



UBC Okanagan
AVPFO JOHSC
MINUTES

Meeting information:	Date & Time:	2022/06/20	
	Location:	virtual meeting via zoom	
	Call to Order:		
	Adjournment:		
Previous meeting date:	2022/05/30	Next meeting date & time:	2022/07/18

Committee members, advisors, guests, etc. (indicate co-chairs):	Name:	Role:	Present (Y/N):
	Nicola Kane	BCGEU – Infrastructure Development	N
	Karen MacLeod	BCGEU – Food Services	N
	Chris White	BCGEU – Facilities Management	Y
	Sean Grant	BCGEU – Parking Services	N
	Roger Bizzotto	Facilities Management	N
	Troy Campbell	Campus Security	Y
	Guy Guttman	SHCS	Y
	Adrian Hingston	Health, Safety & Environment (Committee Resource)	Y
	Alison Ward	Health, Safety & Environment (Committee Resource)	Y
Is quorum achieved? (minimum of 4 voting members: # worker reps ≥ # employer reps) Y / N			N

Motion to adopt previous meeting's minutes:	T. Campbell	Seconded:	C. White
Motion to adopt current meeting's agenda:	T. Campbell	Seconded:	C. White



Report Categories	Details
Incidents (reporting on previous month)	HSE to provide
Inspections	Building inspection teams set, dates and times TBD
Other OHS reports	PACE Program (Program and Committee Evaluation initiative) – A. Hingston to provide invite PACE Rep to join the committee in July to brief the group on the Program
HSE Program Update	J. McLeod working on program development and will report back to committees when complete. Priorities and frequency of training to be updated.
Training and Education	Group JOHSC training –Part 2 training to be completed by Committee: https://wpl.ubc.ca/browse/ubcohse/courses/wpl-srs-johsc2-o
Updates	

Old Business		Who	Target date
	Committee Training <ul style="list-style-type: none"> A. Hingston to send reminder to Committee members who need to complete training <p style="text-align: right;">Status: In progress</p>	A. Hingston, all	July 18, 2022
	Building inspections <ul style="list-style-type: none"> To be completed in groups of two; inspection teams listed below <p style="text-align: right;">Status: In progress</p>	A. Hingston	July 18, 2022
	Traffic review of Knowledge Lane area <ul style="list-style-type: none"> Recommendation from Committee went to S. Kayfish and R. Einarson last week; response is expected before deadline Both short-term and long-term issues to be addressed, with significant changes being implemented before September A. Hingston, N. Kane, G. Guttman to complete questionnaire for WorkSafe BC this week <p style="text-align: right;">Status: In progress</p>	A. Hingston, N. Kane, G. Guttman	July 18, 2022



	<p>Food Services Training</p> <ul style="list-style-type: none"> • HSE to work with Food Services to implement supervisory Inspection Program in each Unit • Vancouver campus reviewing incident stats between campuses and will be available to provide/develop resources i.e. toolbox training <p>Update: June 20, 2022 - Food Services Associate Director started last week; HSE to connect</p> <p style="text-align: right;">Status: In progress</p>	A. Hingston	TBD – following hire of new FS manager
	<p>In person vs. remote meetings</p> <ul style="list-style-type: none"> • Committee agreement to move to hybrid meetings with Zoom option available for those who can't meet in person • Update: June 20, 2022 – room search still underway. LIB 106A to be used for in-person option for the meantime. 	N. Ingram	July 18, 2022

New Business		Who	Target date
	<p>Variance Proposal</p> <ul style="list-style-type: none"> • A. Hingston working with WorkSafe BC on application. Involves assessing current committee structure; longer variation period to be given this time. • Asks if there are any concerns with current structure of three committees. T. Campbell, G. Guttman, C. White confirm they have no concerns. 	A. Hingston	July 18, 2022



Building	Inspection Team	Planned Inspection Date	Actual Inspection Date	Notable Findings
ADM	C. White; G. Guttman			
IA1	S. Grant; T. Campbell			
OM1	K. MacLeod; R. Bizzotto			
NHC (level 2)	K. MacLeod; G. Guttman			
QOT	N. Kane; R. Bizzotto			
RHS	C. White; T. Campbell			
UNI	S. Grant; T. Campbell			

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)