UBC Okanagan AVP Provost & VP Research JOHSC

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| Meeting information: | Date & Time: | 2024/03/26 @ 11:00 am |
| Location: | Teams - [Click here to join the meeting](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_N2ZjMTQyOGUtZDUzMi00NThlLTlkMzktMDBiZGYxNmU1YjYz%40thread.v2/0?context=%7b%22Tid%22%3a%222fff08c9-91d4-4fc8-bbdd-dd59b7414ddb%22%2c%22Oid%22%3a%22e9ba4d3d-7720-4736-a643-6900ad549fb3%22%7d)  |
| Call to Order: | Stephen O’Leary |
| Adjournment: | Francois Miros |
| Previous meeting date: | 2024/02/27 | Next meeting date & time:  | 2024/04/30 |

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| Committee members, advisors, guests, etc. (indicate co-chairs): | **Name:** | **Role:** | **Present (Y/N):** |
| Stephen O’Leary | Worker rep - ENGINEERING | Y |
| Kathy Rush | Worker rep - FHDS | Y |
| Praveen Rajan | Worker rep - ENGINEERING | Y |
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| Francois Miros | Employer rep - ENGINEERING | Y |
| Kristin Schuppener | Employer rep - EDUCATION | Y |
| Ieva Zigg | Employer rep – IKBSAS | Y |
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| Cherie Michels  | Resources - HSE | Y |
| Catherine Chirkoff | Resources – HSE | N |
| Ashley Aalten | Resources – CORM | Y |
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| Is quorum achieved? (minimum of 4 voting members: # worker reps ≥ # employer reps) **Y** / N | Y |

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| Motion to adopt previous meeting’s minutes: | Kathy Rush | Seconded:  | Ieva Zigg |
| Motion to adopt current meeting’s agenda: | Francois Miros | Seconded:  | Praveen Rajan |

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| **Report Categories** | **Details** |
| Incidents (reporting on previous month) | * See Addendum 1 – report for incidents in February- Cherie
* Discussion around Feb 13th events. Labs need to be reachable. A hallway phone may not be as useful as calls need to be directed to a specific lab
* Praveen will talk to Alex to see if they have a budget to have call services in the labs
* The phones are a direct call to Campus Security and if they don’t answer, the call gets forwarded to 9-1-1
* Praveen – would it be possible to have a bell or phone at the entrance door to notify students to open the gate to get crates delivered properly – Praveen to reach out to IT if that’s the route they want to go
* Coffee ground incident – machine is not designed for this. All ovens are now booked through a booking system and they have been asked not to use the machines for new items over the weekend. All details of the experiment need to be put into the booking system.
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| Inspections | * Pinch points in EME 1252, 1253 and 1254 due to poorly placed door latches (Francois)
* Inspection plan needed for 2024:

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| ASC  | Arts and Sciences Centre  | O’Leary, Miros |
| EDL  | Engineering Design Labs  | Schuppener, Rush |
| EME  | Engineering, Management & Education  | Miros, Zigg |
| FIP  | Charles E. Fipke Centre  | Rajan, Schuppener |
| IPR  | Innovation Precinct 1  | Rajan, Rush |
| PGF  | Plant Growth Facility  |  |
| SCI  | Science Building | Miros, O’Leary |
| UCH  | Upper Campus Health Building | O’Leary, Zigg |
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* Door latches are put very close to the opening of the door which can cause a pinch point
* Francois has created an inspection list for 2024. Everyone has been assigned 2 inspections for the year. Stephen and Francois will do 3 inspections.
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| Other OHS reports | Emergency Telephone – Issues and Updates* Covered in incidents

EME Eyewashes – Cherie & Francois* Eyewashes weren’t operating at the proper temperature. Facilities is working on keeping them at the correct temperature ranges. An engineering company has been hired to find a permanent fix

IP1 Eyewashes – Cherie & Francois* Installed incorrectly. The management company that installed them has replaced a few to date and will work to replace the remainder
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| HSE Program Update | Monthly Safety Topics (Cherie):* March: Self Inspections
	+ Cherie sent out the information to the group
* April: Good nutrition & rest
	+ A potential topic for consideration as it’s routinely coming up
	+ Food insecurity is a real issue on campus
	+ PICNIC in UNC is a good resource, they have a food hamper program
	+ If you have leftover food from a meeting, PICNIC will gladly take it

Local Health & Safety Committees – Future?* They have done a great job in the Engineering Dept.
* Ask your departments if it’s worth bringing forward to the individual departments to see where we can help
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| Training and Education | Upcoming Safety Course Offerings:* Biosafety Virtual: March 28, June 3
* Chemical Safety Virtual: May 2, June 11,

If you know of people hiring students, let them know of the courses available. Each course is 3-4 hours in length |

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| Old Business | Item # |  | Who | Target date |
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| 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/>)

