



UBC Okanagan
AVPFO JOHSC
MINUTES

Meeting information:	Date & Time:	2023/07/18	
	Location:	Zoom/LIB016A	
	Call to Order:	10:00 am	
	Adjournment:	10:45 am	
Previous meeting date:	2023/06/20	Next meeting date & time:	2023/08/15

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	N
	Troy Campbell, Co-Chair	Campus Security	N
	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:	D. Korven	Seconded:	C. White
Motion to adopt current meeting’s agenda:	D. Korven	Seconded:	C. White



Standing Items	Details
Incidents (reporting on previous month)	<ul style="list-style-type: none">• Reviewed monthly incidents. See Addendum 1 HSE Incident Report Summary for June.<ul style="list-style-type: none">○ <u>June 6th</u> (AVP PROV VPR): <u>Incident only / No injury. Fire.</u> A lamp with a battery that was being charged had combusted and was on fire. HSE has subsequently developed some fire safety tips which have been distributed to the campus community. HSE is performing informal, random audits as well. All Electrical Labs are being inspected as part of the Lab Project.○ June 14th (AVP PROV VPR): Incident only / No Injury Equipment Failure. A worker discovered an excessive amount of ice on a nitrogen tank and it appeared to be off-gassing from the hose. The tank is being stored in a gas storage area – the number of nitrogen tanks exceeds maximum allowable for the area. Ventilation is poor and not suitable for work. This is being addressed through the Compressed Gas Project.• HSE are thoroughly reviewing incidents and proper WorkSafeBC reporting and are writing a proposal regarding HSE roles and Supervisor responsibilities and accountability
Inspections	<i>Reminder to look at the schedule and sign up for inspections. Share your proposed schedule with H. Gaboury.</i>
Other OHS reports	<ul style="list-style-type: none">• Training Record Report HSE can pull reports for supervisors to see their employees' completion of required training courses.
HSE Program Update	<ul style="list-style-type: none">• Compressed Gas Project: In progress.• Lab Project: In progress.• Chemical Inventory: In progress.• Electrical Appliance Education: In progress.
Training and Education	
Updates	



Old Business	Details	Who	Status / Target date
Food Services Training	HSE scheduling training for beginning of August.	A. Hingston	In progress
Variance Proposal	Evaluation completed and submitted in September. No update from WorkSafeBC.	A. Hingston	Closed
ICI TMP Updates	July 20 – ped and cycle access will be shut down for two weeks. Detour is available.	A. Hingston, R. Bizzotto	In progress
Membership		A. Hingston	Closed
Traffic Review of Knowledge Lane & International Mews	Knowledge Lane: <ul style="list-style-type: none"> o Campus Planning is costing improvements to Knowledge Lane and Diversity Place. No firm plans yet. 	A. Hingston	Closed
New Business	Details	Who	Status / Target date
Terms of Reference (TOR)	Updated terms of reference sent to Co-Chairs for approval. <ul style="list-style-type: none"> a. Quorum b. Terms (update membership list and term dates) c. Co-chairs. ACTION: Co-Chairs to review and approve for next meeting.	Co-Chairs	Next meeting, August
JOHSC Annual Assessment/ Review	ACTION: Co-Chairs to review and approve for next meeting.	Co-Chairs	Next meeting, August



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: June 1-30, 2023

University of British Columbia - Okanagan Campus JOHSCs

July 18, 2023

Worker / Practicum Student Incidents					
	Incidents	Near Miss / No Injury	First Aid	Medical Treatment	Lost-time injury
Revision for May 2023	6	3	1	1	1
Comparison - May 2022	1	1	0	0	0
This period (June 2023)	6	3	1	2	0
This period last year (June 2022)	4	3	0	1	0
Year-to-date (2023)	66	21	19	12	14
Year-to-date (2022)	28	5	11	5	7

1. Worker/Practicum Student Accident/Incident Reports:

May 18th (AVP FINOP): Medical treatment / 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. **NOTE:** this incident was reported in the June 2023 JOHSC Incident Summary but the incident classification has since been changed from “incident only / injury” to “medical treatment / injury”.

June 1st (AVP FINOP): Incident only / Injury. *Musculoskeletal Injury*. While walking from a building to a work vehicle across an uneven gravel surface, a worker lost their footing on large rocks/pieces of gravel and rolled their ankle. It initially hurt pretty badly, but the pain eased over the next few minutes. A few hours later, there was still residual pain and a slight amount of swelling, but the pain wasn't too impactful and the worker was able to walk normally.

June 6th (AVP PROV VPR): Incident only / No injury. *Fire*. A report of a smoke smell in CCS was investigated by Facilities Management. It turned out that a lamp with a battery that was being charged had combusted and was



on fire. The attending personnel used a fire extinguisher to extinguish the blaze. The lamp, battery, power bar that it was plugged into and some adjacent items were damaged or destroyed by the fire. Kelowna Fire Department attended and eventually cleared the scene at which point occupants were permitted to re-enter the building. HSE has subsequently developed some fire safety tips which have been distributed to the campus community (please inform HSE if this was not communicated to you through your department). The key takeaway is to not leave batteries charging unattended.

June 9th (AVP PROV VPR): Incident only / No injury. *Equipment Failure*. A printer was printing a large project overnight. The print failed but was not detected by the 3D printer and continued to print, forming a large mass of filament which began to engulf the printing nozzle assembly. It appears that the cooling fan became plugged and this resulted in high enough temperatures to slightly char the plastic components of the 3D printer. Fortunately, since the technical support group in this department had followed CSA certification requirements and had replaced all plastic components with fire-proof components, only minimal charring was observed on the printer itself.

June 9th (AVP FINOP): Medical Treatment / No injury (?) *Fall on Same Level*. A worker was coming into work in the morning when they tripped fell onto the pavement (concrete wheelchair ramp) in the parking lot. The height of the ramp varies as it goes up. The worker indicated that they miscalculated while they were distracted and didn't lift their foot high enough.

June 14th (AVP PROV VPR): Incident only / No Injury *Equipment Failure*. A worker received a message that a graduate student had seen ice build-up on a nitrogen tank in storage (a common occurrence). I investigated to ensure the situation was not abnormal. The worker opened the gas storage room door and secured it in an open position. They approached the tank and realized that there was an excessive amount of ice on the tank and it appeared to be off-gassing from the hose. They also realized that the tank appeared to be leaking slightly from the hose. The worker felt light headed so they exited the room and called for assistance. A gas detector was brought in about 10 minutes later that showed an oxygen deficient environment near the floor of the room. 10 minutes of having the door open likely increased the oxygen concentration in the room. A call was made to Linde (supplier of the product) to ensure the tank could be moved. After receiving confirmation that it was safe to do so, the tank was moved outside. At this point, the workers cleared the ice from the gauge, which showed that the tank was almost empty. The head of the department was brought in and the tank emptied. The tank condition was reported to Linde.

June 15th (AVP FINOP): Incident only / No Injury *Hazardous Materials*. A sealed box labeled with dangerous goods was found in a building's mail room. Upon further investigation, it seems that a delivery was made late in the day to the building by a courier; the item was given to someone who then left the package in the mailroom. Hazardous materials must be delivered directly to the proper lab or to CRMS (who are trained and equipped to deal with them, and are adjacent to HSE who can assist if necessary). Addressing for hazardous material orders absolutely **must** be for the lab, not the office of the ordering party/recipient; this addressing must also be for the lab if the materials are being ordered through WorkDay.



June 20th (AVP FINOP): Incident only / Injury Burn. A worker was using an induction burner in the cold catering area of the kitchen caramelizing onions. The worker was stirring a pan with food when oil splashed up and landed on the worker's finger, causing a burn.

June 20th (AVP FINOP): Incident only / Injury Fall on Same Level. A worker was working on the Vancouver Campus for the day. Just after crossing a street, the worker tripped and fell forward. Their forehead made contact with the pavement just above the right eye creating contusions around/above the eye and a laceration along the eyebrow that bled significantly. The fall also resulted in an abrasion on the back of the right hand as well as a minor abrasion on the left knee. The worker stood up after the fall and resumed walking. First aid was not called at the time of incident.

June 26th (AVP STUDENT): Incident only / Injury Fall on Same Level. A worker was walking to the chair at a service desk. The worker pulled the chair out from behind the desk when one of the wheels hit the worker's foot. The worker tripped from the impact and fell down. Another staff member and a student staff member were nearby. They witnessed the fall and assisted on site. The worker who fell did not report any bruising or significant soreness during a follow up conversation with their supervisor.

June 28th (AVP FINOP): Medical Treatment / Injury Musculoskeletal Injury. A metal cart with bins of China plates and linens was being moved by two workers; one worker was pushing the cart and the other was steering. When the worker pushing the cart stepped away to assist other staff, the entire load was left on the worker that was steering. Unaware of the change and still pulling the cart to get it rolling, the worker twisted their body and felt the pain in their knee.