



UBC Okanagan AVP Students JOHSC

Meeting information:	Date & Time:	January 18, 2024 1:00pm	
	Location:	UNC325a and virtual meeting via zoom	
	Call to Order:	1:05	
	Adjournment:		
Previous meeting date:	2023_12_13, 11:00am	Next meeting date & time:	2024_02_15, 11:00am

Committee members, advisors, guests, etc. (indicate co-chairs):	Name:	Role:	Present (Y/N):
		Jeff Stonehouse	worker rep – BCGEU / co-chair
	Robyn Bunn	employer rep - M&P	x
	Carla Lanigan	worker rep - BCGEU	
	Amy Lauterbacher	employer rep - M & P co/chair	
	Jackie Toews	worker rep - BCGEU	
	Christine Squire	employer rep – M&P	
	Michele Gabourie (for Robyn Bunn)	employer rep – M&P	
	Jason McLeod	ex officio - Health, Safety & Environment	
	Sherry Petkau	admin resource	
Is quorum achieved? (minimum of 4 voting members: # worker reps ≥ # employer reps) Y / N			y

Motion to adopt previous meeting’s minutes:	Amy Lauterbacher	Seconded:	Christine Squire
Motion to adopt current meeting’s agenda:	Jackie Toews	Seconded:	Christine Squire
*Post adopted minutes to JOHSC Website at conclusion of this meeting			

	Informal inspections conducted	Formal inspections conducted	Recommendations made to employer
This period	0	0	0
Year-to-date	0	6	0

Report Categories	Details
Incidents (reporting on previous month)	<ul style="list-style-type: none"> December, 14 incidents Dec 1, incident only no injury, procedure issue, HVAC system maintenance was forgotten, corrective action taken Dec 4, incident only, injury, fall on same level Dec 4, incident only, injury, first aid declined, fall on same level, corrective actions taken Dec 6, medical incident, injury, struck against Dec 6, medical treatment, med student, needle stick Dec 9, incident only, no injury, noted odor, noted that some labs have odor Dec 11, medical treatment, injury, musculoskeletal



	<ul style="list-style-type: none"> • Dec 12, incident only, no injury, workplace illness (overseas medical clinic) eventually tested positive for malaria • Dec 13, medical treatment, injury, struck by, resulted in broken toes • Dec 14, incident only, injury, first aid declined, fall on same level • Dec 19, incident only, no injury, first aid, contact with heat, minor burn • Dec 19, incident only, injury, first aid, fall on same level • Dec 20, incident only, injury, first aid, contact with heat, minor burn • Dec 20, incident only, injury, first aid, laceration • Large increase from 2022 to 2023
Inspections	<ul style="list-style-type: none"> • Will set up inspections for the year in the coming months
Other OHS reports	
HSE Program Update	
Training and Education	<ul style="list-style-type: none"> •
Annual Reviews	<ul style="list-style-type: none"> • Jason will send Annual review to co-chairs and will be discussed next meeting •
	<ul style="list-style-type: none"> •
Other	Co-chairs are meeting, will bring back any information back to this group at next month's meeting

Standing Items	January Meeting Each Year:
Review TOR	January 18, 2024 – will update the attendees and would like to change wording around quorum for meetings Will send TOR with these minutes to review/vote next meeting
Committee Evaluation	

Old Business	Item #		Who	Target date
		Status:		
		Status:		
		Status:		

New Business	Item #		Who	Target date
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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)