# Joint Occupational Health & Safety Committee Meeting Minutes

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| **Name of Committee:**  | Provost & VP Research | **Worker Co-Chair:** | Thomas Heilke |
| **Employer Co-Chair:** | Barb Jackson |

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| **Date:**  | August 28, 2020 | **Time:** | 0900H |
| **Location:** | <https://ubc.zoom.us/j/64647545848> |

**AGENDA:**

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| 1. Roll Call
2. Determination of Quorum
3. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes
4. Membership updates and announcements
5. Review Centralized Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents
6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)
7. WSBC Inspection Report – Folow Up Inspection – B&H Investigation Summary
 | 1. Review Education and Training
2. Ongoing Business – Status of Action Items
3. JOHSC Formal Recommendation Letters & Regulatory Inspections
4. New and Other Business
5. Next Meeting
6. Meeting Adjournment
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| 1. **ROLL CALL**
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| **Worker Representatives** | **Department** | **Present** | **Regrets** | **Absent** |
| Thomas Heilke | IKBSAS | [x]  | [ ]  | [ ]  |
| Kathy Rush | FHDS | [x]  | [ ]  | [ ]  |
| Shannon Hohl | Engineering | [x]  | [ ]  | [ ]  |
| Debbie Roberts | Engineering | [x]  | [ ]  | [ ]  |

| **Employer Representatives** | **Department** | **Present** | **Regrets** | **Absent** |
| --- | --- | --- | --- | --- |
| Deanna Simmons | Student Development & Advising | [ ]  | [ ]  | [x]  |
| Kristin Schuppener | Education | [x]  | [ ]  | [ ]  |
| Barb Jackson | IKBSAS | [ ]  | [x]  | [ ]  |
| Deanna Roberts | COGS | [x]  | [ ]  | [ ]  |
| **Resources/Guests** | **Department** | **Present** | **Regrets** | **Absent** |
| Cherie Michels | HSE | [x]  | [ ]  | [ ]  |
| Kimberly Lange | HSE | [x]  | [ ]  | [ ]  |

| 1. **DETERMINATION OF QUORUM**
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| 1. A minimum of 4 members;
2. Worker representatives (faculty and staff workers who do not exercise managerial functions) and employer representatives (management workers who exercise managerial functions);
3. 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[x]  | No[ ]  |

| 1. **APPROVAL OF PREVIOUS JOHSC MEETING MINUTES**
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| *(Statement to indicate minutes of previous meeting have been read & acknowledged and to record any corrections to it)* |
| * Move to adopt minutes.
 | Moved by: | Debbie Roberts | Seconded by: | Deanna Roberts |
| * List amendments to minutes
 |
| Are the minutes approved? | Yes[x]  | No[ ]  |

| 1. **ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA**
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| * Membership Updates and Announcements
* Thomas Heilke taking leave from committee for 1 year. Will not be at next meeting.
* Debbie Roberts taking leave, will be able to make next meeting (September).
 |
| **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.*[x]  No actionable items noted |
| Is the agenda approved? | Yes[x]  | No[ ]  |

| 1. **REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:**
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| Reports are up because food services added more employees and that trade comes with high tendency for burns, cuts, etc |
| (*\* 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** |
| *E.g.#-Date* |  | *Enter any information relevant to the incident, actions to be taken, etc.* |  |  |  |
|  |  | Person in Operations/Services (housing) believes exposed to COVID because didn’t get email confirmation before performing work that the room was screened. They did not get sick. |  |  |  |
|  |  | Food services – tripped on anti-fatigue mat and sprained ankle | Jason McLeod |  |  |

| 1. **REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)**
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| *Distribute inspection checklist(s) and report(s) for meeting and use this table to record discussion and new recommendation(s)*[x]  No actionable items noted* WSBC Inspection Report: Follow-Up Inspection - B&H Investigation Summary; August 13, 2020; WorkSafeBC confirmed that, following a review of UBC’s investigation report and summary of findings (per IR#202018333131A), UBC’s response to the matter is compliant with WorkSafeBC requirements.
* WSBC Inspection Report: Follow-Up Inspection - B&H Policy, Procedures and Training; August 13, 2020; WorkSafeBC confirmed that, following a review of UBC’s bullying and harassment policies, procedures and training, UBC is in compliance with WorkSafeBC policy.
* Currently creating inspection protocol related to COVID – safe work plans, parent plans, making sure what is written is what is happening on the ground.
 |
| **Item #**(Use Inspection #) | **Priority** | **Action Plan****(Actions Taken/Need to be taken)** | **Assigned To** | **Follow up: Date Pending** | **Status** |
| *E.g.#-Date* |  | *Enter any information relevant to inspection, actions to be taken, etc.* |  |  |  |
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*\* GI- General Inspection*

| 1. **REVIEW EDUCATION AND TRAINING**
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| (General discussion, confirm all training is up-to -date, etc. For all actionable items please list below)[x]  No actionable items noted* Kim created spreadsheet for training rather than keep these in the minutes. Will be attached to outlook event.
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| **Item #**(ED-yy/mm/dd-#) | **Priority** | **Action Plan****(Actions Taken/Need to be taken)** | **Assigned To** | **Follow up: Date Pending** | **Status** |
|  |  |  |  |  |  |

*\* ED – Education and Training*

| 1. **ONGOING BUSINESS – Status of Action Items**
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| General discussion, review all ongoing business from previous minutes, etc. For all actionable items please list below)[x]  No actionable items noted**Review of 2019 Annual Executive Safety Report*** Review of incidents, accidents or claims for UBCO campus (attached to agenda, minutes and meeting invite)
 |
| **Original Item #** | **Priority** | **Action Plan****(Actions Taken/Need to be taken)** | **Assigned To** | **Follow up: Date Pending** | **Status** |
| *E.g. Date-#* |  | *Add any additional relevant information pertaining to the status of this item – keep most recent information on top. If long list of details, older less pertinent information can be removed as will have already been recorded in previous minutes* |  |  |  |
|  |  |  |  |  |  |
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*\* ED – Education and Training \* GI- General Inspection \*NB – New Business*

| 1. **JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)**
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| **Item #**(use Recom. #) | **Priority** | **Discussion and/or Action Items** | **Assigned To** | **Date of Issue** | **Date to be Completed** | **Status** |
| *E.g.:**REC-Date#* |  | *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.* |  |  |  |  |
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*\* REC – Recommendation Letter*

| 1. **OTHER BUSINESS**
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| **Item #**(NB-yy/mm/dd-01) | **Priority** | **Action Plan****(Actions Taken/Need to be taken)** | **Assigned To** | **Date to be Completed** | **Status** |
| *NB-20/06/26-01* |  | Hingston: How can HSE support committees to bring Data to JOHSC? Review of 2019 Annual Executive Safety Report. Kim to circulate with minutes & add to agenda for next meeting | Kimberly Lange | 20/07/25 | N |
|  |  |  |  |  |  |
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*\*NB – New Business*

| 1. **NEXT MEETING**
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| --- |
| Date: | Friday, September 25, 2020 |
| Time: | 0900H |
| Location: | Zoom |

| 1. **MEETING ADJOURNED**
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| --- |
| Time: | 09:20am |

**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
* Director CORM
* All JOHSC members
* HSE Committee Resource
* Online (<https://hse.ok.ubc.ca/committee/>)
* Posted on any Safety Bulletin Boards (if applicable)

