UBC Okanagan

AVPFO JOHSC

MINUTES

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| Meeting information: | Date & Time: | | 2023/11/21 | | |
| Location: | | LIB 013 | | |
| Call to Order: | | 10:00 am | | |
| Adjournment: | | 10:45 am | | |
| Previous meeting date: | | 2023/10/17 | | Next meeting date & time: | 2023/12/12 |

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| Committee members, advisors, guests, etc. (indicate Co-chairs): | **Name:** | **Role:** | **Present (Y/N):** |
| Nicola Kane, Co-Chair | BCGEU – Infrastructure Development | Y |
| Chris White | BCGEU – Facilities Management | N |
| Julie Forgie | BCGEU – Bookstore | Y |
| Roger Bizzotto | Facilities Management | Y |
| Troy Campbell, Co-Chair | Campus Security | Y |
| Dani Korven | Student Housing & Community Services | Y |
|  |  |  |
| Adrian Hingston | Health, Safety & Environment (*Committee Resource)* | Y |
| Holly Gaboury | Campus Operations and Risk Management (*Committee administrator*) | Y |
| Is quorum achieved?  (minimum of 4 voting members: # worker reps ≥ # employer reps) Y / N | | | Y |

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| Motion to adopt previous meeting’s minutes:  September  October | J. Forgie  D. Korven | Seconded: | D. Korven  J. Forgie |
| Motion to adopt current meeting’s agenda: | R. Bizzotto | Seconded: | J. Forgie |

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| **Standing Items** | **Details** | | |
| **Incidents (reporting on previous month)** | See Addendum 1 HSE Incident Report Summary for October.  Burn – Take another look for possible corrective actions.  ACTION: Schedule next meeting for a tour of Pritchard kitchen, H. Gaboury. | | |
| **Inspections** | *Reminder to look at the schedule and sign up for inspections. Share your proposed schedule with H. Gaboury.* | | |
| **Other OHS reports** |  | | |
| **HSE Program Update** | Incident Reports: HSE is developing a process to follow up with supervisors regarding suggested corrective actions and will be including the actions in the monthly report summary.  ACTION: Invite J. McLeod to committee meetings, H. Gaboury.  Chemical Inventory Project: HSE will share the report with the committee. UBCV is looking at systems and processes for inventory controls. UBCO will be selective as to which to adopt and will focus on precursor chemicals.  Flu Clinics: 1467 doses this year. Every appointment made available was filled. 130 doses left; will be setting up drop-in clinics.  Discussed blood donor clinics partnering with Red Cross (M. Feddersen) or Canadian Blood Services.  ACTION: A. Hingston will look into further.  Employee Required Courses: Working with ISC to pull training reports. | | |
| **Training and Education** |  | | |
| **Updates** |  | | |
| **Old Business** | **Details** | **Who** | **Status /**  **Target date** |
| **Food Services Training** | HSE scheduling training for beginning of August. | A. Hingston | Closed |
| **ICI TMP Updates** | 1 – Nonis Sports Field detour. Duration one month.  2 – Alumni Avenue: Request received to extend closure to January 27, 2024. Also looking at pro/cons to extend to the end of term.  Security proposing additional video surveillance. | A. Hingston, R. Bizzotto | In progress |

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| **Building** | **Inspection Team** | **Planned Inspection Date** | **Actual Inspection Date** | **Notable Findings** |
| 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. |
| **QOT** | N. Kane; R. Bizzotto | Feb, 2024 |  |  |
| **RHS** | C. White; T. Campbell |  | August 2022 | 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: October 1-31, 2023

University of British Columbia - Okanagan Campus JOHSC

November 14, 2023

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| **Worker / Practicum Student Incidents** | | | | | |
|  | **Total Incidents** | **Near Miss / No Injury** | **First Aid** | **Medical Treatment** | **Lost-time injury** |
| Total for Oct 2023 | 4 | 2 | 0 | 0 | 2 |
| Comparison - Oct 2022 | 7 | 2 | 2 | 1 | 2 |
| Year-to-date (2023) | 91 | 27 | 28 | 18 | 18 |
| Year-to-date (2022) | 56 | 11 | 26 | 6 | 13 |

**Worker / Practicum Student Incidents**

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| --- | --- | --- | --- | --- | --- | --- |
| Date | JOHSC | Severity | Claim  Type | Treatment Level | Injury Type | Description |
| 2023/10/05 | FINOP | Time loss | Injury | Medical | Musculoskeletal Injury | Worker twinged their back while lifting a heavy tray of items. Corrective action: worker to ask for help if lifting heavier loads as well as to use proper lifting techniques when lifting heavier  and/or awkward items. |
| 2023/10/05 | PROV VPR | Incident Only | No Injury | N/A | No Injury | A glass bottle containing 2-mercaptoethanol was taken from a fridge when the bottle slipped from the person's hand and landed on the floor and broke. The lid was cracked on the jar and person picking up the bottle picked it up from the lid. Corrective actions: the 2- Mercaptoethanol jar will be put in a secondary container with a lid, and chemicals with broken lids will be transferred to an appropriate container and labelled correctly. |
| 2023/10/06 | FINOP | Incident Only | Injury | First Aid Declined | Minor Laceration | While accessing a communication room within a basement mechanical room, a worker walked into a ladder lying on the floor in a dark corridor causing a minor laceration to the skin.  Multiple departments use the space & the ladder is not labeled; thus, it is not clear where the best storage location for the ladder is. The light switch for the corridor is not obvious upon entry. Corrective action: use a flashlight or cell phone light to locate the appropriate light switch(es) upon entering unfamiliar areas so hazards can be observed. |
| 2023/10/31 | FINOP | Time Loss | Injury | Medical | Burn | A worker was troubleshooting a problem with the function of a large dishwasher. They opened a series of doors to remove fallen plates when their right elbow was burned. Corrective action: demonstrate safer methods of dislodging/moving fallen items e.g., using gloves and tongs  instead of their hands. |