



UBC Okanagan AVP Students JOHSC

Meeting information:	Date & Time:	February 15, 2024 1:00pm
	Location:	UNC325a and virtual meeting via zoom
	Call to Order:	1:00
	Adjournment:	1:20
Previous meeting date:	2024_01_18, 11:00am	Next meeting date & time: 2024_03_21, 1:00pm

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	y
	Carla Lanigan	worker rep - BCGEU	y
	Amy Lauterbacher	employer rep - M & P co/chair	y
	Jackie Toews	worker rep - BCGEU	n
	Christine Squire	employer rep – M&P	y
	Kassie Karter for Jackie Toews	Worker rep - BCGEU	y
	Jason McLeod	ex officio - Health, Safety & Environment	n
	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:	Robyn Bunn	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"> Jan 5, medical treatment, fall on same level Jan 10, incident only, no injury, chemical leak Jan 11, time loss, injury, fall on same level Jan 11, medical treatment, musculoskeletal, lifting Jan 14, medical treatment, injury, needle stick, practicum student Jan 17, incident, injury, first aid, burned hand Jan 19, incident only, injury, treatment declined, fall on same level Jan 21, incident only, no injury, near miss, snow removal, backing up equipment and didn't see pedestrian Jan 26, medical treatment, injury, laceration, practicum student Jan 29, medical treatment, injury, minor laceration, practicum student
Inspections	<ul style="list-style-type: none"> None this month
Other OHS reports	
HSE Program Update	
Training and Education	<ul style="list-style-type: none">



Annual Reviews	<ul style="list-style-type: none"> • Co-chairs accepted Annual Report as it was written. No changes required •
	<ul style="list-style-type: none"> •
Other	<p>Need to update names of committee on the website and also update who the co-chairs are</p> <p>Need to ensure the committee members terms of serving are always updated. Some are currently outdated, will send email to Sherry to ensure those get updated</p>

Standing Items	January Meeting Each Year:
Review TOR	<p>February 15, 2024</p> <ul style="list-style-type: none"> • Recommendation to change wording in TOR Section G) second bullet <ul style="list-style-type: none"> ○ NOTE: <i>If quorum is not met, then the meeting does not qualify as a monthly meeting. The monthly meeting will need to be rescheduled within the same month.</i> • Suggest the following wording instead <ul style="list-style-type: none"> ○ NOTE: <i>If quorum is not met, then no committee votes may occur at the meeting. Any proposed committee votes would then be postponed until the next meeting where quorum is achieved</i> <p>All were in favour of the proposed changes</p> <p>Need to ensure the committee members terms of serving are always updated. Some are currently outdated, will send email to Sherry to ensure those get updated</p>
Committee Evaluation	All in agreement that the Evaluation Tool was acceptable as is

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

New Business	Item #		Who	Target date
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		•		
		•		
		•		
		•		
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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)