



## Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: AVP-FO

Worker Co-Chair: Connor McGoran  
Employer Co-Chair: Guy Guttman

Date: May 25, 2020

Time: 11:00am  
Location: Electronic

### 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
Nicola Kane	BCGEU	Campus Planning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jennifer Ma	BCGEU	Parking Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Connor McGoran	BCGEU	Facilities Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chris White	BCGEU	Facilities Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Employer Representatives	Work Location	Present	Regrets	Absent
Roger Bizzotto	Facilities Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Troy Campbell	Campus Security	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guy Guttman	SHHS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Guests	Work Location	Present	Regrets	Absent
Adrian Hingston	Health, Safety & Environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Natalie Ingram	Campus Operations & Risk Management	<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

*\* 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: T. Campbell Seconded by: R. Bizzotto
- No amendments to minutes.

Are the minutes approved?

Yes

No

## 4. ADDITIONAL 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



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

Is the agenda approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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#### 5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

Incident report for April (042020) included only one incident, as follows:

A worker was using a pressure washer when the machine lost pressure. The worker turned off the machine in order to inspect it, and then leaned over to get a closer look. The worker accidentally placed their hand on the hot muffler when reaching for support while leaning down, causing a minor burn on the hand. The corrective action is that the worker's department will look at mounting a shield/barrier above the muffler to reduce the risk of this type of incident recurring in the future.

Supervisor report will be completed and one of the members of the committee will be review.

(\* 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>		No committee action items were noted as the result of this report.	n/a	n/a	n/a

#### 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
		HSE creating proposal for all 3 JOHSCs to facilitate building inspections. Committee to review once proposal is available – anticipated for June meeting.	All	June 22, 2020	RF

\* 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)

- All training available at <http://Wpl.ubc.ca>
  - Online training for Okanagan JOSCH still to come (Parts I and II).
- 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-2020/01/28-01	E	All committee members will complete the training once it becomes available. A. Hingston, N. Ingram to advise after training is live.	All	2020/06/22	IP

\* 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)

- Potential measures for GYM/CHP area include signage discouraging vehicles (except service vehicles) from entering area, traffic calming.
- Campus Planning to present Transportation Plan for campus at future meeting, as noted in NB-20/02/24-04 below.
- HSE will bring safety items to 3 committees as part of a prioritization process for input.
- FM putting in speed humps, painting to help direct traffic in that area.

No actionable items noted

Original Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
NB-20/02/24-04	C	Abigail Riley to present campus Transportation Plan including pedestrian safety improvements at June 22 meeting.	N. Ingram	20/05/25	RF
NB-20/02/24-05	C	Committee to review pedestrian improvements (J Lot to new sidewalk) once project is complete.	All	On project completion	RF

\* 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>List any recommendations made at this committee meeting.</i>				

\* REC – Recommendation Letter

**10. NEW & OTHER BUSINESS**

- COVID response and resumption processes
  - Early results of COVID response included remote work mandate, no events, and related UBC communications.
  - Now creating processes on resuming research and other operations in response to announcement of BC Restart Plan
  - Current focus on research resumption
    - Up to 30% researchers back on campus for June 1
    - Process being developed to have researchers bring safety plans back to working group and steering committee.
    - Process to be duplicated by admin/operations when ready. Finalized process expected by the end of the week.
    - All areas resuming operations will be required to be in compliance with provincial and WorksafeBC guidance.
    - Recommendations for postsecondary sector expected June 8.
  - HSE will be seeking committee feedback on processes.
  - Specific guidance relating to committees and compliance will be developed:
    - If safe work procedures don't adequately support workers or workers do not feel that procedures are being followed, workers will have the ability to raise with JOHSC. JOHSC will bring forward to HSE anonymously on behalf of employee(s).
    - Focus will be on safety controls and whether changes to practices are required.
- Bollard incident on University Way
  - Individual ran over bollard on Uway not realizing the bollards were in place
  - HSE provided review and noted that appropriate signage and reflective tape was in place; however, new (different colours) tape may be installed to make it more visible and coordinated with signage.
- Feedback on JOHSC agenda/minutes template
  - Committee consensus is that it works well but that committee members are still "learning" it.
- Investigations
  - Worksafe legislation requires worker oversight into investigations concerning workers – JOHSC needs to ensure we are in compliance.



**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
		No action items resulting from new and other business.			

\*NB – New Business

**11. NEXT MEETING**

Date:	June 22, 2020
Time:	11:00am
Location:	Zoom

**12. MEETING ADJOURNED**

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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)