



UBC Okanagan  
AVPFO JOHSC  
MINUTES

Meeting information:	Date & Time:	2024/02/20	
	Location:	LIB016A/Zoom	
	Call to Order:	11:00am	
	Adjournment:		
Previous meeting date:	2024/01/xx	Next meeting date & time:	2024/03/18

Committee members, advisors, guests, etc. (indicate Co-chairs):	Name:	Role:	Present (Y/N):
	Natalie Hobbs	BCGEU – Daycare	Y
	Chris White	BCGEU – Facilities Management	Y
	Julie Forgie	BCGEU – Bookstore	N
	Roger Bizzotto	Facilities Management (Designated as non-voting for purpose of achieving quorum.)	Y
	Troy Campbell, Co-Chair	Campus Security	Y
	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
Holly Gaboury	Campus Operations and Risk Management ( <i>Committee administrator</i> )	N	
Natalie Ingram	Campus Operations and Risk Management ( <i>Committee administrator</i> )	Y	
Is quorum achieved? (minimum of 4 voting members: # worker reps ≥ # employer reps) Y / N			Y

Motion to adopt previous meeting's minutes:	T. Campbell	Seconded:	D. Korven
Motion to adopt current meeting's agenda:	D. Korven	Seconded:	N. Hobbs



Standing Items	Details		
<b>Incidents (reporting on previous month)</b>	See Addendum 1 HSE Incident Report Summary for January.		
<b>Inspections</b>	Inspection list to be updated in consideration of new membership.		
<b>Other OHS reports</b>			
<b>HSE Program Update</b>			
<b>Training and Education</b>			
<b>Updates</b>	BCGEU co-chair still needed. C. White to facilitate discussion with BCGEU membership including new members.		
Old Business	Details	Who	Status / Target date
<b>ICI TMP Updates</b>	Closure extended to end of April 2024.	A. Hingston, R. Bizzotto	In progress
New Business	Details	Who	Status / Target date
<b>Speeding complaints</b>	<p>Speeding complaints re: Discovery way by daycare area</p> <p>Concerns raised by Facilities Management local safety committee: speeding near Gym/ASC up to residence hill. Maybe related to construction, daycare traffic.</p> <p>A. Hingston to raise concerns for Campus Planning for consideration in future traffic reviews.</p>	A. Hingston	



<b>CCS and Nechako glass</b>	<ul style="list-style-type: none"> <li>• CCS glass (2<sup>nd</sup> floor over main foyer)</li> <li>• Nechako glass (Gathering space over Pritchard entrance)</li> </ul>	A. Hingston	
<b>I Lot path and University Way</b>	<p>The current expectation is for pedestrians to walk up to Commons, but many pedestrians continue to choose to take shorter path.</p> <p>I Lot signage causing confusion has been removed.</p> <p>No current recommendation – further discussion following Campus Planning review.</p>	A. Hingston/R Bizzotto	
<b>IP1 Call Boxes</b>	<p>Changes to call boxes initiated from IT. New boxes in area function differently than old ones. Concerns include:</p> <ul style="list-style-type: none"> <li>• Not all boxes are functional</li> <li>• Employees in area were unaware of changes</li> <li>• Concerns about not being able to call supervisor as with old call boxes (new boxes have one or two buttons for emergency and non-emergency only)</li> <li>• Need to define what constitutes “emergency” call</li> <li>• Need to determine who maintains, tests, and trains for use</li> </ul>	A. Hingston/ T. Campbell	

<b>Building</b>	<b>Inspection Team</b>	<b>Planned Inspection Date</b>	<b>Actual Inspection Date</b>	<b>Notable Findings</b>
ADM	C. White; G. Guttman	January 2023	March 2023	Loose electrical cords. Unsuitable ladders.
IA1	JOHSC	January 2023	October 2023	None
OM1	J. Forgie, T. Campbell		January 2023	
NHC (level 2)	G. Guttman	G. Guttman, January 2023	March 2023	Occupants not clear on muster points, fire warden, evacuation plan.
<b>QOT</b>	N. Kane; R. Bizzotto	Feb, 2024		
<b>RHS</b>	C. White; T. Campbell			Climbing prevention
UNI	N. Kane; T. Campbell	January 2023	March 2023	Fire extinguishers not wall mounted. Review muster points, fire warden, evacuation plan.



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: November 1 - 30, 2023

University of British Columbia - Okanagan Campus JOHSC

December 15, 2023

<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 Nov 2023					
Comparison - Nov 2022					
Year-to-date (2023)					
Year-to-date (2022)					

**Worker / Practicum Student Incidents**

Date	JOHSC	Severity	Claim Type	Treatment Level	Injury Type	Description
