



UBC Okanagan  
AVPFO JOHSC  
MINUTES

Meeting information:	Date & Time:	2022/10/25	
	Location:	Zoom/LIB016A	
	Call to Order:	11:00	
	Adjournment:	11:50	
Previous meeting date:	2022/09/21	Next meeting date & time:	2022/11/22

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	N
	Sean Grant	BCGEU – Parking Services	Y
	Roger Bizzotto	Facilities Management	Y
	Troy Campbell	Campus Security	N
	Guy Guttman	SHCS	N
	Adrian Hingston	Health, Safety & Environment ( <i>Committee Resource</i> )	Y
	Holly Gaboury	Campus Operations and Risk Management ( <i>Committee Resource</i> )	Y
<b>Guest:</b> Lauchlin Mac Quarrie	Occupational Safety officer, WorkSafeBC	Y	
Is quorum achieved? (minimum of 4 voting members: # worker reps ≥ # employer reps) Y / N			N

Motion to adopt previous meeting's minutes:	R. Bizzotto	Seconded:	S. Grant
Motion to adopt current meeting's agenda:	R. Bizzotto	Seconded:	N. Kane



Report Categories	Details
<b>Incidents (reporting on previous month)</b>	<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 – A. Hingston to review. Possibly due to less occupancy last year.</li><li>○ Reviewed YTD incidents.</li></ul></li><li>• Reviewed monthly incidents. ACTION: A. Hingston will forward summary<ul style="list-style-type: none"><li>○ 13 incidents. Mostly practicum placements, off site.</li></ul>ACTION: A. Hingston will send follow up to request members to go over the CAIRS reports.<ul style="list-style-type: none"><li>○ Last year, same month: 5 incidents.</li><li>○ Discussed the students who suffered loss of consciousness.</li></ul>ACTION: A. Hingston will bring forward to AVP Provost meeting, which has practicum students under their purview.</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.<ul style="list-style-type: none"><li>○ Sawchuck had a solution.</li></ul>ACTION: R. Bizzotto will follow up.</li></ul>
<b>Inspections</b>	<ul style="list-style-type: none"><li>• Reminder to look at the schedule and sign up for inspections. Share your proposed schedule with H. Gaboury.</li></ul>
<b>Other OHS reports</b>	
<b>HSE Program Update</b>	
<b>Training and Education</b>	<ul style="list-style-type: none"><li>• 65% completions.</li><li>• Outstanding: Karen, Nicola, Troy and Guy.</li><li>• Will review further in December.</li></ul>
<b>Updates</b>	<ul style="list-style-type: none"><li>• Fire Drills in Student Housing completed over two weeks. Fully evacuated under 10 minutes, no complaints. Outstanding buildings: Engineering Design Lab (rarely occupied) and University House, was not occupied at the time. ACTION: A. Hingston, follow up with T. Campbell.</li></ul>



Old Business		Who	Target date
<p><b>Committee Training</b></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 – should it be a requirement or optional/value add?</li> </ul> <p><b>Status:</b> In progress</p>	<p>A. Hingston, all</p>	
<p><b>Building Inspections</b></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>	<p>A. Hingston</p>	
<p><b>Traffic Review of Knowledge Lane Area</b></p>	<ul style="list-style-type: none"> <li>Recommendation from Committee went to S. Kayfish and R. Einarson.</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 completed questionnaire for WorkSafeBC.</li> <li>Initial response received.</li> <li>Knowledge Lane – significant pedestrian traffic. Added Mews. Employer was onboard.</li> <li>Shared Street Signs:               <ul style="list-style-type: none"> <li>2 Signs at entrance to Lower Residence Lane – Shared Street.</li> <li>2 Signs at entrance to International Mews – Shared Street No Exit.</li> <li>4 Signs mid-way along International Mews – Shared Street &amp; Shared Street No Exit.</li> </ul> </li> <li>No Thru Road Signs:               <ul style="list-style-type: none"> <li>2 Signs at North end of F lot.</li> </ul> </li> <li>Three concrete speed humps evenly spaced along International Mews (painted with white “shark’s teeth” markings).</li> <li>Have seen improvement in traffic management.</li> </ul> <p><b>Status:</b> In progress</p>	<p>A. Hingston, N. Kane, G. Guttman</p>	<p>August 15, 2022</p>



<p><b>Food Services Training</b></p>	<ul style="list-style-type: none"> <li>• HSE to connect with new Food Services Associate Director 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>• A. Hingston met with D. Korven. Training is organized for November and a follow up in January at New Employee Orientation. D. Korven will also connect Unit Managers.</li> <li>• A. Hingston and J. McLeod will follow up regarding use of tool box talks and regular inspections.</li> <li>• A. Hingston and J. McLeod will be reviewing equipment that has additional hazards to ensure appropriate training and Standard Operating Procedures are developed.</li> <li>• Location of food trucks, especially during events and multiple trucks was discussed. D. Korven is revising agreements.</li> </ul> <p><b>Status:</b> In progress</p>	<p>A. Hingston</p>	
<p><b>Variance Proposal</b></p>	<ul style="list-style-type: none"> <li>• A. Hingston working with WorkSafeBC on application. Involves assessing current committee structure; longer variation period to be given this time.</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 submitted in September. No concerns received.</li> </ul> <p>ACTION: A. Hingston to follow up.</p> <p><b>Status:</b> In Progress</p>	<p>A. Hingston</p>	<p>August 15, 2022</p>

New Business		Who	Target date
<p><b>Overview of PACE Program</b></p>	<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</li> </ul>	<p>A. Hingston, L. Mac Quarrie, WorkSafeBC Officer</p>	



	<p>guide say? What does the SDS sheet show?</p> <ul style="list-style-type: none"> <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> <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> </ul> </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 this 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> <li>• Reviewed sample slides for Building and Promoting Psychological Health and Safety presentation.</li> <li>• Suggest an inspection with Food Services. Reading week, Nov 11. Same week, lunch and learn with all committees.</li> </ul> <p>ACTION: A. Hingston will coordinate.</p> <ul style="list-style-type: none"> <li>• Reviewed results of the WorkSafeBC 2022 PACE Initiative Inspection completed September 26. Overall, it went well.</li> <li>• Building inspections, fresh eyes stir new questions and conversations.</li> <li>• Flag use of cleaning products.</li> <li>• Ergonomic risk assessments.</li> <li>• Electrical panel safety, keep area clear.</li> <li>• Storage, be vigilant at reducing storage of unnecessary items.</li> </ul>		
<p><b>ICI TMP Update</b></p>	<ul style="list-style-type: none"> <li>• Interdisciplinary Collaboration &amp; Innovation (ICI) is a new large academic</li> </ul>	<p>A. Hingston</p>	



	<p>facility which will go ahead with board approval, expected next week.</p> <ul style="list-style-type: none"> <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>		
<b>Meeting Schedule</b>	<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.</li> </ul> <p><b>ACTION:</b> H. Gaboury to reschedule accordingly.</p>	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).