



UBC Okanagan
AVPFO JOHSC
MINUTES

Meeting information:	Date & Time:	2023/01/17	
	Location:	Zoom/LIB016A	
	Call to Order:	10:07 am	
	Adjournment:	10:40 am	
Previous meeting date:	2022/12/20	Next meeting date & time:	2023/02/22

Committee members, advisors, guests, etc. (indicate Co-chairs):	Name:	Role:	Present (Y/N):
	Nicola Kane	BCGEU – Infrastructure Development	Chair Y
	vacant	BCGEU –	
	Chris White	BCGEU – Facilities Management	Y
	Julie Forgie	BCGEU – Bookstore	Y
	Roger Bizzotto	Facilities Management	Y
	Troy Campbell	Campus Security	N
	Guy Guttman	Student Housing & Community Services	Y
	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 November meeting's minutes:	N. Kane	Seconded:	C. White
Motion to adopt December meeting's minutes:	N. Kane	Seconded:	C. White
Motion to adopt current meeting's agenda:	R. Bizzotto	Seconded:	C. White



Standing Items	Details
Incidents (reporting on previous month)	<ul style="list-style-type: none">• Reviewed monthly incidents.• Four within Finance and Operations<ul style="list-style-type: none">○ Dec 15 Near miss – golf cart slid off path.○ Dec 21 1 First Aid – fall at same level resulting in back strain. ACTION: R. Bizzotto will review.○ Dec 6 1 Medical – not occupational incident. Medication not taken as scheduled.○ Loss time – Object fell on head resulting in concussion. ACTION: N. Kane to review. ○ Dec 8 Contractor Accident reported, employee slipped and injured leg. First aid was administered by another nearby contractor and Security once on site. Contractor was transferred via ambulance to hospital. Snow clearing schedule shared with contractor and WorkSafeBC. No follow up required.
Inspections	<ul style="list-style-type: none">• NHC: G. Guttman• ADM: C. White, G. Guttman – Will schedule in the new year.• UNI: N. Kane; T. Campbell• OA1: T. Campbell <p><i>Reminder to look at the schedule and sign up for inspections. Share your proposed schedule with H. Gaboury.</i></p>
Other OHS reports	
HSE Program Update	
Training and Education	<ul style="list-style-type: none">• 65% completions.• Outstanding: N. Kane, T. Campbell, G. Guttman and J. Forgie.• HSE has completed Fire Warden training program.
Updates	



	<ul style="list-style-type: none"> BCGEU working with Food Services for a representative. 	A. Hingston	In progress
Traffic Review of Knowledge Lane & International Mews	<ul style="list-style-type: none"> International Mews: <ul style="list-style-type: none"> CMO has signs to go up along walkway. Rest of the work will proceed soon, weather permitting. Excavation permit required if digging deeper than 12/18". 	A. Hingston, N. Kane, G. Guttman	April 1, 2023
	<ul style="list-style-type: none"> Knowledge Lane: <ul style="list-style-type: none"> 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. 	A. Hingston	In progress

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

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).