using two distinct templates: Parent Plans (overall departmental or faculty plan) and Safe Work Plans (plans with protocols for specific work or research areas within a department or faculty) – submitted to Resumption committee for approval



4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

- Pandemic Training – no definitive guidelines are in place because the pandemic training is for a public health emergency instead for employment functions; health screening is a big part of the training
- Pandemic Training (titled “Preventing COVID-19 Infection in the Workplace”) is Okanagan-specific and is now available at <https://wpl.ubc.ca/>
- Approval process has started - 7 units have submitted resumption proposals so far
- HSE and/or JOHSC members may be asked to inspect work areas with approved resumption plans

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

* 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
E.g.: REC-Date#		<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:	July 15, 2020
Time:	11:00-12:00
Location:	UNC321 (Zoom)

12. MEETING ADJOURNED

Time:	11:46
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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)