



UBC Okanagan
AVPFO JOHSC
MINUTES

Meeting information:	Date & Time:	2023/12/15	
	Location:	Pritchard Dining Kitchen	
	Call to Order:	9:00 am	
	Adjournment:	9:55 am	
Previous meeting date:	2023/11/21	Next meeting date & time:	2023/01/16

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	Y
	Julie Forgie	BCGEU – Bookstore	Y
	Roger Bizzotto	Facilities Management	N
	Troy Campbell, Co-Chair	Campus Security	N
	Dani Korven	Student Housing & Community Services	N
	Adrian Hingston	Health, Safety & Environment (<i>Committee Resource</i>)	Y
	Jason McLeod	Health and Safety Advisor (<i>Committee Resource</i>)	Y
Holly Gaboury	Campus Operations and Risk Management (<i>Committee administrator</i>)	N	
Natalie Ingram	Campus Operations and Risk Management (<i>Committee administrator</i>)	N	
Is quorum achieved? (minimum of 4 voting members: # worker reps ≥ # employer reps) Y / N			N

Motion to adopt previous meeting's minutes:	Deferred	Seconded:	
Motion to adopt current meeting's agenda:	Deferred	Seconded:	



Standing Items	Details		
Incidents (reporting on previous month)	See Addendum 1 HSE Incident Report Summary for November.		
Inspections	<i>Reminder to look at the schedule and sign up for inspections. Share your proposed schedule with H. Gaboury.</i>		
Other OHS reports			
HSE Program Update	Update on changes to incident reporting procedures re: ability to enter and follow up on corrective actions.		
Training and Education			
Updates			
Old Business	Details	Who	Status / Target date
ICI TMP Updates	Closure extended to end of April 2024.	A. Hingston, R. Bizzotto	In progress
New Business	Details	Who	Status / Target date
Building Inspection	Visited Pritchard Dining kitchen to familiarize committee with kitchen safety. Tour deferred to new year. Committee to perform inspection of Quonset building as a group.	A. Hingston	Complete



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			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

Worker / Practicum Student Incidents					
	Total Incidents	Near Miss / No Injury	First Aid	Medical Treatment	Lost-time injury
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
