



UBC Okanagan
AVPFO JOHSC
MINUTES

Meeting information:	Date & Time:	2022/07/18
	Location:	virtual meeting via zoom
	Call to Order:	11:15 due to (technical issues)
	Adjournment:	

Previous meeting date:	2022/06/20	Next meeting date & time:	2022/08/15
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Committee members, advisors, guests, etc. (indicate co-chairs):	Name:	Role:	Present (Y/N):
	Nicola Kane	BCGEU – Infrastructure Development	Y
	Karen MacLeod	BCGEU – Food Services	
	Chris White	BCGEU – Facilities Management	Y
	Sean Grant	BCGEU – Parking Services	Y
	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			Y

Motion to adopt previous meeting's minutes:	G. Guttman	Seconded:	T. Campbell
Motion to adopt current meeting's agenda:	T. Campbell	Seconded:	G. Guttman



Report Categories	Details
Incidents (reporting on previous month)	A. Hingston provided incident report summary
Inspections	Partners and locations sent out with last meeting minutes – A. Hingston asks that partners connect and find a time for inspection before end of August
Other OHS reports	No other reports
HSE Program Update	PACE program – Inspector from WorkSafe BC to meet with S. Kayfish and R. Einarson; working with A. Hingston on preparing technical training/ Toolboxes
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	August 15, 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	August 15, 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	August 15, 2022



	<ul style="list-style-type: none"> A. Hingston, N. Kane, G. Guttman to complete questionnaire for WorkSafe BC this week Written response is forthcoming before 21-day deadline <p style="text-align: right;">Status: In progress</p>		
	<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 mid-June; HSE to connect</p> <p style="text-align: right;">Status: In progress</p>	A. Hingston	August 15, 2022
	<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 <p>Update: June 20, 2022 – room search still underway. LIB 106A to be used for in-person option for the meantime.</p>	N. Ingram	August 15, 2022
	<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. Update: On track—Received statement from BCGEU committee in support. Confirmation will be posted to website once finalized. <p style="text-align: right;">Status: In Progress</p>	A. Hingston	August 15, 2022



New Business		Who	Target date



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)