



UBC Okanagan  
AVPFO JOHSC  
MINUTES

Meeting information:	Date & Time:	2024/07/15	
	Location:	UCH/Daycare	
	Call to Order:	11:00am	
	Adjournment:	12:00pm	
Previous meeting date:	2024/06/11	Next meeting date & time:	2024/08/13

Committee members, advisors, guests, etc. (indicate Co-chairs):	Name:	Role:	Present (Y/N):
	Natalie Hobbs	BCGEU – Daycare	Y
	Chris White, Co-Chair	BCGEU – Facilities Management	Y
	Shelley McConkey (alt)	BCGEU – Facilities Management	N
	Julie Forgie	BCGEU – Bookstore	N
	Jason Phillipo	BCGEU – Food Services	N
	Roger Bizzotto	Facilities Management	N
	Jamie Armer (alt)	Custodial & Waste Services	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
Is quorum achieved? (minimum of 4 voting members: # worker reps ≥ # employer reps) Y / N			Y

Motion to adopt previous meeting’s minutes:	N. Hobbs	Seconded:	C. White
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 June.		
<b>Inspections</b>	<ul style="list-style-type: none"> <li>Committee</li> <li>Please sign up for inspections if you haven't already (see below)</li> </ul>		
<b>Other OHS reports</b>	None		
<b>HSE Program Update</b>	<ul style="list-style-type: none"> <li>First Aid – legislation is changing as of November</li> </ul>		
<b>Training and Education</b>	<ul style="list-style-type: none"> <li>Fire extinguisher training is now live – people can request to do in person training if they want</li> <li>Working from heights training program is being developed (including access review). Hope to have in place by Sept.</li> <li>Lock out/Tag out &amp; Electrical training is being created. Hope to have in place by Aug. 1<sup>st</sup></li> <li>Compressed gas course is live online at WPL.</li> </ul>		
<b>Updates</b>	<ul style="list-style-type: none"> <li>TMPs continue for major construction projects (XSS and Daycare). No significant impacts. Stakeholders are involved.</li> <li>Fire signage has been installed around campus and will be installed in campus trails. Fire Smart initiative being undertaken with KFD and FireSmart.</li> </ul>		
Old Business	Details	Who	Status / Target date
<b>H lot path</b>	<ul style="list-style-type: none"> <li>Letter submitted by T. Campbell. Response required prior to next meeting.</li> </ul>	T. Campbell / C. White	August 13, 2024
Reporting numbers for approved claims reported through Worksafe BC	Adrian will report back when review complete.	A. Hingston	Ongoing
New Business	Details	Who	Status / Target date
<b>Communication devices in labs</b>	Recommendation letter submitted by JOHSC Pro VPR in relation to the call boxes in labs. Response required prior to next meeting.	A. Hingston	August 13, 2024
<b>Daycare Inspection (Outdoor)</b>	<ul style="list-style-type: none"> <li>1) Concerns that there is not a sidewalk on the west side of Discovery between the daycare and the cross walk.</li> <li>2) Concern that there is speeding along Discovery</li> <li>3) Concern that the drop off area is not effective at drop off time due to volume of traffic and scarcity of space</li> </ul>	1-4: A. Hingston to discuss with S. Dunn 5-10: A. Hingston to bring to with A. Larson	August 13, 2024



	<ul style="list-style-type: none"><li>• 4) Concern that there is not a speed bump or crossing along Discovery in proximity to the daycare entrance</li><li>• 5) Fence is easily climbed in/out of the play yards. Below the sand pit is particularly low (security for kids and theft).</li><li>• 6) Observations of Smokers around Cascades and in forested area (process for reporting).</li><li>• 7) Irrigation/water/wood chips in outdoor play areas (cooling and fire prevention)</li><li>• 8) Tripping hazard on hill (decommissioned sprinkler head)</li><li>• 9) Trees overhanding fence and play area (danger to children/workers)</li><li>• 10) Trees adjacent and in close proximity to building (fire smart)</li></ul>		
<b>Daycare Inspection (Indoor)</b>	<ul style="list-style-type: none"><li>• 1) Toddler gate at North kitchen entrance</li><li>• 2) Employee awareness/practice of lock down procedures (human created, wildlife etc)</li><li>• 3) Storage of materials (books, toys etc) at heights and locations to create ergonomic concerns</li></ul>	1-3: A. Hingston to bring to with A. Larson	August 13, 2024



**2024 Annual Inspections (2 members per inspection)**

Building	Inspection Team	Planned Inspection Date	Actual Inspection Date	Notable Findings
<b>ADM</b>	J. Forgie/J. Phillippo			
<b>IA1</b>				
<b>OM1</b>				
<b>NHC (level 2)</b>	D. Korven			
<b>QOT</b>	D. Korven			
<b>RHS</b>	R. Bizzotto/J. Forgie		April 30, 2024	<ul style="list-style-type: none"> <li>• 2 propane bottles were outside on the deck along with a BBQ.</li> <li>• The building lighting is poor.</li> <li>• Emergency evacuation device is installed on the 3rd floor stairway. Their staff have received training.</li> <li>• There were unmarked buckets in 304.</li> </ul>
<b>UNI</b>				

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).



Joint Occupational Health & Safety Committee  
Meeting Minutes

Addendum 1

Dept. of Health, Safety Environment - Incident Report Summary: June 1-31, 2024 University of British Columbia - Okanagan Campus JOHSCs  
original: July 15, 2024

	Total Incidents	Near Miss / No Injury	First Aid	Medical Treatment	Lost-time injuries
MAY 2024	4	3	1	0	0
JUNE 2023	6	3	1	2	0
2024 YTD	45	13	15	10	7
2023 YTD	66	21	19	12	14

**Worker / Practicum Student Incidents**

date	JOHSC	severity	claim type	treatment level	injury type	description
June 5	AVP F&O	Incident Only	Injury	First Aid	Struck by	Employee emptying coffee urn and urn slipped and hit wrist. Campus Security provided first aid and worker returned to work.
June 6	AVP F&O	Incident Only	Near Miss	N/A	N/A	Battery of golf cart damaged during convocation shuttles. Noise was heard and scent apparent – no harm to workers or guests. Cart removed and new battery exchanged..
June 14	AVP F&O	Incident Only	Near Miss	N/A	N/A	Following chemical inventory process by HSE a bottle of highly reactive chemical (Benzyl Chlorogormate) burst in the chemical storage fridge. The PI and lab worker cleaned up all of the other chemicals in the area, however the fridge shelves were damaged. Investigation led to alterations in the chemical inventory process to more highly rely on lab workers to perform the inventory tasks and to advise of known or foreseeable hazards.
June 17	PRO VPR	Incident Only	Near Miss/Minor	N/A	N/A	MVA between Faculty member and member of public while driving from field research site. Student researcher in the vehicle. No injuries and vehicle remained safe to drive. RCMP contacted and ICBC claim initiated.

### Worker / Practicum Student Incidents

Date	JOHSC	Severity	Claim Type	Treatment Level	Injury Type	Description
2024/05/19	FINOP	Time loss	Injury	Medical	Musculoskeletal injury	A worker was working on cleaning up safes and safe parts from repairs, which included lifting and arranging safes that weigh around 36lbs. They felt a twinge in their shoulder from moving parts around during the course of the work.
2024/05/24	FINOP	Time loss	Injury	No FA or medical treatment noted in CAIRS report	Musculoskeletal injury	A worker contacted their supervisor after their shift had been completed that day to inform the supervisor that the worker had pulled something in their back. They indicated that this may have been from moving tables but they were not sure. The corrective action identified is that the moving of furniture is not part of the worker's job description and that this type of task should be performed by Facilities Management.
2024/05/28	PROV VPR	Incident only	No injury	N/A	N/A	A group of paid students/technicians were returning from field work and were on a highway when a vehicle lunged in front of them. The UBC vehicle was driving north and the other vehicle was entering the highway seeking to cross the lane being traveled in by the UBC vehicle to turn left and drive south on the highway. The driver of the UBC vehicle saw that the incoming vehicle had stopped as per the right of way, but then the other vehicle suddenly accelerated across the intersection causing the driver of the UBC vehicle to take evasive action. The asphalt was wet from earlier rain, impacting the maneuverability of the vehicles. The UBC vehicle slid when the brakes were applied and the other vehicle was struck perpendicularly on the driver door side. The UBC personnel did not receive any injuries but the UBC vehicle received minor damage and the airbags did not deploy. The UBC driver immediately checked on the other driver, the other driver did not display any physical injuries but they were confused and in a bit of shock, and their car was damaged from the impact (and the airbags had deployed). The driver of the

Date	JOHSC	Severity	Claim Type	Treatment Level	Injury Type	Description
						<p>other vehicle indicated that they were not sure what happened but thought that they may have accidentally depressed the accelerator instead of the brakes. Paramedics attended to the other driver and transported them to a medical facility as a precautionary measure. Both vehicles were towed from the scene and the UBC personnel were transported by the RCMP to West Kelowna where they were picked up by their UBC supervisor.</p>
2024/05/30	PROV VPR	Incident only	Injury	First Aid	Laceration	<p>A paid student was collecting their water bottle from the water bottle holder in the hallway outside of a laboratory. In doing this, they accidentally hit another bottle placed next to their bottle. This caused the other bottle to fall, and in an attempt to prevent that bottle from falling on the ground, the paid student lost balance and was going to fall. While trying to catch themselves, they reached out and broke the water bottle holder which caused a cut on their finger.</p>