





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"/>
			<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 <i>* 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.</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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## 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)*

<ul style="list-style-type: none"> <li>• Move to adopt minutes. Moved by: <u>Amy Lauterbacher</u> Seconded by: <u>Roger Wilson</u></li> </ul>		
Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>



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

WSBC Inspection Report: Follow-up Inspection – B&H, Policy Procedures and Training

<https://hse.ok.ubc.ca/worksafebc-inspection-reports/>

[IR202018333139A.pdf](#)

[IR202018333140A.pdf](#)

- Bullying and Harassment cases go to WorkSafe BC – need to be very specific incident to be approved

COVID19 SWP Inspections

- HSE doing inspections since most staff are not on campus

- Will continue into next semester

COVID19 Training Stats and Student Training report - [UBCO COVID-19 Training Status.pdf](#)

- All students that are going to be on campus must take the COVID training

Workplace Inspection Program – currently on hold

Fire Drills – taking place week of September 21

Committee Training – Part 1 is available

Committee training – hoping to be complete this week

Masks required when inside on campus – effective September 16 – developing an exceptions document for those who may not be able to wear a mask

UBC is providing masks – distribution plan being developed

*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	No
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**4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA**

	<input checked="" type="checkbox"/>	<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



7. REVIEW EDUCATION AND TRAINING					
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

### COVID-19 Update

- Scheduling, signage, space etc. – have updated in buildings.
- Question regarding what to do during an emergency – would like to have “ignore COVID-19 protocols in event of emergency”
- Provincial order that dictates safe work plans must be posted publicly - <https://finance-operations.ok.ubc.ca/covid19-resumption/ubcos-process/parent-plans-status/>
  - 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)
- 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/>
- 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
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:	October 14, 2020
Time:	11:00-12:00
Location:	UNC321 (Zoom)

### 12. MEETING ADJOURNED

Time:	11:40
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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)