



UBC Okanagan  
AVPFO JOHSC  
MINUTES

Meeting information:	Date & Time:	2023/04/18	
	Location:	Zoom/LIB016A	
	Call to Order:	11:00 am	
	Adjournment:	12:00 pm	
Previous meeting date:	2023/03/21	Next meeting date & time:	2023/05/16

Committee members, advisors, guests, etc. (indicate Co-chairs):	Name:	Role:	Present (Y/N):
	Nicola Kane	BCGEU – Infrastructure Development	N
	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 Chair
	Adrian Hingston	Health, Safety & Environment ( <i>Committee Resource</i> )	Y
Holly Gaboury	Campus Operations and Risk Management ( <i>Committee Resource</i> )	Y	
	Guest: Dani Korven	Associate Director, Food Services	Y
Is quorum achieved? (minimum of 4 voting members: # worker reps ≥ # employer reps) Y / N			Y

Motion to adopt previous meeting’s minutes:	G. Guttman	Seconded:	R. Bizzotto
Motion to adopt current meeting’s agenda:	R Bizzotto	Seconded:	J. Forgie



Standing Items	Details
<p><b>Incidents (reporting on previous month)</b></p>	<p>Reviewed monthly incidents.</p> <ul style="list-style-type: none"> <li>○ Feb 16 – Provost VPR. Practicum student, medical attention and injury. Student stuck thumb with needle. ACTION: Discuss updating operating procedures?</li> <li>○ Jan 25 - AVP Research. Practicum student, pricked finger with “clean” needle. ACTION: A. Hingston will follow up with AVP Research.</li> <li>○ CAIRS – 4 AVPFO: 2 timeloss, 1 no injury, 1 incident only. Timeloss:               <ul style="list-style-type: none"> <li>• Food Services worker complained about vision impairment on arrival to work.</li> <li>• Food services worker cut finger washing/removing plastic guard on a vegetable peeler.</li> </ul>               No Injury:               <ul style="list-style-type: none"> <li>• Food services worker washing tomato slicer, slipped in sink.</li> </ul>               Incident Only:               <ul style="list-style-type: none"> <li>• IT worker mis stepped off curbed, hurt ankle.</li> </ul> </li> <li>○ March 15 - Supervisory issue – C. Michels is following up.</li> <li>○ March 18 – Leased space occupied by student groups. Supervision has on radar. Incident with battery. Follow up has been completed.</li> <li>○ Three needle related incidents.</li> </ul>
<p><b>Inspections</b></p>	<ul style="list-style-type: none"> <li>○ IA1 – J. Forgie and T. Campbell completed.</li> <li>○ Nechako update, G. Guttman – Follow up regarding high shelf incidents completed.</li> </ul> <p><i>Reminder to look at the schedule and sign up for inspections. Share your proposed schedule with H. Gaboury.</i></p>
<p><b>Other OHS reports</b></p>	<ul style="list-style-type: none"> <li>○ Executive Health, Safety, Security Steering Committee (EHSS SC) annual report.</li> </ul>
<p><b>HSE Program Update</b></p>	<ul style="list-style-type: none"> <li>○ Compressed Gas Project - Storage area audit looking at incompatibles stored together. Full audit has been completed. Removed expired canisters. Reviewing access to storage areas. Training is required prior to access approval. Working with Faculties over summer to complete training.</li> </ul>



	<ul style="list-style-type: none"> <li>○ Chemical Inventory – Increasing oversight of the procurement of substances. Sending requests to all Principal Investigators to provide a full inventory list. Substances that are dangerous will be followed up on. Aim is for an updated, real-time inventory.</li> <li>○ Questions to committee: What programs do you use? Are there any that need a review? Do you have dated or missing SOPs? ACTION: Bring feedback to HSE.</li> </ul>
<b>Training and Education</b>	<ul style="list-style-type: none"> <li>○ Training notifications were sent earlier this month to remind workers to complete outstanding training courses. Records of required training are improving. Job specific training is not captured.</li> </ul> <p>Outstanding: T. Campbell and J. Forgie.</p>
<b>Security Reports</b>	<ul style="list-style-type: none"> <li>○ In the past, a summary of security incidents for the previous month was shared with the committee.</li> </ul> <p>ACTION: A. Hingston will follow up with T. Campbell and bring a report template next month.</p>
<b>Updates</b>	

<b>Old Business</b>	<b>Details</b>	<b>Who</b>	<b>Status / Target date</b>
<b>Food Services Training</b>	<p>HSE putting together a report with recommendations for Food Services.</p> <p>Will begin bi-annual training sessions.</p> <p>D. Korven provided general department update.</p>	A. Hingston	In progress
<b>Variance Proposal</b>	<p>Evaluation completed and submitted in September. No update from WorkSafeBC.</p>	A. Hingston	In progress
<b>ICI TMP Updates</b>	<p>Work on Alumni may be delayed. May 23 was original target. Might open a single lane. Crane going up April 19. Paving schedule is under review.</p>	A. Hingston, R. Bizzotto	In progress



<b>Membership</b>	BCGEU working with Food Services for a worker representative. D. Korven could step in as an employer rep. May need to look at committee composition.	A. Hingston	In progress
<b>Traffic Review of Knowledge Lane &amp; International Mews</b>	Knowledge Lane: <ul style="list-style-type: none"> <li>o No update.</li> </ul>	A. Hingston	April 1, 2023 In progress
<b>New Business</b>	<b>Details</b>	<b>Who</b>	<b>Status / Target date</b>
<b>Terms of Reference (TOR)</b>	Update terms of reference (pick a month in which to update these each year). <ul style="list-style-type: none"> <li>a. Quorum</li> <li>b. Terms (update membership list and term dates)</li> <li>c. Co-chairs</li> </ul> ACTION: Review and provide feedback to A. Hingston and within committee.  A. Hingston has made some changes.  Investigations – HSE directly following up with supervisors to assist in the process.	Co-chairs	Next meeting
<b>JOHSC Annual Assessment/ Review</b>	ACTION: Complete the annual assessment and share findings with the committee. Carried forward.	Co-chairs	Next meeting



<b>Building</b>	<b>Inspection Team</b>	<b>Planned Inspection Date</b>	<b>Actual Inspection Date</b>	<b>Notable Findings</b>
ADM	C. White; G. Guttman	January 2023	March 2023	Loose electrical cords. Unsuitable ladders.
IA1	J. Forgie; T. Campbell	January 2023	April 2023	None.
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).