



UBC Okanagan  
AVPFO JOHSC  
MINUTES

Meeting information:	Date & Time:	2023/06/20	
	Location:	Zoom/LIB016A	
	Call to Order:	10:00 am	
	Adjournment:	10:45 am	
Previous meeting date:	2023/05/16	Next meeting date & time:	2023/07/18

Committee members, advisors, guests, etc. (indicate Co-chairs):	Name:	Role:	Present (Y/N):
	Nicola Kane, Co-Chair	BCGEU – Infrastructure Development	Y
	Vacant	BCGEU –	n/a
	Chris White	BCGEU – Facilities Management	Y
	Julie Forgie	BCGEU – Bookstore	N
	Roger Bizzotto	Facilities Management	Y
	Troy Campbell, Co-Chair	Campus Security	Y
	Dani Korven	Student Housing & Community Services	Y
	Adrian Hingston	Health, Safety & Environment ( <i>Committee Resource</i> )	Y
Holly Gaboury	Campus Operations and Risk Management ( <i>Committee administrator</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:	C. White
Motion to adopt current meeting’s agenda:	R. Bizzotto	Seconded:	C. White



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 May.</li><li>• Elevator hydraulic fluid leak. ACTION: A. Hingston, invite R. Bizzotto to the review meeting.</li><li>• HSE is following up with supervisors to ensure incident investigations are being performed and supervisors are comfortable performing investigations. HSE will be looking to the JOHSC for recommendations in a few months on HSE's involvement going forward.</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>	
<b>HSE Program Update</b>	<ul style="list-style-type: none"><li>• Compressed Gas Project: In progress.</li><li>• Lab Project: Looking at fume hood and refrigeration alarms. HSE putting up easy to read signage with pictograms.</li><li>• Chemical Inventory: In progress. Inventory will be used to track chemicals that may be used for manufacturing chemical weapons and illicit drugs.</li><li>• Electrical Appliance Education: Stemming from a fire in CCS caused by an Amazon procured light, not approved for use in Canada. FM found the source and was able to use a fire extinguisher to extinguish the burning lamp. HSE is broadcasting informational communications and will be doing office space reviews.</li></ul>
<b>Training and Education</b>	<ul style="list-style-type: none"><li>• HSE is looking at spill training.</li></ul>
<b>Updates</b>	



Old Business	Details	Who	Status / Target date
<b>Food Services Training</b>	HSE putting together a report with recommendations for Food Services.	A. Hingston	In progress
<b>Variance Proposal</b>	Evaluation completed and submitted in September. No update from WorkSafeBC.	A. Hingston	In progress
<b>ICI TMP Updates</b>	<p>Alumni Ave closure has been extended to mid-September.</p> <p>Two cranes will be on site.</p>	A. Hingston, R. Bizzotto	In progress
<b>Membership</b>	<p>BCGEU working with Food Services for a worker representative.</p> <p>D. Korven has also put the word out.</p>	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>o Campus Planning is costing improvements to Knowledge Lane and Diversity Place. No firm plans yet.</li> <li>o CMO working on installing speed bumps on International Mews. Work expected to be completed by June 26. ACTION: R. Bizzotto will share the link to the TMP approval process to N. Kane.</li> </ul>	A. Hingston	In progress
New Business	Details	Who	Status / Target date
<b>Terms of Reference (TOR)</b>	<p>Updated terms of reference sent to Co-Chairs for approval.</p> <ol style="list-style-type: none"> <li>a. Quorum</li> <li>b. Terms (update membership list and term dates)</li> <li>c. Co-chairs.</li> </ol> <p>ACTION: Co-Chairs to review and approve for next meeting.</p>	Co-Chairs	Next meeting



<b>JOHSC Annual Assessment/ Review</b>	ACTION: Co-Chairs to review and approve for next meeting.	Co-Chairs	Next meeting
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<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		
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: May 1-31, 2023

University of British Columbia - Okanagan Campus JOHSCs

June 19, 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 Jan. 2023	14	3	3	2	6
Comparison - Jan. 2022	5	0	1	2	2
This period (May 2023)	6	4	1	0	1
This period last year (May 2022)	1	1	0	0	0
Year-to-date (2023)	60	19	18	9	14
Year-to-date (2022)	24	2	11	4	7

1. Worker/Practicum Student Accident/Incident Reports:

January 23<sup>rd</sup> (AVP FINOP): Incident only / No injury. Equipment failure. Elevator piston for the Monashee elevator experienced a leak at some point. Hydraulic pump was squealing and staff member shut down elevator. It was later investigated by an elevator maintenance contractor and advised that the shaft was needing repair. Base of elevator shaft is soil and an unidentified quantity of hydraulic fluid leaked from the broken pump into this soil. NOTE: This incident was reported to CAIRS approximately 4.5 months after the incident occurred (the requirement is that workplace incidents are to be reported within 24 hours of occurrence.)

Apr 20 - May 1<sup>st</sup> (AVP FINOP): Incident only / Repetitive/Gradual Onset Injury. Musculoskeletal Injury. A worker started developing pain in their left thumb approximately a week and a half prior to the reporting date after prolonged typing/use, but no specific cause known.

May 4<sup>th</sup> (AVP FINOP): Incident only / Injury. Caught In, Under or Between. Following staff from one building to another, the worker didn't see a motorized scooter/E-bike parked and stumbled on the motorized section. Didn't hit the ground.



Sept 26<sup>th</sup> - May 5<sup>th</sup> (AVP FINOP): Time Loss / Repetitive/Gradual Onset Injury. Musculoskeletal Injury. A worker's hand pain caused by arthritis was much worse after their work space changed to a different location. It is a very small space with awkward angles and not set up with correct ergonomics. HSE has since performed an ergonomic Workstation Assessment for this worker's workspace.

May 15<sup>th</sup> (AVP PROV VPR): Incident only / No injury. Equipment failure. "In HTS hot press Inconel tool, 1.5 g of Al+Fe<sub>2</sub>O<sub>3</sub> mixture was being used to activate reaction of compact of Ti+C powder. Yttria layer on top of Al+Fe<sub>2</sub>O<sub>3</sub> was used for containment. Reaction at 620C 350MPa resulted in ~0.9g liquid Fe, which escaped containment and tool, causing some sparks to reach the balance and glassware on the opposing bench, both of which are highly sensitive to heat damage (damage to equipment not observed at time, and was only discovered several days later)."

May 18<sup>th</sup> (AVP FINOP): Incident only / Injury. Repetitive Motion. A worker was rearranging furniture and while moving it around felt a pain in their right knee. They thought it would go away after a few days but then came Convocation week and the worker was extremely busy with lots of furniture and equipment set-ups and tear-downs (including working extra hours). While doing this, the pain in their right knee and leg areas increased becoming sharp pain by the end of that week.

May 25<sup>th</sup> (AVP FINOP): Incident only / Injury. Matter in Eye. In certain food service areas, sandwiches are heated in the Turbo Chef (convection oven) and served to customers in a paper bag. In this situation, the first worker was helping another worker remove a hot sandwich from the Turbo Chef when the employee quickly pulled and flicked the parchment paper which then flicked a piece of hot cheese through the air and into the other worker's right eye. Team Lead looked for the eye wash bottle and called Campus Security to attend and provide first aid treatment.

## 2. Student Accident/Incident Reports:

May 5<sup>th</sup> (AVP PROV VPR): Incident only / No Injury Equipment Failure. "Our team was doing our due diligence to test our recently developed gas charging system. This process involves leak testing to make sure the gas isn't leaking. During this test, the applied pressure pushed one of the parts out of place which contacted a glass cover in the fume hood and created a small hole in the cover. No personnel were in close contact with the incident and no other damage occurred."

## 3. Contractor Accident/Incident Reports:

May 17<sup>th</sup> (Contractor was hired by a department in AVP STUDENT): Incident only / No Injury Equipment Failure. A truck from a secure document shredding company was dispatched to campus to shred documentation. Towards the end of watching the shredding process, the contractor supervisor noticed that there was a fluid leak



immediately below the truck. They pointed this out to the document shredding company representative, who placed a disposable towel at the location to absorb the leaking fluid. FM and HSE subsequently responded by applying proper spill absorbency materials to the spill location.