



UBC Okanagan  
AVPFO JOHSC  
MINUTES

Meeting information:	Date & Time:	2022/12/20	
	Location:	Zoom/LIB016A	
	Call to Order:	10:00	
	Adjournment:	10:30	
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	N
	Karen MacLeod	BCGEU – stepping down	N
	Chris White	BCGEU – Facilities Management	N
	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			N

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



Standing Items	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>○ Reviewed YTD incidents. Increase over last year.</li><li>○ A. Hingston will try to bring a comparison with 2019 to the January meeting.</li></ul></li> <li>• Reviewed monthly incidents.<ul style="list-style-type: none"><li>○ Nov 1 – Employee, back strain while lifting 20 lbs. of “juice”.</li><li>○ Nov 7 – Employee, no injury. Near loss of consciousness. Brought to hospital. Not occupational.</li><li>○ Nov 7 – Employee, fall same level. Stepped off bus and slipped. No injury.</li><li>○ Nov 7 – Student, near miss/equipment failure. A facilities contractor shut down the strobic system. Student did not notice the fume hood was not functioning. Was working with nitrous acid; another student noticed and advised to stop.</li><li>○ Nov 7 – Employee, incident only. Slipped in parking lot. Minor back strain. No first aid. Provost Office to follow up.</li><li>○ Employee, Food Services. Strain from holding cloth tightly to clean tables for entire shift.</li><li>○ Employee, fall same level. Fell over open desk drawer onto back. Overnight the injury got worse. No medical treatment. Provost VP Research to follow up.</li><li>○ Practicum student. EFRT performing first aid, made note on medical chart and escalated. Provost VP Research to follow up.</li><li>○ PHD student. Spilled hydrochloric acid into water. Is trained in clean up and did so.</li><li>○ Practicum student at the hospital. Experienced patient body fluid in eye. Returned to work. Provost VP Research to follow up.</li></ul></li></ul>
<b>Inspections</b>	<ul style="list-style-type: none"><li>• G. Guttman will complete Nechako.</li><li>• C. White, G. Guttman – Will schedule ADM in the new year.</li></ul> <p><i>Reminder to look at the schedule and sign up for inspections. Share your proposed schedule with H. Gaboury.</i></p>
<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: N. Kane, T. Campbell and G. Guttman.</li> </ul>
<b>Updates</b>	

<b>Old Business</b>	<b>Details</b>	<b>Who</b>	<b>Status / Target date</b>
<b>Food Services Training</b>	<p>ACTION: Follow up regarding use of tool box talks and regular inspections. Completed. Biggest concern is regarding transfer of loads. There is a UBCV ergonomic course for food services that contains relevant content.</p> <p>ACTION: Review equipment that has additional hazards to ensure appropriate training and Standard Operating Procedures are developed. Completed walk through. Significant changes have been made. Food Services completes a pre-checklist that they are going to add five safety items to. Food Services are also looking at space improvements.</p> <p>Two afternoons of training scheduled in January:</p> <ul style="list-style-type: none"> <li>• C. Michels, WHMIS training.</li> <li>• T. Campbell, Violence in the Workplace training.</li> <li>• J. McLeod OHS basics, ergonomics and hazard control.</li> <li>• L. Mac Quarrie, WorkSafeBC Officer will present Building and Promoting Psychological Health and Safety.</li> </ul> <p>Two hours scheduled to update electronic training records. Food Safe, allergens and response training also scheduled.</p> <p>Food Services may recommend an employee to join this committee. Waiting for confirmation.</p>	<p>A. Hingston and J. McLeod</p> <p>A. Hingston and J. McLeod</p> <p>A. Hingston and J. McLeod</p> <p>A. Hingston</p>	<p>Complete</p> <p>Complete</p> <p>In progress</p> <p>In progress</p>



	Compare incidents with UBCV. February.	A. Hingston	In progress
<b>Variance Proposal</b>	<ul style="list-style-type: none"> <li>Evaluation completed and submitted in September. No concerns received.</li> </ul> ACTION: Follow up/update.	A. Hingston	Item carried
<b>ICI TMP Update</b>	<ul style="list-style-type: none"> <li>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> <li>Alumni Avenue to be shut down for two weeks in January.</li> <li>No update.</li> </ul>	A. Hingston	Item carried
<b>Membership</b>	<ul style="list-style-type: none"> <li>Union has offered a representation from the Bookstore. Waiting for confirmation.</li> </ul>	A. Hingston	In progress
<b>Traffic Review of Knowledge Lane &amp; International Mews</b>	<ul style="list-style-type: none"> <li>International Mews:               <ul style="list-style-type: none"> <li>November: Funding approved. Quotes obtained. CMO has signs ready to go up. Rest of the work will proceed in Spring when weather permits.</li> </ul> </li> <li>Knowledge Lane:               <ul style="list-style-type: none"> <li>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.</li> </ul> </li> </ul> ACTION: A. Hingston meeting with S. Kayfish Nov 22 and will confirm.	A. Hingston, N. Kane, G. Guttman  A. Hingston	Reopen April 1, 2023  In progress / Item carried

Building	Inspection Team	Planned Inspection Date	Actual Inspection Date	Notable Findings
ADM	C. White; G. Guttman	January 2023		
IA1	S. Grant; T. Campbell			
OM1	K. MacLeod; R. Bizzotto			
NHC (level 2)	K. MacLeod; G. Guttman	G. Guttman, January 2023		
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).