



UBC Okanagan  
AVPFO JOHSC  
MINUTES

Meeting information:	Date & Time:	2022/08/15
	Location:	Zoom/LIB016A
	Call to Order:	9:08
	Adjournment:	9:55

Previous meeting date:	2022/07/18	Next meeting date & time:	2022/09/26
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Committee members, advisors, guests, etc. (indicate co-chairs):	Name:	Role:	Present (Y/N):
	Nicola Kane	BCGEU – Infrastructure Development	Chair
	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
	Natalie Ingram, Holly Gaboury	Campus Operations and Risk Management (Committee Resource)	Y

Is quorum achieved? (minimum of 4 voting members: # worker reps ≥ # employer reps) Y / N	Y
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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)	<ul style="list-style-type: none"><li>• A. Hingston provided YTD incident report summary.<ul style="list-style-type: none"><li>○ More lost time incidents than last year over all – Adrian to review.</li></ul></li></ul>
Inspections	<ul style="list-style-type: none"><li>• UBCO Quonset (Aug 11, 2022) – R. Bizzotto, N. Kane<ul style="list-style-type: none"><li>○ Inspection report attached</li><li>○ Battery charger on mezzanine floor</li><li>○ Recommend purchase of fire extinguisher west entrance man door</li><li>○ Decision for committee on fire extinguishers – to code or above and beyond, ensure that people are trained how to use them – i.e. not necessarily valuable for administrative buildings to go beyond code</li><li>○ Primary requirement – extinguishers placed according to fire plan</li></ul></li><li>• RHS (Aug 17, 2022) – C. White, T. Campbell<ul style="list-style-type: none"><li>○ Inspection report attached</li><li>○ Question – do we have concerns about accessing balcony?</li><li>○ Dusty glass façade on north side – no good solution for how to keep clean</li><li>○ Potential occupancy concerns for lounge space</li><li>○ Recommend climbing prevention</li><li>○ Floor tiles- work order already placed</li></ul></li></ul>
Other OHS reports	
HSE Program Update	
Training and Education	<ul style="list-style-type: none"><li>• Group JOHSC training –Part 2 training to be completed by Committee: <a href="https://wpl.ubc.ca/browse/ubcohse/courses/wpl-srs-johsc2-o">https://wpl.ubc.ca/browse/ubcohse/courses/wpl-srs-johsc2-o</a></li></ul>
Updates	



Old Business		Who	Target date
	<p>Committee Training</p> <ul style="list-style-type: none"><li>A. Hingston to send reminder to Committee members who need to complete training</li><li>Feedback requested re: assignment as part of training – your view on whether it should be a requirement or optional/value add</li></ul> <p><b>Status:</b> In progress</p>	A. Hingston, all	August 15, 2022
	<p>Building inspections</p> <ul style="list-style-type: none"><li>To be completed in groups of two; inspection teams listed below</li></ul> <p><b>Status:</b> In progress</p>	A. Hingston	August 15, 2022
	<p>Traffic review of Knowledge Lane area</p> <ul style="list-style-type: none"><li>Recommendation from Committee went to S. Kayfish and R. Einarson last week; response is expected before deadline</li><li>Both short-term and long-term issues to be addressed, with significant changes being implemented before September</li><li>A. Hingston, N. Kane, G. Guttman to complete questionnaire for WorkSafe BC this week</li><li>Initial response received; A. Hingston to follow up on status</li></ul> <p><b>Status:</b> In progress</p>	A. Hingston, N. Kane, G. Guttman	August 15, 2022
	<p>Food Services Training</p> <ul style="list-style-type: none"><li>HSE to connect with new Food Services AD to implement supervisory Inspection Program in each Unit</li><li>Vancouver campus reviewing incident stats between campuses and will be available to provide/develop resources i.e. toolbox training</li><li>Meeting with Food Services today; A. Hingston to provide update at next meeting</li></ul> <p><b>Status:</b> In progress</p>	A. Hingston	August 15, 2022



	<p>Variance Proposal</p> <ul style="list-style-type: none"> <li>• A. Hingston working with WorkSafe BC on application. Involves assessing current committee structure; longer variation period to be given this time.</li> <li>• Asks if there are any concerns with current structure of three committees</li> <li>• T. Campbell, G. Guttman, C. White confirm they have no concerns.</li> <li>• <b>Update:</b> On track—Received statement from BCGEU committee in support. Confirmation will be posted to website once finalized.</li> <li>• Evaluation completed and ready to submit to WorkSafeBC.</li> </ul> <p style="text-align: right;"><b>Status:</b> In Progress</p>	A. Hingston	August 15, 2022
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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		Aug 11, 2022	None
RHS	C. White; T. Campbell		Aug 17, 2022	Climbing prevention
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)