# 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:**  | July 24, 2020 | **Time:** | 0900H |
| **Location:** | <https://ubc.zoom.us/j/61489593592>  |

**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. Review Centralized Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents
5. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)
* UBCO HR and WorkSafeBC received a report of Time Loss due to Workplace Bullying and Harassment.
 | 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]  | [ ]  |
| Brittany Parr | Alternate to 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]  | [ ]  |
| Adrian Hingston | Alternate to Cherie Michels, HSE | [x]  | [ ]  | [ ]  |
| Kimberly Lange | HSE | [ ]  | [x]  | [ ]  |
| Sherry Petkau | Alternate to Kimberly Lange, AVP Students | [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: | Thomas | Seconded by: | Debbie |
| * List amendments to minutes
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| Are the minutes approved? | Yes[x]  | No[ ]  |

| 1. **ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA**
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| * COVID – 19 update
* Templates in place
* Website now online under finance department go get the link
* Outlines process – 19 parent plans then work units complete work safety plan
* Weekly basis – each week go through requests
* Plans need to be posted – are online
* Each area will their safe work plan in hard copy
* Approved plans to date – FCCS for grad, Athletics – some varsity teams are working out, hosting small scale FHSD, FACSci, Library, Engineering, Soutern Med, VPRI,
* About ½ way for Parent plan submissions
* Education is pending
* IKBAS
* Campus Op and Risk management
* IT, Provost, Management, Bus Dep, AVP finance, AVP students
* Signs in common areas are up
* Pedestrian traffic signs are pending
* Template for events separate from work safe plan
* Application for CREATE – virtual only but have an event plan
* Resumption for common areas- eg: collegias – how/who submits for those spaces
* Will be max. occupancy noted – will not be opened until there is a request for it – should be part of parent plan (re-submit)
* Not at the point yet where we will be opening common spaces – still keeping it to being on campus as “only as needed”
* Ergonomics – virtual assesments are available – there are good videos and materials available, weekly presentation by Abigail – need to get details on that from HSE website
* Online training – request to HR for a break down of who has taken the mandatory training
* Units should be monitoring – request to see their certificate to allow them access
* Workplace bullying and harassment report – available online
* Need to ensure that our process is appropriate and in line with Worksafe BC requirements
* Concerns brought to you should be passed over to HR – they will then initiate the process
 |
| **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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| (*\* 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.* |  |  |  |
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| 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* UBCO HR and WorkSafeBC received a report of Time Loss due to Workplace Bullying and Harassment. *The complainant has subsequently filed a Time Loss claim with WorkSafeBC which has resulted in the two listed IRs.*
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| **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 |
| **Item #**(ED-yy/mm/dd-#) | **Priority** | **Action Plan****(Actions Taken/Need to be taken)** | **Assigned To** | **Follow up: Date Pending** | **Status** |
| *ED-06/23/2020* | E | *Completed 11 hours of training (WorksafeBC + UBC)* | Barb Jackson | N/A | C |
| *ED-06/23/2020* | E | *Completed WorksafeBC JHSC Fundamentals – Part 1 (2 hrs)**Completed UBC Preventing COVID-19 Infection in the workplace**Completed WorksafeBC Joint committee member e-learning* | Debbie Roberts | N/A | C |
| *ED-06/22/2020* | E | *Completed WorksafeBC training JHSC Fundamentals part 1 (2 hrs)* | Deanna Roberts | N/A | C |
| *ED-07/20/2020* | E | *Signed up for UBCV Safety & Risk Services JOHSC Fundamentals Part 2A & B for July* | Debbie Roberts | July | IP |
| *ED-07/21/2020* | E | *Completed JOHSC Fundamentals Part 1 (UBC)* | Kristin Schuppener | N/A | C |
| *ED-07/21/2020* | E | *Completed 5 hours of training – Bullying/Harassment, Violence Prevention, Safety Supervision, WorkSafeBC JHSC fundamentals* | Kathy Rush | N/A | C |
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*\* 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 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
* 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/>
	+ Request put to HR for a breakdown by department of who has completed the training
	+ Units are responsible for ensuring students/staff that are on campus have completed the training
* 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

**Concern from staff about ergonomics of home offices*** virtual assessments by Jason McLeod or Adrian Hingston are available
* Online videos and information available on the HSE website <https://hse.ok.ubc.ca/health/ergonomics/>

**Request for Training in moving gas cylinders*** It was noted that Cherie is working on two new courses – removing hazardous waste and working with pressurized containers (working with suppliers for delivery protocols as well)

**Workplace bullying and harassment report** – it is available online <https://hse.ok.ubc.ca/health/>* Committee’s concern is to ensure that our process is appropriate and in line with Worksafe BC requirements
* Concerns brought to you should be passed over to HR – they will initiate the process
 |
| **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, July 31, 2020 |
| Time: | 0900H |
| Location: | ZOOM (online link to be provided at a later date) |

| 1. **MEETING ADJOURNED**
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| Time: | 9:45 |

**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)





