



## Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Provost & VP Research

Worker Co-Chair: Jonathan Holzman  
Employer Co-Chair:

Date: December 18, 2020

Time: 1300H  
Location: <https://ubc.zoom.us/j/68714196772?pwd=OUtkK2FDYWZCWfVkaWNzYWNWUGw3Zz09>

### 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 and approval of agenda</li> <li>5. Review Centralized Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents &amp; HSE Incident Report Summary</li> <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> </ol>	<ol style="list-style-type: none"> <li>7. Review Education and Training</li> <li>8. Ongoing Business – Status of Action Items               <ol style="list-style-type: none"> <li>a. COVID Monthly Update</li> </ol> </li> <li>9. JOHSC Formal Recommendation Letters &amp; Regulatory Inspections</li> <li>10. New and Other Business               <ol style="list-style-type: none"> <li>a. Qualtrix Survey <a href="https://ubc.ca1.qualtrics.com/jfe/form/SV_eVgLSc5CzSCTHQ9">https://ubc.ca1.qualtrics.com/jfe/form/SV_eVgLSc5CzSCTHQ9</a></li> <li>b. Work Alone App</li> </ol> </li> <li>11. Next Meeting</li> <li>12. Meeting Adjournment</li> </ol>
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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"/>
Employer Representatives	Department	Present	Regrets	Absent
Kristin Schuppener	Education	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Barb Jackson	IKBSAS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Deanna Roberts	COGS	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	No <input checked="" type="checkbox"/>

3. APPROVAL OF PREVIOUS JOHSC MEETING MINUTES		
<i>(Statement to indicate minutes of previous meeting have been read &amp; acknowledged and to record any corrections to it)</i>		
<ul style="list-style-type: none"> <li>Move to adopt minutes. Moved by: _____ Seconded by: _____</li> <li>List amendments to minutes</li> </ul>		
Are the minutes approved?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>



4. ADDITIONAL AGENDA 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

Is the agenda approved?

Yes

No

5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

No actionable items noted

Addendum 1

Dept. of Health, Safety & Environment - Incident Report Summary: November 1 - 30, 2020  
University of British Columbia - Okanagan Campus JOHSCs  
December 14, 2020

1. Worker Accident/Incident Reports:

Nov 18<sup>th</sup>: **First Aid only.** MSC/**paid student** was working in a lab in ASC and placing a glass coverslip on glass slides in the lab. One of the coverslips was broken (in the container) and student received a small puncture to finger (gloved). Glass disposed of, and incident investigated by lab manager and student rep. Incident was discussed at the all lab member meeting on Nov 24 to ensure that broken glass is not placed in original chamber.

Nov. 24<sup>th</sup>: **Medical Treatment.** A **practicum student** was working with preceptor to roll a patient. Patient resisted the turn with pressure on student's shoulder. Shortly after, the student felt tightness in shoulder and chest and reported the incident to their practicum supervisor. Investigation incomplete.

Nov 23<sup>rd</sup>: **First Aid only.** A Food Services **worker** grabbed a hot pot handle attempting to move off of a burner receiving minor burn to hand. Treated with cold water and ice. Full return to work within 2 hours. Investigation resulted in education for the employee in question in relation to standard practices when working with hot equipment (test handles prior to lifting).



**5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:**

**Nov 23<sup>rd</sup>: Medical Treatment.** A **practicum student** was taking a blood glucose measure while working at the hospital. Blood squirted from the pinched finger, impacting student in the face. Student followed the blood and bodily fluid protocol (saw ER doctor, had a blood test), prior to returning to work.

Item # (Use CAIRS Incident ID # and Incident Date)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status

**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

Suggestions: HSE found Parent plans need to be reviewed and updated as more on campus; teams need to be spaced out further.

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

COVID monthly update:



JOHSC COVID19  
Update - Dec 15.doc

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 ensure employer is responding within 21 calendar days. Once correspondence is complete item can be removed.</i>				

\* REC – Recommendation Letter



## 10. OTHER BUSINESS

- Working alone app – likely to contain COVID self-assessment piece. Looking to use CWL sign in. Looking for areas to try out.
- Qualtrics survey: every month share programs HSE runs and receive feedback.

Q8 - Which JOHSC are you a member on?



### Less formal education by HSE:

Topics of most interest were: First Aid, **Incident Response and Investigation**, Inspections, and Indoor Environmental Quality. (between 4 and 5 stars)

Of least interest were: Chem Safety, Contractor Safety, Field Safety, (between 2-3 stars)

### More formal education by HSE:

Topics of most interest were: Refusal of Unsafe Work, Inspections, Investigations, Hazard ID, Assessment and Control. (between 4 and 5 stars)

Of least interest were: **Fire Extinguisher Use**. (between 2-3 stars)

### Information to support role:

Ranked from high to low: Claims Data, Technical Training Data, Other (Respiratory Fit Testing, Safety Audits), Required Training Data, Inspection Data, Unit Specific Training Data, Incident Data

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**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-20/06/26-01					

\*NB – New Business

**11. NEXT MEETING**

Date:	January 26 2021
Time:	11am
Location:	Zoom

**12. MEETING ADJOURNED**

Time:	1:47pm
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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)