



UBC Okanagan AVP Students JOHSC

Meeting information:	Date & Time:	December 13, 2023 11:00am	
	Location:	UNC325a and virtual meeting via zoom	
	Call to Order:	11:05	
	Adjournment:	11:30	
Previous meeting date:	2023_11_15, 11:00am	Next meeting date & time:	2024_01_18, 11:00am

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 / co-chair	y
	Carla Lanigan	worker rep - BCGEU	y
	Amy Lauterbacher	employer rep - M & P	y
	Jackie Toews	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:	Jeff Stonehouse	Seconded:	Amy Lauterbacher
Motion to adopt current meeting’s agenda:	Jeff Stonehouse	Seconded:	Carla Lanigan
*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"> • 14 total incidents (2 minor did not have a CAIRS report) • Nov 1, incident only no injury, minor laceration, corrective action review knife safety • Nov 3, incident only, no injury, flu clinic, given Sr. vaccine rather than general, followed up with IH • Nov 10, incident only, injury musculoskeletal (had previous issue), first aid treatment • Nov 21, indent only, first aid, laceration • Nov 22, incident only, injury, workplace violence, practicum student, patient injured the student’s hand • Nov 22, time loss injury, fall from height • Nov 24, incident only, no injury, chemical spill • Nov 27, incident only, no injury but first aid treatment, burn – corrective action taken • Nov 27, time loss injury, laceration, another knife safety training



	<ul style="list-style-type: none"> Nov 28, incident only, injury, needle stick (Ghana clinic) Nov 30, time loss injury, fall on same level, slip and fall, corrective action taken Nov 30 incident only, fall on same level, slipped and fall, corrective action taken Nov 30, time loss, musculoskeletal, corrective action taken Nov 30, time loss injury, musculoskeletal, lifting action, corrective action taken
Inspections	<ul style="list-style-type: none">
Other OHS reports	
HSE Program Update	
Training and Education	<ul style="list-style-type: none">
Annual Reviews	<ul style="list-style-type: none"> Jason will prepare for Co-chairs to review
	<ul style="list-style-type: none">
Other	<ul style="list-style-type: none"> Possible change to meeting days/times in 2024 – discussion <ul style="list-style-type: none"> Moved to Thursdays at 1:00pm Discussion of changing M & P Co-Chair on committee: <p>This is the official process from the Terms of Reference:</p> <ul style="list-style-type: none"> Current elected Co-Chairs will meet one (1) month prior to the end of their 2-year term to each develop a list of potential candidates as their replacement Co-Chair, including themselves if they would like to be reconsidered. This list will be presented at the last Committee meeting of their term. Additional candidates for each of the groups can be added by the floor at the meeting. NOTE: All candidates must be in agreement PRIOR to submission for consideration. The election of the co-chairs will be held at the beginning of the last Committee meeting with the newly elected Co-Chairs assuming the responsibility immediately, marking the beginning of their term. Every reasonable effort should be made to stagger the Co-Chair terms. Note: Worker and employer representatives can only recommend and elect candidates for co-chairs within their own group. <ul style="list-style-type: none"> Amy Lauterbacher has volunteered and accepted as Chair going forward Please review TOR for January meeting and will take recommendations for changes <ul style="list-style-type: none"> TOR will be sent with these meeting minutes

Standing Items	January Meeting Each Year:
Review TOR	
Committee Evaluation	

Old Business	Item #		Who	Target date

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)