



UBC Okanagan  
AVPFO JOHSC  
MINUTES

|                        |                |                           |            |
|------------------------|----------------|---------------------------|------------|
| Meeting information:   | Date & Time:   | 2024/04/15                |            |
|                        | Location:      | UNI 001A/Zoom             |            |
|                        | Call to Order: | 2:30pm                    |            |
|                        | Adjournment:   | 3:30pm                    |            |
| Previous meeting date: | 2024/03/18     | Next meeting date & time: | 2024/05/14 |

| Committee members, advisors, guests, etc. (indicate Co-chairs):                             | Name:   | Role:  | Present (Y/N): |
|---|---|--|----------------|
|   | Natalie Hobbs   | BCGEU – Daycare  | Y              |
|   | Chris White   | BCGEU – Facilities Management  | N              |
|   | Nicole Zaiser   | BCGEU – Facilities Management  | Y              |
|   | Julie Forgie  | BCGEU – Bookstore  | Y              |
|   | Jason Phillippo   | BCGEU – Food Services  | Y              |
|   | Roger Bizzotto  | Facilities Management<br>(Designated as non-voting for purpose of achieving quorum.) | Y              |
|   | Troy Campbell, Co-Chair   | Campus Security  | N              |
|   | Dani Korven   | Student Housing & Community Services   | Y              |
|   | Adrian Hingston   | Health, Safety & Environment ( <i>Committee Resource</i> )                           | Y              |
|   | Jason McLeod  | Health and Safety Advisor ( <i>Committee Resource</i> )                              | N              |
| Ashley Aalten   | Campus Operations and Risk Management<br>( <i>Committee administrator</i> ) | Y  |                |
| Is quorum achieved?<br>(minimum of 4 voting members: # worker reps ≥ # employer reps) Y / N |   |  | Y              |

|   |           |           |              |
|---|-----------|-----------|--------------|
| Motion to adopt previous meeting’s minutes: | J. Forgie | Seconded: | N. Hobbs     |
| Motion to adopt current meeting’s agenda:   | N. Zaiser | Seconded: | J. Phillippo |



| Standing Items                                 | Details   |             |                             |
|--|---|-------------|-----------------------------|
| <b>Incidents (reporting on previous month)</b> | See Addendum 1 HSE Incident Report Summary for March.<br>If First Aid is called to an incident, there needs to be proper documentation.   |             |                             |
| <b>Inspections</b>                             | The inspection list was updated with the volunteers. Members are encouraged to sign up to complete two annual inspections (2 members per inspection)  |             |                             |
| <b>Other OHS reports</b>                       | Approved claims reported through Worksafe BC were different than our reporting numbers. Troy will clarify those at the next meeting.  |             |                             |
| <b>HSE Program Update</b>                      | <ul style="list-style-type: none"> <li>Chemical Inventory Project – There are some concerns at UBC as it relates to our chemical inventories. We’ve had some incidents where chemicals of concern have gone missing. It’s been identified as a high-risk project. The project will involve gathering an inventory of every chemical we have on campus and processing the information through a spreadsheet program. We’ll then use this system going forward for all chemicals going in and out. Chemical users will go through a permit process to be reviewed. Adrian is looking to hire 2 summer students to get the project underway.</li> <li>We’re working with facilities and Food Services to create toolbox talk resources and training plans.</li> </ul>  |             |                             |
| <b>Training and Education</b>                  | <ul style="list-style-type: none"> <li>Today was the 1<sup>st</sup> fall prevention class</li> <li>The Fire Extinguisher Training course will be uploaded to Workday</li> <li>We’re looking to bring the Fire Department in to do in person training for necessary staff</li> </ul>   |             |                             |
| <b>Updates</b>                                 | <ul style="list-style-type: none"> <li>TMP has been submitted for Alumni Ave to have signage notifying patrons of construction starting May 1. Transit will be rerouted. Sidewalk to remain open. Roger to follow up to see if signage for the sidewalk is needed.</li> <li>Hazard Risk and Vulnerability Assessment plan is underway. There’s a requirement for Government Funded Organizations to have an HRVA in place. Lockdown procedures and Active Threat Procedures are both included in the HRVA.</li> <li>The daycare has an emergency plan as part of their licencing and needs to be communicated to campus security. Traffic is speeding up and down the hill outside of the daycare, concern as the kids will be going outside more. Look at having an upcoming meeting in UNC and do an inspection of the daycare at the start of the meeting and determine if a crosswalk or bump is needed. We’ll also ask Abbie to come and give an update next meeting.</li> <li>Any group can ask for an inspection of their space at any time.</li> <li>Emergency Exercise – This fall we’ll be doing an exercise to mimic last years fire season</li> </ul> |             |                             |
| <b>Old Business</b>                            | <b>Details</b>  | <b>Who</b>  | <b>Status / Target date</b> |
| <b>I lot path</b>                              | Adrian will ask Abbie to attend the May meeting to provide an update to the Committee.  | A. Hingston | Ongoing                     |



|                               |   |             |                             |
|-------------------------------|---|-------------|-----------------------------|
| <b>Call boxes</b>             | Adrian spoke with Vancouver – what we’re doing from a telecommunications perspective is not appropriate. The 3 phones in IP1 have continual issues. Campus Security continue to test the phones monthly.<br>Adrian will bring in updates as they continue to be available. Right now, it’s on hold. | A. Hingston | Ongoing                     |
| <b>New Business</b>           | <b>Details</b>  | <b>Who</b>  | <b>Status / Target date</b> |
| <b>Inspection List Signup</b> | The list of 2024 Annual Inspections to be completed is on the next page, and filled out with the volunteers for each location.  |             |                             |



### 2024 Annual Inspections (2 members per inspection)

| Building      | Inspection Team        | Planned Inspection Date | Actual Inspection Date | Notable Findings |
|---------------|------------------------|-------------------------|------------------------|------------------|
| ADM           | J. Forgie/J. Phillippo |                         |                        |                  |
| IA1           |                        |                         |                        |                  |
| OM1           |                        |                         |                        |                  |
| NHC (level 2) | D. Korven              |                         |                        |                  |
| QOT           | D. Korven              |                         |                        |                  |
| RHS           | R. Bizzotto/J. Forgie  |                         |                        |                  |
| UNI           |                        |                         |                        |                  |

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: March 2024

University of British Columbia - Okanagan Campus JOHSC

April 15, 2024

| <b>Worker / Practicum Student Incidents</b> |                        |                              |                  |                          |                         |
|---|------------------------|------------------------------|------------------|--------------------------|-------------------------|
|   | <b>Total Incidents</b> | <b>Near Miss / No Injury</b> | <b>First Aid</b> | <b>Medical Treatment</b> | <b>Lost-time injury</b> |
| Total for Mar 2024                          | 7                      | 1                            | 6                | 0                        | 0                       |
| Comparison – Mar 2023                       | 14                     | 3                            | 5                | 3                        | 3                       |
| Year-to-date (2024)                         | 26                     | 7                            | 11               | 7                        | 1                       |
| Year-to-date (2023)                         | 42                     | 12                           | 10               | 9                        | 11                      |

**Worker / Practicum Student Incidents**

| Date       | JOHSC    | Severity      | Claim Type | Treatment Level | Injury Type        | Description  |
|------------|----------|---------------|------------|-----------------|--------------------|--|
| 2024/03/07 | PROV VPR | Incident only | injury     | Declined        | Workplace violence | A practicum student (PS) was attending to a patient who was combative and difficult to reason with from time of arrival onto unit. When the patient allowed PS to assist them to washroom, there were minimal issues. When PS returned to patient's room to assist patient getting dressed to be discharged from the unit, the patient threw ice pack at PS' feet. PS stated "if you throw things at me I cannot help you get dressed" Patient then proceeded to hit PS 4 times quickly in the left arm. PS then left the room. Patient shouted "I am never coming back to this hospital again." PS did not interact with the patient again. |
| 2024/03/08 | PROV VPR | Incident only | injury     | First Aid       | Needlestick        | A practicum student administered medication via pre-drawn syringe. After this, the needle did not auto-retract as it was supposed to. PS poked themselves with needle while disposing it into sharps container.  |
| 2024/03/19 | FINOP    | Incident only | Injury     | First Aid       | Laceration         | A worker reported that they were cleaning a chef's knife when their hand slipped onto the sharp blade and they cut themselves. Corrective action: worker was instructed to ensure the blade is positioned away from their body when cleaning knife.  |
| 2024/03/19 | PROV VPR | Incident only | No injury  | N/A             | N/A                | A worker reported that 3 specific doors have poorly positioned door latches, indicating that there is not enough room to safely close the door because the door handle is too close the door jamb increasing the chance of scraped fingers when closing these doors.   |

|            |          |               |           |           |                |  |
|------------|----------|---------------|-----------|-----------|----------------|--|
| 2024/03/22 | FINOP    | Incident only | No injury | First Aid | Struck against | A worker's pinky finger struck a door frame when exiting a room. Corrective action: Ensure hands are safely tucked in when exiting doors.  |
| 2024/03/24 | FINOP    | Incident only | Injury    | First Aid | Laceration     | A worker was using a bread knife to cut a loaf of bread with their left hand on the loaf, their right hand using the knife. As they neared the end of the loaf, it wasn't straight It was bent. The knife slipped out of the bread and cut their left thumb. Stitches were not required. First aid was called and they tended to the worker. After the worker was bandaged up, they resumed work. Corrective Action Identified: instruct worker to properly secure anything item they are cutting before proceeding. |
| 2024/03/28 | PROV VPR | Incident only | No injury | First Aid | Syncope        | A practicum student was observing a medical procedure take place, and they were wearing appropriate PPE for infection control purposes. PS reported feeling a warm sensation, then collapsed to the floor. PS' partner observed some stiffness to the body upon falling, but the PS then immediately regained consciousness. PS was assisted into a wheelchair and taken to emergency department by supervisor to be assessed. Corrective Action: Ensure PS eats something before clinical practice.                 |