



UBC Okanagan AVP Students JOHSC

|                        |                     |                                      |                       |  |
|------------------------|---------------------|--------------------------------------|-----------------------|--|
| Meeting information:   | Date & Time:        | June 20, 2024 1:00p                  |                       |  |
|                        | Location:           | UNC325a and virtual meeting via zoom |                       |  |
|                        | Call to Order:      | 1:10                                 |                       |  |
|                        | Adjournment:        | 1:40                                 |                       |  |
| Previous meeting date: | May 16, 2024 1:00pm | Next meeting date & time:            | July 18, 2024, 1:00pm |  |

| 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 /                      | n                             |
|  | Jackie Toews                      | worker rep - BCGEU                        | y                             |
|  | Amy Lauterbacher                  | employer rep - M & P /co-chair            | y                             |
|  | Carla Lanigan                     | worker rep - BCGEU                        | y                             |
|  | Christine Squire                  | employer rep – M&P                        | y                             |
|  | Samantha Skinner (for Robyn Bunn) | 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:                          | Christine Squire | Seconded: | Carla Lanigan    |
| 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                              | 3                            | 0                                |
| Year-to-date | 0                              | 3                            | 0                                |

| Report Categories                       | Details   |
|---|---|
| Incidents (reporting on previous month) | <ul style="list-style-type: none"> <li>1 update from April, changed from incident only to medical treatment so an investigation has to be done and a report has to be sent to WorkSafe BC</li> <li>4 incidents from May</li> <li>May 19, time loss, injury, musculoskeletal, cleaning up and moving safes in housing</li> <li>May 24, time loss, injury, no medical treatment, musculoskeletal, may have been from moving tables around – corrective action taken</li> <li>May 28, incident only, no injury, motor vehicle accident, UBC vehicle not at fault, UBC personnel did not receive any injuries, air bags did not deploy, offered assistance to other driver</li> <li>May 30, incident only, injury, first aid, minor laceration</li> <li></li> </ul> |
| Inspections                             | <ul style="list-style-type: none"> <li>ARTS, CCS and Gym are done. Commons, Library and UNC to be done – will schedule when we have full attendance</li> </ul>  |



|                        |  |
|------------------------|--|
|                        | <ul style="list-style-type: none"> <li>• Sherry will send out a poll to find out when it works for all</li> <li>• Portable A is also on our list</li> </ul>  |
| Other OHS reports      |  |
| HSE Program Update     |  |
| Training and Education | <ul style="list-style-type: none"> <li>• *New – fire extinguisher training available on WPL <a href="#">Fire Extinguisher Awareness - UBCO - Health, Safety and Environment</a></li> <li>• Note** If you do the training and have any issues please let Jason know</li> </ul>  |
| Annual Reviews         | <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>   |
| Other UBCO JOHSCs      | <ul style="list-style-type: none"> <li>• FINOPS: recommendation to employer – add safe crossing of University Way at the H lot feeder/Bus loop</li> <li>• PROV VPR: recommendation to employer – concerns relating to the installation of “call boxes” and removal of Lab Phones in IP1             <ul style="list-style-type: none"> <li>◦ Inspection is taking place – HSE and IT working together to find a solution</li> </ul> </li> <li>• Expect a response on both for next meeting</li> </ul>                    |
| Other                  | <ul style="list-style-type: none"> <li>• HSE &amp; Facilities Management are currently working with the Kelowna Fire Department to improve the “Fire Smart” level of the UBCO Campus</li> <li>• Did a walk thru with Fire Smart person from KFD             <ul style="list-style-type: none"> <li>▪ 5 year long-term plan</li> <li>▪ Will receive report and Derek from facilities will start working on getting them in place</li> <li>▪ Would be great to be first Fire Smart campus in Canada</li> </ul> </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 |
|--------------|--------|---|-----|-------------|
|              |        | • |     |             |
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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)