



UBC Okanagan
AVPFO JOHSC
MINUTES

Meeting information:	Date & Time:	2023/03/21	
	Location:	Zoom/LIB016A	
	Call to Order:	11:10 am	
	Adjournment:	12:00 pm	
Previous meeting date:	2023/02/22	Next meeting date & time:	2023/04/18

Committee members, advisors, guests, etc. (indicate Co-chairs):	Name:	Role:	Present (Y/N):
	Nicola Kane	BCGEU – Infrastructure Development	Y
	vacant	BCGEU –	
	Chris White	BCGEU – Facilities Management	Y
	Julie Forgie	BCGEU – Bookstore	N
	Roger Bizzotto	Facilities Management	Y
	Troy Campbell	Campus Security	N
	Guy Guttman	Student Housing & Community Services	Y Chair
	Jason McLeod on behalf of 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:	R Bizzotto	Seconded:	N. Kane



Standing Items	Details
Incidents (reporting on previous month)	<ul style="list-style-type: none">• Jan 17 – Update: Mar 7, the incident severity was changed to time loss. Cramped office space, worker tripped and head hit door. HSE followed up with worker and supervisor. They made some improvement to the space to make less congested.• Reviewed monthly incidents.<ul style="list-style-type: none">○ Feb 1 – Med treatment. Fall from elevation. Occurred at a climbing gym. Practicum student fell and landed on arm resulting in an elbow strain/injury.○ Feb 1 – FO. Incident only, stuck by. Metal handle on top shelf fell down and hit worker’s ribs on back.○ Feb 3 – FO, Food Services. Time loss. Musculoskeletal injury. While washing dishes, worker felt sharp pain in neck.○ Feb 6 – Provost, VPR. Exposure to chemicals. Package not delivered through CRMS. Container of chloroform delivered with A leak. Situation was handled properly, container was placed back into the packaging and returned to the supplier.○ Feb 7 – Medical treatment, musculoskeletal injury. Worker was pushing dish caddy and loading dishes, fell pain in lower back.○ Feb 7 – Provost VPR. No injury. Exposure to radiation. Student received a package and stored a radioactive part on a shelf. It was found after four months, student did not advise Faculty. HSE investigated and found there was no exposure. Delivered direct by supplier. ACTION: Discuss further: TDG certification, CRMS process.○ Feb 8 – FO. Incident only, minor laceration. Sliver from using a wooden broom.○ Feb 9 –FO. Incident only, fall on same level. Slipped on ice.○ Feb 13 – Provost VPR. Incident only. Paid student received an electrical shock using a cord with exposed wires. HSE advised to purchase a new charging cable.○ Feb 13 – Provost VPR. Incident only, fall same level. Park Lot H, slipped on icy asphalt. Fell to knees.○ Feb 16 – Provost VPR. Medical attention and injury. Practicum student stuck own thumb with needle. Punctured three layers of gloves. Needle was clean. These incidents are occurring in hospital and do have a good procedure for after care. ACTION: Discuss: Update to operating procedures?○ Feb 23 – FO, Food Services. Incident only. Deaf worker struck by refrigerator doors as another worker was exiting. They do have a procedure to knock before exiting. Reviewed their process to note to open doors slowly.○ Feb – FO, Quonset. Worker tripped on lumber lying beside vehicle.○ Feb 28 – FO, Food Services. Time loss, injury laceration. Worker was washing a vegetable slicer and sliced finger.



	<ul style="list-style-type: none"> Jan 25 - AVP Research, practicum student – pricked finger with “clean” needle. ACTION: A. Hingston will follow up with AVP Research.
<p>Inspections</p>	<ul style="list-style-type: none"> NHC: G. Guttman <ul style="list-style-type: none"> Completed. Area looks clean and tidy. Will look at food storage area later this week. Most people did not know Muster points and fire warden, evacuation plan. HSE is working on getting Fire Warden Program back up. Training is available online. ADM: C. White, G. Guttman <ul style="list-style-type: none"> Completed. Bookstore: Ladders (three) may not be suitable. Recommending ladder safety training. Electrical cables hung over doors. Heat gun cord hooked on shelving unit. Sprinkler head obstructed in break room. Most issues noted were in the bookstore. IT – did not enter the back areas. UNI: N. Kane; T. Campbell <ul style="list-style-type: none"> Completed. Fire extinguishers (three) need to be wall mounted. Suggestion to review muster point(s), fire warden designate, first aid procedure, incident reporting. N. Kane will draft an email to occupants. 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>
<p>Other OHS reports</p>	<p>Executive Health, Safety, Security Committee (EHSSC) annual report. Carry forward.</p> <p>ACTION: Add review of Security Reports as standing agenda item.</p>
<p>HSE Program Update</p>	
<p>Training and Education</p>	<p>Outstanding: T. Campbell and J. Forgie.</p>



Updates	
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Old Business	Details	Who	Status / Target date
Food Services Training	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	Under Review: <ul style="list-style-type: none"> o Crossing at Alumni for underground pipes. Bypass for pedestrians and golf carts. 	A. Hingston, R. Bizzotto	In progress
Membership	BCGEU working with Food Services for a representative.	A. Hingston	In progress
Traffic Review of Knowledge Lane & International Mews	Knowledge Lane: <ul style="list-style-type: none"> o Campus Planning is costing Knowledge Lane and Diversity Place. No firm plans yet. 	A. Hingston	April 1, 2023 In progress
New Business	Details	Who	Status / Target date
Terms of Reference (TOR)	Update terms of reference (pick a month in which to update these each year). <ul style="list-style-type: none"> a. Quorum b. Terms (we need to update membership list and term dates) c. Co-chairs ACTION: Review and provide feedback to A. Hingston and within committee.	Co-chairs	Next meeting



JOHSC Annual Assessment/ Review	ACTION: Complete the annual assessment and share findings with the committee.	Co-chairs	Next meeting
Investigation / Review Process	HSE looking at a more structured process to ensure the review of incident reports are being performed more promptly. Supervisor is responsible to review within 30 days and bring any questions or concerns to HSE.	J. McLeod / A. Hingston	

Building	Inspection Team	Planned Inspection Date	Actual Inspection Date	Notable Findings
ADM	C. White; G. Guttman	January 2023	March 2023	Loose electrical cords. Unsuitable ladders.
IA1	J. Forgie; T. Campbell	January 2023		
OM1	K. MacLeod; R. Bizzotto			
NHC (level 2)	G. Guttman	G. Guttman, January 2023	March 2023	Occupants not clear on muster points, fire warden, evacuation plan.
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	March 2023	Fire extinguishers not wall mounted. Review muster points, fire warden, evacuation plan.

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).