



UBC Okanagan
AVPFO JOHSC
MINUTES

Meeting information:	Date & Time:	2022/12/20	
	Location:	Zoom/LIB016A	
	Call to Order:	10:00	
	Adjournment:	10:45	
Previous meeting date:	2022/11/22	Next meeting date & time:	2023/01/17

Committee members, advisors, guests, etc. (indicate Co-chairs):	Name:	Role:	Present (Y/N):
	Nicola Kane	BCGEU – Infrastructure Development	Y
	Karen MacLeod	BCGEU – Food Services	N
	Chris White	BCGEU – Facilities Management	Y
	Vacant	BCGEU –	
	Roger Bizzotto	Facilities Management	N
	Troy Campbell	Campus Security	Y
	Guy Guttman	Student Housing & Community Services	Y Chair
	Adrian Hingston	Health, Safety & Environment (<i>Committee Resource</i>)	Y
Holly Gaboury	Campus Operations and Risk Management (<i>Committee Resource</i>)	Y	
Is quorum achieved? (minimum of 4 voting members: # worker reps ≥ # employer reps) Y / N			Y

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



Report Categories	Details
Incidents (reporting on previous month)	<ul style="list-style-type: none"> • Incident Report Summary reviewed. <ul style="list-style-type: none"> ○ Reviewed YTD incidents. 56 this year, 36 last year. ○ A. Hingston will try to bring a comparison with 2019 to December's meeting. • Reviewed monthly incidents. <ul style="list-style-type: none"> ○ Oct 25 – Employee, first aid only. Contact with potentially infectious material. While handling pathogen bags, handler applied pressure to pack bins and a sharp item came pierced skin through gloves. First aid and testing procedures were followed. After follow up, risk identified as low; material was identified and autoclave functioning. ACTION: A. Hingston looking at appropriateness of gloves and process of compressing items into bins.
Inspections	<ul style="list-style-type: none"> • Reminder to look at the schedule and sign up for inspections. Share your proposed schedule with H. Gaboury.
Other OHS reports	
HSE Program Update	
Training and Education	<ul style="list-style-type: none"> • 65% completions. <ul style="list-style-type: none"> ○ Outstanding: Karen, Nicola, Troy and Guy. ○ Will review further in December.
Updates	<p>It is a responsibility for JOHSC to review H & S programs and provide feedback to employer. Asking this committee to think about programs and provide feedback HSE could take to the employer.</p>

Old Business		Who	Status / Target date
Building Inspections	No update.		Status: In progress



<p>Food Services Training</p>	<p>ACTION: Follow up regarding use of tool box talks and regular inspections.</p> <p>ACTION: Review equipment that has additional hazards to ensure appropriate training and Standard Operating Procedures are developed.</p> <ul style="list-style-type: none"> Discussed OHS responsibilities and training. Two afternoons of training scheduled in January. C. Michels, WHMIS training. T. Campbell, Violence in the Workplace training. J. McLeod OHS basics. L. Mac Quarrie, WorkSafeBC Officer will present Building and Promoting Psychological Health and Safety. Allergens and Food Safe training also scheduled this week. <p>Status: In progress</p>	<p>A. Hingston and J. McLeod</p> <p>A. Hingston and J. McLeod</p> <p>A. Hingston and J. McLeod</p>	<p>In progress</p> <p>In progress</p>
<p>Variance Proposal</p>	<ul style="list-style-type: none"> Evaluation completed and submitted in September. No concerns received. <p>ACTION: Follow up/update.</p> <p>Status: In Progress</p>	<p>A. Hingston</p>	
<p>Traffic Review of Knowledge Lane & International Mews</p>	<ul style="list-style-type: none"> S. Kayfish working on formal response to recommendation letter. International Mews: <ul style="list-style-type: none"> 2 Signs at entrance to Lower Residence Lane – Shared Street 2 Signs at entrance to International Mews – Shared Street No Exit 4 Signs mid-way along International Mews – Shared Street & Shared Street No Exit No Thru Road Signs: <ul style="list-style-type: none"> 2 Signs at N end of F-Lot Three concrete speed humps evenly spaced along International Mews (painted with white “sharks’ teeth” markings). November: Funding approved. Quotes obtained. CMO has signs ready to go up. Rest of the work will proceed in Spring when weather permits. 	<p>A. Hingston, N. Kane, G. Guttman</p>	<p>In progress</p> <p>April 1, 2023</p>



	<ul style="list-style-type: none"> • Knowledge Lane: <ul style="list-style-type: none"> ○ FM and Traffic Engineer to review and enhance line painting. ○ Employer has committed to permanent changes. Project will be completed as part of an approved capital improvement project as opposed to a stand-alone project requiring funding. ○ Planned work around the field house would be a potential project where this could be incorporated. • This was identified as the lowest priority and risk. <p>ACTION: A. Hingston meeting with S. Kayfish Nov 22 and will confirm. ACTION: Keep as an agenda item to ensure not lost over winter.</p> <p>Status: Reopen April 1, 2023</p>		April 1, 2023
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New Business		Who	Target date
<p>Overview of PACE Program</p>	<ul style="list-style-type: none"> • WorkSafeBC can provide short 15–20 minute education sessions. Education can be delivered to groups outside of this committee. • Reviewed sample slides for Building and Promoting Psychological Health and Safety presentation. • Suggest an inspection with Food Services. Reading week, Nov 11. Same week, lunch and learn with all committees. <p>ACTION: A. Hingston will coordinate.</p>	A. Hingston, L. Mac Quarrie, WorkSafeBC Officer	Complete
<p>ICI TMP Update</p>	<ul style="list-style-type: none"> • Interdisciplinary Collaboration & Innovation (ICI) is a new large academic facility. • This TMP will be active to the end of the year and a second TMP will be submitted this spring to cover infrastructure construction. • Alumni Avenue to be shut down for two weeks in January. • No update. 	A. Hingston	



Membership	<ul style="list-style-type: none"> S. Grant leaving Parking Services to join Security. Could be delegate for T. Campbell. Representation from Food Services, SHCS, FSA and Parking would be beneficial. <p>ACTION: Reach out to Union to advise vacant BCGEU position.</p>	A. Hingston	Next meeting
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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).