



## Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: AVP Students

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

Date: August 12, 2020

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

### 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>
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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 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"/>
Adrian Hingston	Library Building, Health, Safety & Environ.	<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"/>

## 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: Kevin Kraft Seconded by: Amy Lauterbacher

Are the minutes approved?

Yes

No



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

**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



6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
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)					
<input checked="" 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
<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

#### Review of 2019 Annual Executive Safety Report

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

#### CAIRS report

- Could have been a possible COVID incident due to non compliance of protocol
  - Manager is reviewing
- If there is any possible exposure it should be documented
- Screening protocols are listed at entrance to all buildings

#### Training

- JOHSC online training - accesses part I (UBC-wide) & II (Vancouver-specific): <https://wpl.ubc.ca/browse/srs/johsc/programs/wpl-srs-johsco> (note that when signing up, the WPL website will state “Please note that after you are enrolled in this course, you will need to proceed to the Canvas course content where you can select a time for the (part 2) training.” – I signed myself up and was able to directly access Part 1 without having to provide any of the Part 2 info so don’t let that warning hinder you!)
- Development of the online Okanagan-specific Part 2 of the course is underway with estimated availability for the end of September
- If you have taken any of the training it should be documented on minutes – please send to Sherry
- Please go to [wpl.ubc.ca](https://wpl.ubc.ca) for training
- Some is Vancouver specific but the training is still worth taking

#### COVID-19 Update

- Biggest issue now is informal working spaces for students – committee formed to work through which areas will be open – not sure of numbers of students to expect
  - May not be taking classes on campus but will be accessing campus for social and studying purposes
- Buildings will be open
- Ensure cleaning protocols are in place
- May use some classrooms for informal spaces
- Mandatory masks? – CBC identified SFU will be requiring mask (not clearly defined yet exactly what the will entail)
  - We will be providing UBC cloth masks to anyone on campus, also the plastic shields will be available



- Small events applications being considered
  - Opera Under the Stars has been cancelled
- Move in Sept 6 – small cohort – will be spread over days rather than one day as in previous years
- GYM – updated plan - included summer camps for kids
- Vancouver is creating a safety course for students coming onto campus – no details yet
- Printable signs for your areas are available
  - <https://finance-operations.ok.ubc.ca/covid19-resumption/planning-for-your-workspace-resources/self-serve-signage/>
- Student computer Labs will be open
- Library not open for students
- 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](mailto: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



COVID training

- As noted in today’s meeting, Adrian has compiled COVID training completion reports by Parent Plan area (up-to-date as of 2020/07/29; course located at <https://wpl.ubc.ca/browse/ubcohse/courses/covid-19>). The completion rates correspond fairly closely with current presence on campus (i.e. areas having higher proportions of their employees working on campus also have higher COVID training completion rates). Note that there are two issues with the data: 1) HRMS data does not yet separate the new *Faculty of Science* and *Faculty of Arts & Social Sciences* faculty groups and 2) *Southern Medical Program* employees do not show up in UBCO HRMS data (it is probable that they roll up to the *Faculty of Medicine* directly). 487 of the completions are of the UBCO version of the COVID 19 course and 12 are of the Vancouver version.

	<b>Employees</b>	<b>COVID19 Training</b>	<b>% Completion</b>
AVP, Finance & Operations	39	2	5%
AVP, Students	75	6	8%
Athletics	26	20	77%
Business Operations	156	45	29%
CORM	65	49	75%
COGS	14	10	71%
DVC	48	15	31%
FCCS	136	3	2%
FHSD	245	28	62%
FoM	59	3	5%
FASS	4	0	0%
FoS	586	72	12%
IT Services	58	42	72%





OSoE	38	13	34%
Provost & VP Academic	156	18	12%
SoE	387	168	43%
SMP	Not Available	Not Available	Not Available
VPRI	43	5	12%
<b>TOTAL</b>	<b>2135</b>	<b>499</b>	<b>23%</b>

- Pandemic Training (titled “Preventing COVID-19 Infection in the Workplace”) is Okanagan-specific and is now available at <https://wpl.ubc.ca/>
- Some training available from WorkSafeBC as well <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/education-advanced>
- Approval process is ongoing
- HSE and/or JOHSC members may be asked to inspect work areas with approved resumption plans

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</i>				



**9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)**

		<i>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

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### 11. NEXT MEETING

Date:	September 16, 2020
Time:	11:00-12:00
Location:	UNC321 (Zoom)

### 12. MEETING ADJOURNED

Time:	11:30
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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)