



UBC Okanagan  
AVPFO JOHSC  
MINUTES

Meeting information:	Date & Time:	2023/05/16	
	Location:	Zoom/LIB016A	
	Call to Order:	11:00 am	
	Adjournment:	12:00 pm	
Previous meeting date:	2023/04/18	Next meeting date & time:	2023/06/20

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

Motion to adopt previous meeting’s minutes:	J. Forgie	Seconded:	G. Guttman
Motion to adopt current meeting’s agenda:	J. Forgie	Seconded:	T. Campbell



Standing Items	Details
<b>Incidents (reporting on previous month)</b>	<ul style="list-style-type: none"><li>• Reviewed monthly incidents. See Addendum 1 HSE Incident Report Summary for April.</li><li>• Reporting shows a positive trend, increase in reporting.</li><li>• HSE is cross referencing the CAIRS report and Security First Aid report. HSE report will summarize incident and focus on follow up actions and outcome.</li></ul>
<b>Inspections</b>	<i>Reminder to look at the schedule and sign up for inspections. Share your proposed schedule with H. Gaboury.</i>
<b>Other OHS reports</b>	<ul style="list-style-type: none"><li>• Executive Health, Safety, Security Steering Committee (EHSS SC) Annual Report: Final draft will be shared at the next meeting. Would like committees input on how to operationalize some of the initiatives.</li></ul>
<b>HSE Program Update</b>	<ul style="list-style-type: none"><li>• Compressed Gas Project: Storage area audit of incompatibles being stored together. Full audit is complete. Expired canisters have been removed. Reviewing access to storage areas. Training will be required prior to access being approved and granted. HSE working with Faculties over summer to complete training before access is removed.</li><li>• Chemical Inventory: Increasing oversight of the procurement of substances. Sending request to all Principal Investigators to provide a full inventory list. Substances that are dangerous will be followed up on. Aim is for updated, real time inventory. Training will be required prior to access being approved and granted.</li></ul>
<b>Training and Education</b>	
<b>Security Reports</b>	<ul style="list-style-type: none"><li>• Theft and vagrancy are outside the committees' scope.</li><li>• Risk of violence and threat increases could be communicated through this committee on an ad hoc basis.</li></ul>
<b>Updates</b>	<ul style="list-style-type: none"><li>• COVID guidelines are no longer applicable. Reverting back to Communicable Disease guidelines.</li><li>• New webpage content is in progress and will look for input.</li></ul>



Old Business	Details	Who	Status / Target date
<b>Food Services Training</b>	<ul style="list-style-type: none"> <li>HSE putting together a report with recommendations for Food Services.</li> </ul>	A. Hingston	In progress
<b>Variance Proposal</b>	<ul style="list-style-type: none"> <li>Evaluation completed and submitted in September. No update from WorkSafeBC.</li> </ul>	A. Hingston	In progress
<b>ICI TMP Updates</b>	<ul style="list-style-type: none"> <li>Alumni Ave closure extended to mid September.</li> </ul>	A. Hingston, R. Bizzotto	In progress
<b>Membership</b>	<ul style="list-style-type: none"> <li>BCGEU working with Food Services for a worker representative.</li> </ul>	A. Hingston	In progress
<b>Traffic Review of Knowledge Lane &amp; International Mews</b>	<p>Knowledge Lane:</p> <ul style="list-style-type: none"> <li>Campus Planning is costing improvements to Knowledge Lane and Diversity Place. No firm plans yet.</li> </ul>	A. Hingston	In progress
New Business	Details	Who	Status / Target date
<b>Terms of Reference (TOR)</b>	<p>Update terms of reference (pick a month in which to update these each year).</p> <ol style="list-style-type: none"> <li>Quorum</li> <li>Terms (update membership list and term dates)</li> <li>Co-chairs</li> </ol> <p>ACTION: Carry forward.</p>	Co-Chairs	Next meeting
<b>JOHSC Annual Assessment/ Review</b>	<p>Co-Chairs and A. Hingston reviewed assessment and identified three areas of improvement:</p> <ol style="list-style-type: none"> <li>Training</li> <li>Community communications</li> <li>Engaging in investigations</li> </ol>	Co-Chairs	Next meeting



	ACTION: A. Hingston will share the final assessment with group for discussion next meeting.		
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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).



Addendum 1

Dept. of Health, Safety & Environment - Incident Report Summary: April 1-30, 2023

University of British Columbia - Okanagan Campus JOHSCs

May 15, 2023

<b>Worker / Practicum Student Incidents</b>					
	<b>Incidents</b>	<b>Near Miss / No Injury</b>	<b>First Aid</b>	<b>Medical Treatment</b>	<b>Lost-time injury</b>
Revision for Mar. 2023	<b>14</b>	3	5	<b>3</b>	3
Comparison - Mar. 2022	13	1	6	2	4
This period (Apr. 2023)	11	3	6	0	2
This period last year (Apr. 2022)	3	0	3	0	0
Year-to-date (2023)	52	14	16	9	13
Year-to-date (2022)	23	1	11	4	7

1. Worker/Practicum Student Accident/Incident Reports:

Mar 3<sup>rd</sup> (AVP STUDENT): Medical Treatment / No injury. *Fall on Same Level*. A worker was walking towards their parking lot when they caught their right foot on a curb and rolled their ankle. They skinned both of their hands, their knee and their ankle was sore. The worker then got up and walked to their car. They messaged their colleague to let them know what happened. The worker's ankle was very swollen by the time they got home. NOTE: this incident was reported to CAIRS approximately two months after the incident occurred (the requirement is that workplace incidents are to be reported within 24 hours of occurrence.)

Apr 1<sup>st</sup> (AVP FINOP): Incident only / Injury. *Caught between*. A worker and a colleague were adjusting a metal shelf as it had slipped. They took the product off the shelf first. Then as they were adjusting the shelf, it slid down and pinched the side of the worker's right hand between the metal and a plastic piece that locks the shelf into place. The hand started to bleed so the worker put it under cold water, cleaned it, and placed gauze and tape over the cut. Within an hour, it had bled through the gauze so Campus Security was called to provide first aid services.



Apr 6<sup>th</sup> (AVP FINOP): Time loss / No injury. *Musculoskeletal injury*. In the course of their regular duties serving food and beverage products, a worker reported to their supervisor that they were having trouble placing lids on cups due to MSI-related pain in their left hand.

Apr 11<sup>th</sup> (AVP FINOP): ? / ?. *Struck against*. A worker bumped their right elbow against some shelving causing a bulge on their elbow. Campus Security provided first aid treatment. NOTE: a CAIRS report was not submitted for this worker incident.

Apr 13<sup>th</sup> (AVP FINOP): Incident only / Injury. *Laceration*. A worker was slicing carrots when they cut their thumb.

Apr 14<sup>th</sup> (AVP PROV VPR): Incident only / No injury. *Equipment failure*. A worker was opening a cage door when one of the door hinges broke. The worker managed to catch and balance the door before it fell over, and then secured it accordingly.

Apr 15<sup>th</sup> (AVP FINOP): Incident only / Injury. *Laceration*. A worker was cutting apples while their hands were wet. The knife slipped and poked base of the thumb on their left hand.

Apr 18<sup>th</sup> (AVP PROV VPR): Incident Only / No injury. *Fire*. A thermal water bath was running in a lab when the plastic caps caught on fire. A practicum student was available in the lab, they were able to put out the fire using water. No damage was experienced other than the broken water bath. The water bath is not CSA certified. The researcher has been informed that all equipment must be certified to a CSA, ULC or equivalent Canadian safety standard.

Apr 19<sup>th</sup> (AVP FINOP): Incident Only / No injury. *Struck Against*. A worker was wiping down a small table beside a stand-up fridge. The worker was standing on the side of it, slightly bent over. As they stood up, they hit the corner of the shelf above the table with their head. There was no cut, just a small bump. Campus Security was called to provide first aid treatment, and then the worker returned to work.

Apr 21<sup>st</sup> (AVP PROV VPR): Time Loss / Injury. *Loss of Consciousness*. A worker was filming an event taking place on the first and second floor of the building and in the immediate outside area where food and drinks were being served. Just after the award presentation was getting started, the worker lost consciousness and fell backward, hitting their head on the concrete floor. They came to immediately afterwards and sat up. Campus Security personnel were on the scene within a minute or two and they took control of the situation, providing first aid treatment to the worker. They stayed with him for over an hour until the ambulance arrived and the paramedics took over. Once the paramedics assessed the injury, they allowed the worker go home.

Apr 25<sup>th</sup> (AVP FINOP): ? / ?. *Minor Laceration*. A worker was slicing vegetables when they accidentally cut their left index finger. Campus Security provided first aid treatment. NOTE: a CAIRS report was not submitted for this worker incident.



Apr 25<sup>th</sup> (AVP FINOP): Incident Only / No injury. *MSI*. A worker with a history of a specific type of musculoskeletal condition tweaked the MSI in the course of pushing a cart with a moderately heavy load. The worker was advised to avoid twisting their body while performing this task to reduce the risk of worsening this condition.

## 2. Student Accident/Incident Reports:

Apr 2<sup>nd</sup>: Incident Only / No Injury. *Combustion*. A student was painting in a painting studio on Saturday, April 1. After finishing for the day, the student collected their oily rags and other items and placed them in a bag, intending to take them home but ended up placing the bag in their locker. On Sunday, April 2nd just after 10pm the rags ignited in the student's locker and 9-1-1 was called by two witnessing students. The fire department attended and the fire was put out.

Apr 5<sup>th</sup>: Incident Only / No Injury. *Unauthorized drone operation*. Two workers with a construction contractor observed a drone flying over the ICI Building construction site. They asked another employee of the same contractor if they had been flying a drone to observe the site; the fellow worker said no. The following day, a student went to the construction site trailer and said that they had taken photos of the construction site via drone on the previous day and offered to sell images of the site to the contractor. The student was asked if they had permission to fly the drone over campus, to which they responded that they did not. The contractor indicated that if the student flew their drone over the site again, they would be reported to Campus Security and NavCan. The UBCO campus is within the Kelowna Airport's "Aerodrome" meaning that anyone intending to fly a drone over campus must have a Special Flying Operator's Certificate (SFOC) issued by Transport Canada, they must coordinate their intended flight(s) with the UBCO Department that holds UBCO's SFOC to confirm regulatory and technical compliance, and they must notify Campus Security in advance so the flight(s) can be logged in CS' overall security log.

Apr 20<sup>th</sup>: Incident Only / Injury. *Ankle strain*. A student was walking near the Admin Building when they rolled their ankle. When they looked down, they realized that they had stepped on a drain grate that was broken in half. The student then carried on. It is requested that any observations of this nature (i.e. damaged infrastructure or equipment) be reported to Facilities Mgmt so they are aware and can address the situation.