



UBC Okanagan
AVPFO JOHSC
MINUTES

Meeting information:	Date & Time:	2022/05/24
	Location:	virtual meeting via zoom
	Call to Order:	11:05am
	Adjournment:	12:00pm

Previous meeting date:	2022/04/25	Next meeting date & time:	2022/06/20
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Committee members, advisors, guests, etc. (indicate co-chairs):	Name:	Role:	Present (Y/N):
	Nicola Kane	BCGEU – Infrastructure Development	N
	Karen MacLeod	BCGEU – Food Services	Y
	Chris White	BCGEU – Facilities Management	Y
	Sean Grant	BCGEU – Parking Services	Y
	Roger Bizzotto	Facilities Management	Y
	Troy Campbell	Campus Security	Y
	Guy Guttman	SHCS	Y
	Adrian Hingston	Health, Safety & Environment (Committee Resource)	Y
	Natalie Ingram	Campus Operations & Risk Management (Committee Resource)	Y

Is quorum achieved? (minimum of 4 voting members: # worker reps ≥ # employer reps) Y / N	
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Motion to adopt previous meeting's minutes:	T. Campbell	Seconded:	G. Guttman
Motion to adopt current meeting's agenda:	R. Bizzotto	Seconded:	T. Campbell



Report Categories	Details
Incidents (reporting on previous month)	HSE undergoing ergo work in response to previous incidents re: back injuries. 3 reports within committee scope for May, no medical or time loss.
Inspections	A. Hingston to provide inspection schedule for committee sign-up
Other OHS reports	PACE Program (Program and Committee Evaluation initiative) – AH to provide updates <ul style="list-style-type: none"> - Questionnaires to be completed by committee member(s) - Inviting PACE Rep to join the committee in June to brief the group on the Program
HSE Program Update	
Training and Education	Group JOHSC training – Ensure that part 1 and part 2 training records are sent to HSE for documenting. Part 2 training now available. Committee to complete Part 2 training by June 2022: https://wpl.ubc.ca/browse/ubcohse/courses/wpl-srs-johsc2-o
Updates	

Old Business		Who	Target date
	<ul style="list-style-type: none"> • JOHSC training part II complete. HSE to send course link. • JOHSC to complete training by June meeting. <p style="text-align: center;">Status: In progress</p>	Adrian Hingston, all	June 20, 2022
	<ul style="list-style-type: none"> • Email to come re: inspection program, including information on areas of inspection and signup. • Committee to sign up for inspection areas by next meeting, with first inspections targeted for summer. <p style="text-align: center;">Status: In progress</p>	Adrian Hingston	June 20, 2022
	<ul style="list-style-type: none"> • Traffic review of Knowledge Lane area • Recommendation letter approved for submission to execs. • Letter requesting implementation of painted lines, signs or temporary pedestrian path. • A. Hingston, N. Kane, G. Guttman to discuss and send letter. 	A. Hingston, N. Kane, G. Guttman	June 20, 2022



	Status: In progress		
	Food Services Training – All managers will retake the UBC Safety Supervision course and will recreate the forms for site orientations for new employees. -HSE to work with Food Services to implement supervisory Inspection Program in each Unit - HSE to follow up with Food Services following hire of new Associate Director - Vancouver campus reviewing incident stats between campuses and will be available to provide/develop resources i.e. toolbox training	A. Hingston	TBD – following hire of new FS manager

New Business		Who	Target date
	In person vs. remote meetings <ul style="list-style-type: none"> • Many committee members typically on-site, challenges for some members to find private rooms to dial in from • Committee agreement to move to hybrid meetings with Zoom option available for those who can't meet in person • G. Guttman able to bring laptop to meetings to dial in hybrid members • Some committee members will need to be familiar with A/V equipment of rooms booked • Finding space on campus remains a challenge – Nechako and Security boardrooms may be options 	N. Ingram	June 20, 2022

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)