



UBC Okanagan AVP Students JOHSC

Meeting information:	Date & Time:	November 15, 2023 11:00am	
	Location:	UNC325a and virtual meeting via zoom	
	Call to Order:	11:08	
	Adjournment:	11:35	
Previous meeting date:	2023_10_18, 11:00am	Next meeting date & time:	2023_12_13, 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 / co-chair	n
	Carla Lanigan	worker rep - BCGEU	n
	Amy Lauterbacher	employer rep - M & P	n
	Jackie Toews	worker rep - BCGEU	y
	Christine Squire	employer rep – M&P	y
	Michele Gabourie 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: 2 worker reps ≥ 2 employer reps) Y / N			y

Motion to adopt previous meeting’s minutes:	Jackie Toews	Seconded:	Jeff Stonehouse
Motion to adopt current meeting’s agenda:	Christine Squire	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	6	0

Report Categories	Details
Incidents (reporting on previous month)	<ul style="list-style-type: none"> 4 incidents Oct 5, time loss, musculoskeletal, tweaked back lifting heavy tray - corrective action – proper lifting techniques and asking for assistance Oct 5 incident only, bottle containing chemical solution taken from fridge, slipped from hand and broke, proper cleaning done, lid was cracked, going forward jar will be put in secondary container and containers will be inspected regularly Oct 6, minor injury, first aid declined, walking in basement area, bumped into ladder laying on floor – corrective action - ladder to be stored properly Oct 31, time loss, burn, trouble shooting problem with large dishwasher, had to remove dishes, corrective action - showed best way to remove items, using gloves or tongs



Inspections	•
Other OHS reports	
HSE Program Update	WorksafeBC legislation will be changing in 2024 May not change our requirements other than possibly needing to add another first aid attendant in evening hours
Training and Education	•
Annual Reviews	• •
	•
Other	<ul style="list-style-type: none"> • Possible change to meeting days/times in 2024 <ul style="list-style-type: none"> ▪ Jason's work from home is now Wednesdays – do we want to change? Will add to next month's meeting • Jackie Toews – review of process for first aid situations in Athletics/Gym area <ul style="list-style-type: none"> ▪ Have 2 forms – one for pre-existing issues (small incidents – band aids, ice for inflammation, etc.) ▪ Full incident/accident report – various incidents, more in-depth form ▪ Encourage staff to call security if it's more serious ▪ Forms are kept in K:drive (need to keep for a period of time - refer to Records Management)

Standing Items	January Meeting Each Year:
Review TOR	
Committee Evaluation	

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

New Business	Item #		Who	Target date
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		•		
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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)