



UBC Okanagan AVP Students JOHSC

Meeting information:	Date & Time:	March 21, 2024 1:00p		
	Location:	UNC325a and virtual meeting via zoom		
	Call to Order:	1:00pm		
	Adjournment:	1:25pm		
Previous meeting date:	February 15, 2024 1:00pm	Next meeting date & time:	April 18, 2024, 1:00pm	

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

Motion to adopt previous meeting’s minutes:	Carla Lanigan	Seconded:	Christine Squire
Motion to adopt current meeting’s agenda:	Robyn Bunn	Seconded:	Jackie Toews
*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	0	0

Report Categories	Details
Incidents (reporting on previous month)	<ul style="list-style-type: none"> <li>9 incidents</li> <li>Feb 3, medical treatment, injury, needlestick, practicum student</li> <li>Feb 11, incident only, burn injury, first aid received</li> <li>Feb 13, incident only, near miss, chemical spill</li> <li>Feb 13, incident only, near miss, unprotected needle</li> <li>Feb 13, incident only, near miss, emergency devise did not work as expected</li> <li>Feb 19, incident only, combustible material</li> <li>Feb 26, incident only, injury, experienced eye pain</li> <li>Feb 28, medical treatment, injury, fainting, practicum student</li> <li>Feb 29, injury, first aid declined, stocking shelves, trip but not fall</li> </ul>



	<ul style="list-style-type: none"> <li>• <b>Subsequent to these minutes there was an update of reporting due to two late submissions:</b></li> <li>• Feb 15, time loss, injury, medical treatment, shoulder pain due to repetitive motion</li> <li>• Feb 26, time loss, injury, medical treatment, manually pushing trays through dishwasher – repairs are being sought for the machine</li> </ul>
Inspections	<ul style="list-style-type: none"> <li>• Will plan for inspections in late April or early May as well as in the summer</li> </ul>
Other OHS reports	
HSE Program Update	
Training and Education	<ul style="list-style-type: none"> <li>• Jason attending a conference April 18, Make it Safe Okanagan, Food safety alliance               <ul style="list-style-type: none"> <li>○ Subsequent to this meeting Jason forwarded the information on the conference</li> </ul> </li> </ul>
Annual Reviews	<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>
	<ul style="list-style-type: none"> <li>•</li> </ul>
Other	<ul style="list-style-type: none"> <li>• ToR update on website – Jason will update it</li> <li>• April 28<sup>th</sup> Annual Day of mourning, at Ben Lee Park. Jason will send information</li> <li>• Will reschedule April meeting due to conflicts – April 25<sup>th</sup> at 1:00pm works for all</li> </ul>

Standing Items	January Meeting Each Year:
Review TOR	
Committee Evaluation	

Old Business	Item #		Who	Target date
		<b>Status:</b>		
		<b>Status:</b>		
		<b>Status:</b>		

New Business	Item #		Who	Target date
		•		
		•		
		•		
		•		
		•		
		•		
		•		
		•		
		•		



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)