



UBC Okanagan
AVPFO JOHSC
MINUTES

Meeting information:	Date & Time:	2024/10/08	
	Location:	UNI001A / Virtual	
	Call to Order:	11:00am	
	Adjournment:	12:00pm	
Previous meeting date:	2024/09/10	Next meeting date & time:	

YCommittee 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
	Julie Forgie	BCGEU – Bookstore	Y
	Jason Phillipop	BCGEU – Food Services	N
	Roger Bizzotto	Facilities Management	Y
	Troy Campbell, Co-Chair	Campus Security	Y
	Dani Korven	Student Housing & Community Services	Y
	Adrian Hingston	Health, Safety & Environment (<i>Committee Resource</i>)	N
	Jason McLeod	Health, Safety & Environment (<i>Committee Resource</i>)	Y
	Brooklyn Kuzyk	Campus Operations and Risk Management (<i>Committee Resource</i>)	N
Natalie Ingram	Campus Operations and Risk Management (<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:	R. Bizzotto	Seconded:	N. Hobbs
Motion to adopt current meeting’s agenda:	R. Bizzotto	Seconded:	C. White



Standing Items	Details		
Incidents (reporting on previous month)	See Addendum 1 HSE Incident Report Summary for September. <ul style="list-style-type: none"> • Potential solutions for overhang (bump on head incident noted in report): <ul style="list-style-type: none"> ○ Add pool noodle to edges of overhang ○ Better solution – stop traffic from going through those areas • Potential solutions for cuts/kitchen incidents <ul style="list-style-type: none"> ○ Some automated processes for vegetable slicing as well as purchase of some items pre-cut – but will never be able to eliminate knives etc from the environment entirely. ○ Focus is on training and due care. Pacing is likely to be a significant contributor to these incidents. 		
Inspections	<ul style="list-style-type: none"> • Inspection sheet sign up below. • Inspection reports attached for University House, Nechako 2nd floor, Quonset, and IA1. 		
Other OHS reports			
HSE Program Update	<ul style="list-style-type: none"> • Cabinets and naloxone installed. Communication plan is being developed. 		
Training and Education	<ul style="list-style-type: none"> • HSE working on Naloxone awareness courses. • First Aid will be trained and carry it with them 		
Updates	<ul style="list-style-type: none"> • N/A 		
Old Business	Details	Who	Status / Target date
H lot path	<ul style="list-style-type: none"> • Co-chairs have forwarded additional questions re: signage to responsible executive. Questions to be shared with committee for review <ul style="list-style-type: none"> ○ Current signage plans are for “no crossing” signage despite planned installation of crosswalk at a later date • Current recommendation for sandwich boards (temporary messaging) rather than signage. • Committee to await results of Campus Planning study before making further recommendations. 	T. Campbell	Jan 2025
Reporting numbers for approved claims reported through Worksafe BC	Adrian will report back when review complete. Not complete.	A. Hingston	Ongoing
Communication devices in labs	Recommendation letter submitted by JOHSC Pro VPR in relation to the call boxes in labs.	A. Hingston	Ongoing



	<p>Response to update signage, replace faulty coms devices and improve process.</p> <p>Update: -looking at this across campus -going forward with recommendation that safety phones next to AED's with naloxone -work is in progress to put hallway safety phones outside labs in IP1</p>		
Daycare Inspection (Outdoor)	<p>Confirmed approach with committee.</p> <ol style="list-style-type: none"> 1) Concerns that there is not a sidewalk on the west side of Discovery between the daycare and the cross walk. 2) Concern that there is speeding along Discovery 3) Concern that the drop off area is not effective at drop off time due to volume of traffic and scarcity of space 4) Concern that there is not a speed bump or crossing along Discovery in proximity to the daycare entrance 5) Fence is easily climbed in/out of the play yards. Below the sand pit is particularly low (security for kids and theft). 6) Observations of Smokers around Cascades and in forested area (process for reporting). 7) Irrigation/water/wood chips in outdoor play areas (cooling and fire prevention) 8) Tripping hazard on hill (decommissioned sprinkler head) 9) Trees overhanding fence and play area (danger to children/workers) 10) Trees adjacent and in close proximity to building (fire smart) 	<p>1-4: A. Hingston to discuss with S. Dunn 5-10: A. Hingston to bring to with A. Larson</p>	Ongoing
	<p>Confirmed approach with committee.</p> <ol style="list-style-type: none"> 1) Toddler gate at North kitchen entrance 2) Employee awareness/practice of lock down procedures (human created, wildlife etc) 3) Storage of materials (books, toys etc) at heights and locations to create ergonomic concerns 	<p>1-3: A. Hingston to bring to with A. Larson</p>	Ongoing
New Business	Details	Who	Status / Target date
Cyclists on Alumni	<ul style="list-style-type: none"> • Complaints from cyclists on Alumni regarding the speed bump • HSE working with planning and traffic engineer looking at speed bumps--hope to change to speed hump, but unlikely before winter. 	A. Hingston	Info only



	<ul style="list-style-type: none">Proposed interim solution: install three delineators, one on each side of approach. To be confirmed.		
TMPs	<ul style="list-style-type: none">Concrete pours from ramp, apron, and Alumni<ul style="list-style-type: none">Will require some alternating traffic along AlumniActive request for Oct 11TMP for crane lift – install Telus on EME roof – dates to be confirmed.	A. Hingston	Info only
Bear sightings	<ul style="list-style-type: none">Unconfirmed bear sighting by students at daycare, plus general “bear aware” posts by local conservation officers.Campus Security reports sightings to conservation officers. T. Campbell to ensure campus security makes daycare aware of future unconfirmed and confirmed bear sightings in area.	T. Campbell	Info only



2024 Annual Inspections (2 members per inspection)

Building	Inspection Team	Planned Inspection Date	Actual Inspection Date	Notable Findings
ADM	J. Forgie/J. Phillippo	TBD		
IA1	T. Campbell / C. White	September	Sept 27, 2024	<ul style="list-style-type: none"> • Building was quite quiet – potential working alone concerns. However, it may be worth revisiting at a time when the building is more likely populated at normal levels (inspection occurred Friday before a long weekend) • Tables partially blocking egress in some locations
OM1		TBD		
NHC (level 2)	D. Korven / C. White	September	Sept 25, 2024	<ul style="list-style-type: none"> • Mold/mildew in some areas • Food/custodial supplies stored in same area • Fire extinguisher maintenance • Unsecure handrail along stairs
QOT	D. Korven / T. Campbell	September	Sept 24, 2024	<ul style="list-style-type: none"> • Compressed gas cannisters, ladders, some decorative items unsecured or not sufficiently secured • Fuel to be removed from tool crib to allow fire dept. access in case of emergency • Exposed insulation • Clearer labels/more accessibility needed to safety equipment including first aid kits, fire extinguishers, and fire blankets • Uneven carpet and tripping hazards in portable office area
RHS	R. Bizzotto/J. Forgie		April 30, 2024	<ul style="list-style-type: none"> • 2 propane bottles were outside on the deck along with a BBQ. • The building lighting is poor. • Emergency evacuation device is installed on the



				3rd floor stairway. Their staff have received training. <ul style="list-style-type: none">• There were unmarked buckets in 304.
UNI	N. Hobbs / C. White	September	September 20, 2024	<ul style="list-style-type: none">• Potential tripping hazard – threshold exiting from UNI001A to outdoor area• Potential slip/fall hazard – large cracks in concrete that could be filled in/iced over during winter

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).

	Total Incidents	Near Miss / No Injury	First Aid	Medical Treatment	Lost-time injuries
AUGUST 2024	6	0	3	3	0
AUGUST 2023	7	1	4	1	1
2024 YTD	58	14	22	14	8
2023 YTD	75	23	23	14	15

Worker / Practicum Student Incidents

date	JOHSC	severity	claim type	treatment level	injury type	description
2024/07/12	PROV VPR	incident only	injury	2024/08/29 - changed from 'first aid' to 'medical treatment'	fall from elevation	A worker was descending some stairs inside a campus building when they missed a step and fell. The worker was given a cold compress and Campus Security was contacted to provide first aid treatment. The worker went home after the incident as the elevator in their building was out of service for maintenance and the worker was concerned that their knee pain would be even more aggravated by stair usage.
2024/08/01	FINOP	incident only	injury	unknown	musculoskeletal injury	The children were playing in the play yard and one of the children needed help to get up from the Teeter Totter so the educator picked the child and that hurt their back. The educator originally felt it would be alright after taking rest. However, the educator informed their supervisor the next day that the pain was not getting better.
2024/08/07	AVP Students	incident only	injury	declined	fall on same level	A worker fell in a parking lot where there is a bit of a ditch/trench between rows of cars. The incident was reported to Parking Services who followed up with a plan to patch the hole. Hole was subsequently filled to minimize/eliminate further tripping risk.
2024/08/08	FINOP	medical treatment	injury	medical	musculoskeletal injury	A worker has been experiencing right arm & wrist pain for some years. They have been using various ergo keyboards and mouses recommended by their employer and also regularly seek massage therapy. The pain has been getting significantly worse over the past few months. The worker has been experiencing limited range of motion and pain 24/7. It hurts to stretch or make a fist out of their right hand. The pain is also extended to their neck.

date	JOHSC	severity	claim type	treatment level	injury type	description
2024/08/09	PROV VPR	medical treatment	injury	medical	burn	I was autoclaving some waste using the top autoclave. I checked the cycle that I already started, and I found that the pressure did not raise, and then I stopped the machine, and saw that the rubber around the lid was came off, so the machine was leaking and pressure did not raise, I tried to fix that, and put that in its place, so I got close to the machine, the bottom one was working, and accidentally my leg touched the lid of the working autoclave, it was hot, so I burnt an area of my skin of my right leg, around 18 cm2.
2024/08/16	PROV VPR	medical treatment	injury	medical	laceration	The injured individual was trying to fit a glass tube in a rubber stopper, and the glass tube broke, cutting the individual on their left thumb. The individual called Campus Security, who came after about 15 minutes and provided first aid by stopping the bleeding. Then campus security advised the individual to go to the hospital to check if there were no broken glass particles in the wound. The injured individual saw a doctor at Kelowna General Hospital, who confirmed that the wound had no glass particles and then stitched it.
2024/08/19	PROV VPR	incident only	injury	first aid	laceration	A paid student was washing and cleaning glassware, when it slipped out of their hands and shattered on the countertop. This resulted in a small cut of about 5mm along the tip of the right hand pinky finger. The paid student proceeded to run it underwater, while a second student came to get me. I assessed the situation and proceeded to apply first aid. Calling campus security was offered, however, it was declined by the student deemed unnecessary due to the assessed severity. The wound was cleaned multiple times with first aid kit wipes, and the wound was bandaged and pressure was applied until bleeding stopped. The bandage was then changed for a fresh one, and the paid student was comfortable with being driven home by another student.

Addendum 1
 Dept. of Health, Safety Environment - Incident Report Summary: September 1-30, 2024
 University of British Columbia - Okanagan Campus JOHSCs
 October 17, 2024

	Total Incidents	Near Miss / No Injury	First Aid	Medical Treatment	Lost-time injuries
SEPT. 2024	12	0	6	3	3
SEPT. 2023	14	2	5	5	2
2024 YTD	70	14	28	17	11
2023 YTD	89	25	28	19	17

Worker / Practicum Student Incidents

date	JOHSC	severity	claim type	treatment level	injury type	description
2024/09/01	FINOP	incident only	injury	first aid	struck against	Two workers were walking through their work area when one of the workers hit the top of their head on a metal overhang. The overhang is in the walking path and thus the worker's department is looking at solutions to prevent recurrence (e.g. blocking access to area with obstacle, adding padding and/or visibility enhancement)
2024/09/02	FINOP	time loss	injury	medical	musculoskeletal injury	A worker experienced a strain in their finger lifting a bin of metal cutlery in water. The corrective action is to communicate to workers in this department that the bins should be tipped instead of lifted to pour out the water and reduce the weight before attempting to lift them.
2024/09/04	FINOP	incident only	injury	declined	fall on same level	A custodial contractor was vacuuming in a work area. A worker walking through the area tried to avoid the vacuum cord but the cord moved while they were stepping and wrapped around their left foot. They wroker then tripped, landing mainly on their left knee and elbow with slight impact on right arm and knee.
2024/09/04	AVP STUDENTS	incident only	no injury	first aid	contact with electric current	A worker was plugging their laptop charger into an outlet when they received an electrical shock. For a few seconds, they could not remove their hand from the charger. The worker experienced sensations in their arm for approximately an hour after the incident but did not experience any longer term injuries.
2024/09/09	FINOP	medical treatment	injury	medical	struck against	The catch tray for a conveyor style toaster was being washed and was not on the toaster while a bun was running through it. The top of bun came out of the toaster and bounced off the counter because there was no tray to catch it. The worker that was making the sandwich at the time instinctively reached out and caught the bun, but in the process struck the top of the counter with the palm of their hand. Bruising resulted but no longer-term injuries occurred.
2024/09/10	FINOP	time loss	injury	unknown	musculoskeletal injury	A worker felt a snap in their lower body while lifting plates and then another snap while lifting and moving garbage. The worker did not report the injury to their supervisor until the day after the incidents occurred. The supervisor reviewed carrying lower weight loads to reduce the risk of muscle strains. Garbage bins in the area were replaced with smaller bins to reduce the weight of the bags being handled.
2024/09/11	FINOP	medical treatment	injury	medical	musculoskeletal injury	A worker reached up to obtain dishes off of a dish carousel when they felt a sharp pain in the front of their shoulder. The worker reported the injury when they tried to move their arm and felt pain and numbness. A task rotation process was implemented in this work area to reduce risks associated with repetetive work.
2024/09/12	FINOP	incident only	injury	unknown	musculoskeletal injury	Two workers were moving a cart when it hit an uneven surface and one of the workers held the cart back. The worker suffered a knee strain as a result.

Addendum 1
 Dept. of Health, Safety Environment - Incident Report Summary: September 1-30, 2024
 University of British Columbia - Okanagan Campus JOHSCs
 October 17, 2024

date	JOHSC	severity	claim type	treatment level	injury type	description
2024/09/18	FINOP	time loss	injury	medical	fall on same level	A worker slipped and fell in the changing room at the end of their shift and injured their wrist as a result. The work team was coached to keep the change room floors clear to prevent trip/slip hazards.
2024/09/19	PROV VPR	medical treatment	injury	medical	needlestick	The safety needle retraction feature on enoxaparin needle was defective. A practicum student attempted to trigger needle retraction. The contaminated needle slipped and poked the student in the left index finger. Standard blood and bodily fluid exposure protocols were followed.
2024/09/27	PROV VPR	incident only	no injury	first aid	syncope	A practicum student was observing a patient being started on dialysis, when the student felt light-headed. They removed themselves from the direct care area and fainted onto their bottom. No injuries occurred and there was no impact to the head. The nurses working with the student monitored their vitals and got them cold water, sugar, food. The student was able to remain on site, engaging in learning opportunities. This was the first time the practicum student had observed this procedure or seen this type of medical intervention; the student will be seated for the next time watching a dialysis start.
2024/09/28	FINOP	incident only	injury	first aid	laceration	A worker was cutting the core out of a cabbage while holding the cabbage in their hand. The knife slipped and cut the worker's finger. Proper cutting procedures were reviewed with the work team, including placing the item on a secured cutting board and cutting away from the body.