



UBC Okanagan
AVPFO JOHSC
MINUTES

Meeting information:	Date & Time:	2023/02/22	
	Location:	Zoom/LIB016A	
	Call to Order:	10:00 am	
	Adjournment:	10:45 am	
Previous meeting date:	2023/01/17	Next meeting date & time:	2023/03/21

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	Y
	Guy Guttman	Student Housing & Community Services	N
	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:	R. Bizzotto	Seconded:	J. Forgie
Motion to adopt current meeting’s agenda:	R. Bizzotto	Seconded:	J. Forgie



Standing Items	Details
<p>Incidents (reporting on previous month)</p>	<ul style="list-style-type: none"> • Reviewed monthly incidents. <ul style="list-style-type: none"> ○ Nov 15 – reported Jan 30. Musculoskeletal injury, from the set up/tear down of an event. Back pain experienced in days following. ○ Food Service worker returned to work on modified duties, took on work outside workplace accommodation. ○ Finance worker slipped on snow, falling backwards. Hurt shoulder. No medical attention sought. ○ Jan 11 – Medical worker slipped and fell on ice. Second worker slipped and fell as well. ○ Repetitive motion musculoskeletal injury to forearm reported after 30 years desk work. ○ Worker tripped in cramped office space, hit head on door. No medical attention sought. ○ Jan 18 – AVP Research, time loss – fell ice skating, hit head. No helmet. ○ Jan 19 – Finance & Operations, worker fall same level. Slip and fall on ice. ○ Jan 9 – Finance & Operations – worker had a hot box of chicken fall on head. ○ Jan 21 AVP Research, practicum student lost consciousness. ○ Jan 23 AVP Students, worker fall same level. Tripped over a cord on the floor. ○ Jan 25 AVP Research, practicum student – pricked finger with “clean” needle. Opinion of committee is that these incidents are preventable. ACTION: A. Hingston will follow up with AVP Research. <ul style="list-style-type: none"> ○ Food Services worker taking hot soup off trolley, spilled on leg. • WorkSafeBC was on site in November due to a slip and fall and were comfortable with UBC’s snow clearing process. <ul style="list-style-type: none"> ○ Some education could be done around appropriate foot wear etc.
<p>Inspections</p>	<ul style="list-style-type: none"> • NHC: G. Guttman • ADM: C. White, G. Guttman • UNI: N. Kane; T. Campbell • OA1: T. Campbell <p>No update.</p> <p><i>Reminder to look at the schedule and sign up for inspections. Share your proposed schedule with H. Gaboury.</i></p>
<p>Other OHS reports</p>	<p>Executive Health, Safety, Security Committee (EHSSC) annual report is being prepared. The report will be shared with the committee once completed.</p> <ul style="list-style-type: none"> • 2022 highlights:



	<ul style="list-style-type: none"> • Claims same numbers as 2019. • Incidents are increasing. • Training rates going up. Would like to have 90% compliance. New notifications to remind workers to complete training will be going out. • Waste production and processing has increased significantly.
HSE Program Update	
Training and Education	Outstanding: T. Campbell, G. Guttman and J. Forgie.
Updates	SRS have engaged a consultant to conduct a survey regarding HSE services. Some committee members will be invited to participate. SRS are specifically looking at electronic systems. Data from UBCO will be separated from UBCV.

Old Business	Details	Who	Status / Target date
Food Services Training	Two hours scheduled to update electronic training records, Food Safe, allergens and response training. HSE following up.	A. Hingston and J. McLeod	In progress
	HSE will be putting together a report with recommendations for Food Services, which will be shared with this committee. One recommendation will be to have a food services representative on this committee or in their own department.	A. Hingston	In progress
Variance Proposal	Evaluation completed and submitted in September. No update from WorkSafeBC.	A. Hingston	In progress
ICI TMP Updates	<p>Approved:</p> <p>#1 Impacts to J lot and Quonset.</p> <p>#2 Shutting down Alumni to build ramp to EME. 1.5 months. Continuing to mid-May. Road will be repaved. No signage coming from Glenmore.</p>	A. Hingston, R. Bizzotto	In progress



	<p>Under Review: #3 Crossing at Alumni for underground pipes. Bypass for pedestrians and golf carts.</p> <p>Bi-weekly construction meetings have begun. R. Bizzotto is part of that group.</p>		
Membership	BCGEU working with Food Services for a representative.	A. Hingston	In progress
Traffic Review of Knowledge Lane & International Mews	<p>International Mews:</p> <ul style="list-style-type: none"> o CMO have started putting up signs where there are posts in place. Rest of the work will proceed soon, weather permitting. o Speed bumps will proceed in Spring. <p>ACTION: Security evening shift and FM morning shift check concrete stairs in a couple locations. Ensure cones have not been moved.</p> <p>Knowledge Lane:</p> <ul style="list-style-type: none"> o Campus Planning is costing Knowledge Lane and Diversity Place. No firm plans yet. o May need to consider less permanent solutions as a suitable capital project may not be timely. 	<p>A. Hingston, N. Kane, G. Guttman</p> <p>T. Campbell, R. Bizzotto</p> <p>A. Hingston</p>	<p>April 1, 2023</p> <p>In progress</p>

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).