



UBC Okanagan  
AVPFO JOHSC  
MINUTES

Meeting information:	Date & Time:	2022/09/26
	Location:	Zoom/LIB016A
	Call to Order:	11:06
	Adjournment:	11:50

Previous meeting date:	2022/08/25	Next meeting date & time:	2022/10/25
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Committee members, advisors, guests, etc. (indicate Co-chairs):	Name:	Role:	Present (Y/N):
	Nicola Kane	BCGEU – Infrastructure Development	Y Chair
	Karen MacLeod	BCGEU – Food Services	N
	Chris White	BCGEU – Facilities Management	Y
	Sean Grant	BCGEU – Parking Services	N
	Roger Bizzotto	Facilities Management	Y
	Troy Campbell	Campus Security	Y
	Guy Guttman	SHCS	N
	Adrian Hingston	Health, Safety & Environment (Committee Resource)	Y
	Holly Gaboury	Campus Operations and Risk Management (Committee Resource)	Y
	Guest: Lauchlin Mac Quarrie	Occupational Safety officer, WorkSafeBC	Y
Is quorum achieved? (minimum of 4 voting members: # worker reps ≥ # employer reps) Y / N			Y

Motion to adopt previous meeting's minutes:	T. Campbell	Seconded:	N. Kane
Motion to adopt current meeting's agenda:	T. Campbell	Seconded:	N. Kane



Report Categories	Details
Incidents (reporting on previous month)	<ul style="list-style-type: none"> <li>• Incident Report Summary reviewed.               <ul style="list-style-type: none"> <li>○ More lost time incidents than last year over all – Adrian to review. Possibly due to less occupancy last year.</li> <li>○ Reviewed YTD incidents.</li> </ul> </li> <li>• Reviewed monthly incidents.               <ul style="list-style-type: none"> <li>○ Bio Science, student - Finger laceration.</li> <li>○ Food Services, staff - Time loss. Musculoskeletal, dislocated knee.</li> <li>○ Food Services – First Aid Only, injured finger.</li> <li>○ Engineering, student - Near miss, oil splash. Water from eye wash station was brown. IP1 building. Plumbing material degrading. On watch and has been noted on the regular monthly testing. Sawchuck had a solution.</li> </ul> </li> </ul> <p>Action: R. Bizzotto will follow up.</p>
Inspections	<ul style="list-style-type: none"> <li>• Reminder to look at the schedule and sign up for inspections.</li> </ul>
Other OHS reports	
HSE Program Update	
Training and Education	<ul style="list-style-type: none"> <li>• 65% completions.</li> <li>• Outstanding: Karen, Nicola, Troy and Guy.</li> </ul>
Updates	

Old Business		Who	Target date
Committee Training	<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



Building Inspections	<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
Traffic Review of Knowledge Lane Area	<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
Food Services Training	<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><li>A. Hingston met with D. Korven. Training is organized for November and a follow up in January at New Employee Orientation. She will also connect Unit Managers with A. Hingston and will follow up regarding use of tool box talks and regular inspections.</li><li>D. Korven reviewed back of house, 32% compliant with onboarding training. Front of house lower, 48%. Management 3 out of 5.</li><li>A. Hingston sends out report to supervisors within operations, semi-annually.</li></ul>	A. Hingston	August 15, 2022



	<ul style="list-style-type: none"> <li>D. Korven is hoping to increase employee retention.</li> </ul> <p><b>Status:</b> In progress</p>		
Variance Proposal	<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>Update: 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> <li>Submitted last month. No concerns received and no Action: A. Hingston to follow up.</li> <li>Knowledge Lane – one with significant pedestrian traffic. Added Mews. Employer was onboard. Action: A. Hingston will follow up with S. Kayfish.</li> </ul> <p><b>Status:</b> In Progress</p>	A. Hingston	August 15, 2022

New Business		Who	Target date
Overview of PACE Program	<ul style="list-style-type: none"> <li>A. Hingston has been working with L. Mac Quarrie for the past four months, who is UBCO’s designated liaison.</li> <li>L. Mac Quarrie suggests primary reply to questions: What does the manufacturer guide say? What does the SDS sheet show?</li> <li>L. Mac Quarrie has a few questions for this committee:               <ul style="list-style-type: none"> <li>Who is represented?</li> <li>How often does the committee meet?</li> </ul> </li> </ul>	A. Hingston, L. Mac Quarrie, WorkSafeBC Officer	



	<ul style="list-style-type: none"><li>○ What is bullying and harassment?</li><li>○ Do you know how often the committee completes inspections?</li><li>○ How effective is your committee?</li><li>○ Is communication and tracking effective?</li><li>● Discussed how WorkSafeBC completes site inspections. WorkSafeBC can provide short 15-20 minute education sessions. Education can be delivered to groups outside of the committee.</li><li>● Suggest discussing safety responsibilities with Trades and Food Services.</li><li>● L. Mac Quarrie would like to meet with two of UBCO's JOHSC committees over the next three to four months.</li></ul>		
ICI TMP Update	<ul style="list-style-type: none"><li>● New large academic facility which will go ahead with board approval, expected next week.</li><li>● Hoarding will be put up this weekend, October 1.</li><li>● Three months shut down of Alumni Avenue.</li><li>● Stakeholders met and reviewed the proposed TMP in detail. This TMP will be active to the end of the year and a second TMP will be submitted this spring to cover infrastructure construction.</li></ul>	A. Hingston	
Meeting Schedule	<ul style="list-style-type: none"><li>● Change meeting to another day in the week to accommodate members schedules.</li><li>● R. Bizzotto is on site Tuesdays and Thursdays.</li><li>● K. MacLeod does not work Mondays. Action: H. Gaboury to reschedule accordingly.</li></ul>	G. Guttman	



<b>Building</b>	<b>Inspection Team</b>	<b>Planned Inspection Date</b>	<b>Actual Inspection Date</b>	<b>Notable Findings</b>
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).