



UBC Okanagan AVP Students JOHSC

|                        |                     |                                      |                     |
|------------------------|---------------------|--------------------------------------|---------------------|
| Meeting information:   | Date & Time:        | May 17, 2023 11:00am                 |                     |
|                        | Location:           | UNC325a and virtual meeting via zoom |                     |
|                        | Call to Order:      | 11:05                                |                     |
|                        | Adjournment:        | 11:39                                |                     |
| Previous meeting date: | 2023_04_19, 11:00am | Next meeting date & time:            | 2023_06_21, 11:00am |

| Committee members, advisors, guests, etc. (indicate co-chairs): | Name:                                   | Role:                                     | Present (Y/N): |
|---|---|---|----------------|
|   | Jeff Stonehouse                         | worker rep – BCGEU / co-chair             | y              |
|   | Robyn Bunn                              | employer rep - M&P / co-chair             | n              |
|   | Carla Lanigan                           | worker rep - BCGEU                        | n              |
|   | Amy Lauterbacher                        | employer rep - M & P                      | y              |
|   | Deserae Gogel                           | worker rep - BCGEU                        | y              |
|   | Christine Squire                        | employer rep – M&P                        | y              |
|   | Samantha Skinner – proxy for Robyn Bunn | Employer rep – M & P                      | y              |
|   |   |   |                |
|   | Jason McLeod                            | ex officio - Health, Safety & Environment | y              |
|   | Sherry Petkau                           | admin resource                            | y              |
|   |   |   |                |
|   |   |   |                |
|   |   |   |                |

Is quorum achieved? (minimum of 4 voting members: # worker reps ≥ # employer reps) Y / N

|  |               |           |                  |
|--|---------------|-----------|------------------|
| Motion to adopt previous meeting’s minutes:                          | Deserae Gogel | Seconded: | Amy Lauterbacher |
| Motion to adopt current meeting’s agenda:                            | Deserae Gogel | Seconded: | Jeff Stonehouse  |
| *Post adopted minutes to JOHSC Website at conclusion of this meeting |               |           |                  |

|              | Informal inspections conducted | Formal inspections conducted | Recommendations made to employer |
|--------------|--------------------------------|------------------------------|----------------------------------|
| This period  | 0                              | 3                            | 0                                |
| Year-to-date | 0                              | 3                            | 0                                |

| Report Categories                       | Details   |
|---|---|
| Incidents (reporting on previous month) | <ul style="list-style-type: none"> <li>• April (plus late one)</li> <li>• March – medical treatment, no injury, fall on same level, rolled ankle in parking lot</li> <li>• April 1, incident only, injury, caught between, adjusting shelf, cut on hand</li> <li>• April 6, time loss, Musculo skeletal injury</li> <li>• April 7 – 10, practicum student, potential TB exposure, currently not showing symptoms – but may have been more than one student</li> <li>• April 11, struck against, bumped arm, first treatment given</li> <li>• April 13, incident only, injury, laceration, cut thumb</li> <li>• April 14, incident only, no injury, equipment failure, broken door hinge – able to eliminate risk</li> </ul> |



|                        |  |
|------------------------|--|
|                        | <ul style="list-style-type: none"> <li>• April 15, incident only, injury, laceration, cut thumb</li> <li>• April 18, incident only, no injury, fire – thermal water bath, plastic cap caught on fire</li> <li>• April 19, incident only, no injury, struck against, hit head on corner of shelf</li> <li>• April ??? Time loss, injury, loss of conscientious, fell back and hit head, appears to be personal medical</li> <li>• April 25, minor laceration, cut finger</li> <li>• April 25, Musculo skeletal</li> <li>• Student reports:</li> <li>• April 2, incident only, combustion, bag of paint rags ignited in locker, fire department attended</li> <li>• April 5, incident only, no injury, unauthorized drone use (we are in the airport space – need special permission)</li> <li>• April???, ankle strain, stepped on broken drain grate</li> </ul>  |
| Inspections            | <ul style="list-style-type: none"> <li>• May 2, UNC <ul style="list-style-type: none"> <li>▪ Loading bay at back of building (notes made)</li> <li>▪ Minor – blocking pull stations, etc</li> <li>▪ Ballroom exit door onto patio – can be a bit difficult to open – will ask facilities to look at it</li> </ul> </li> <li>• May 3, GYM <ul style="list-style-type: none"> <li>▪ Small deficiencies – some exits are being temporarily used as storage – exit sign needed to be turned out</li> <li>▪ Lights out – facilities will be notified</li> <li>▪ Fire doors into hangar area propped open – should not be – will follow up with athletics</li> <li>▪ Emergency maps are in different stages – need to be updated</li> </ul> </li> <li>• May 10, LIB <ul style="list-style-type: none"> <li>▪ Study areas in good condition – electrical etc.</li> <li>▪ Exit signs – will connect with electricians to revise</li> <li>▪ One extension cord was crimped in door – will have an outlet installed</li> </ul> </li> <li>• 3 + buildings left to inspect – ARTS, CCS, Commons, Portable A</li> <li>• Will schedule within the next few weeks</li> <li>• Commons <ul style="list-style-type: none"> <li>▪ Jeff</li> <li>▪ Carla</li> </ul> </li> <li>• CCS <ul style="list-style-type: none"> <li>▪ Deserae</li> <li>▪ Robyn</li> </ul> </li> <li>• ARTS <ul style="list-style-type: none"> <li>▪ Amy</li> <li>▪ Christine</li> </ul> </li> </ul> |
| Other OHS reports      |  |
| HSE Program Update     |  |
| Training and Education | <ul style="list-style-type: none"> <li>• Meeting with Fire department today, will request fire training again</li> </ul>   |
| Annual Reviews         | <ul style="list-style-type: none"> <li>• Reviewed document - will be sent to committee</li> <li>• Largely positive report</li> <li>• Reminder to take training as necessary</li> <li>• Improvement in TOR – change wording to be able to have a meeting without quorum if voting is not required</li> <li>• Don't have representation from all departments ie: athletics but do have their own committee</li> </ul>  |
|                        |  |
| Other                  |  |



|                      |                            |
|----------------------|----------------------------|
| Standing Items       | January Meeting Each Year: |
| Review TOR           |                            |
| Committee Evaluation |                            |

| Old Business | Item # |                | Who | Target date |
|--------------|--------|----------------|-----|-------------|
|              |        |                |     |             |
|              |        | <b>Status:</b> |     |             |
|              |        |                |     |             |
|              |        | <b>Status:</b> |     |             |
|              |        |                |     |             |
|              |        | <b>Status:</b> |     |             |

| New Business | Item #       |   | Who | Target date |
|--------------|--------------|---|-----|-------------|
|              | 2023_05_17_1 | <ul style="list-style-type: none"> <li>• <b>Discussion – storage of compressed gases for non-lab departments</b></li> <li>•               <ul style="list-style-type: none"> <li>○ Propane tank stored in closet, was removed</li> <li>○ Must ensure they are stored appropriately</li> </ul> </li> </ul> | All | N/A         |
|              |              | •   |     |             |
|              |              | •   |     |             |
|              |              | •   |     |             |
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|              |              | •   |     |             |

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)