



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Provost & VP Research

Worker Co-Chair:
Employer Co-Chair: Barb Jackson

Date: September 29, 2020

Time: 0900H
Location: <https://ubc.zoom.us/j/66524969953?pwd=d3l4YU5Ja1I5L2lKZEJJZGJVWVdPUT09>
PASSWORD: 394887

AGENDA:

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| <ol style="list-style-type: none"> Roll Call and introduction of new members Determination of Quorum Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes Review Centralized Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers) | <ol style="list-style-type: none"> Review Education and Training Ongoing Business – Status of Action Items JOHSC Formal Recommendation Letters & Regulatory Inspections New and Other Business Next Meeting Meeting Adjournment |
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1. ROLL CALL

Worker Representatives	Department	Present	Regrets	Absent
Jonathan Holzman	Engineering	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kathy Rush	FHDS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shannon Hohl	Engineering	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jonathan Holzman	Engineering	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Employer Representatives	Department	Present	Regrets	Absent
Kristin Schuppener	Education	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Barb Jackson	IKBSAS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deanna Roberts	COGS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Guests	Department	Present	Regrets	Absent
Cherie Michels	HSE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kimberly Lange	HSE	<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 <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"> • Move to adopt minutes. Moved by: <u>Shannon</u> Seconded by: <u>Kristin</u> • List amendments to minutes 	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

- Membership Updates and Announcements
- Update on COVID inspections

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.



4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

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:

CAIRS report incident summary

(* 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>		<i>Enter any information relevant to the incident, actions to be taken, etc.</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

- HSE doing inspections of parent plans; will accept volunteers to help with inspections.
- Nursing group working to communicate COVID policies for students

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

* 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>		<i>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</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. 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-20/09/29-01		Need to come up with a new Co-Chair	Jonathan	09/29	C

*NB – New Business

11. NEXT MEETING

Date:	October 27, 2020
Time:	1100H
Location:	https://ubc.zoom.us/j/66524969953?pwd=d3l4YU5Ja1l5L2lKZEJJZGJVWVdPUT09

12. MEETING ADJOURNED

Time:	11:22 am
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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
- Director CORM
- All JOHSC members
- HSE Committee Resource
- Online (<https://hse.ok.ubc.ca/committee/>)
- Posted on any Safety Bulletin Boards (if applicable)