



UBC Okanagan
AVPFO JOHSC
MINUTES

Meeting information:	Date & Time:	2024/11/12	
	Location:	UNI001A / Virtual	
	Call to Order:	10:00am	
	Adjournment:	10:40am	
Previous meeting date:	2024/10/08	Next meeting date & time:	2024/12/10

Committee members, advisors, guests, etc. (indicate Co-chairs):	Name:	Role:	Present (Y/N):
	Natalie Hobbs	BCGEU – Daycare	N
	Chris White, Co-Chair	BCGEU – Facilities Management	Y
	Julie Forgie	BCGEU – Bookstore	N
	Jason Phillipo	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>)	Y
	Jason McLeod	Health, Safety & Environment (<i>Committee Resource</i>)	N
Brooklyn Kuzyk	Campus Operations and Risk Management (<i>Committee Resource</i>)	Y	
Is quorum achieved? (minimum of 4 voting members: # worker reps ≥ # employer reps) Y / N			N

Motion to adopt previous meeting’s minutes:		Seconded:	
Motion to adopt current meeting’s agenda:		Seconded:	



Standing Items	Details		
Incidents (reporting on previous month)	See Addendum 1 HSE Incident Report Summary for October. <ul style="list-style-type: none"> ○ 9 incidents for October 		
Inspections	<ul style="list-style-type: none"> • Inspection sheet sign up below. 		
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"> • Naloxone training will be online this month • Final naloxone and AED cabinets going up shortly • Working at Heights training upcoming, as well as Confined Spaces course 		
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"> • Campus Planning’s traffic survey is currently underway; this data should help in decision-making regarding the crosswalk • Signage has been approved and should be up any time • 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	Review complete. CAIRS reflect self-reporting and not claims status (approved, pending, denied). Reconciliation is very manual and has never been performed. HSE will integrate self reporting into training with Campus Security and Food Services.	A. Hingston	Complete
Communication devices in labs	<p>Recommendation letter submitted by JOHSC Pro VPR in relation to the call boxes in labs. Response to update signage, replace faulty coms devices and improve process.</p> <p>Update: -The IP1 group was concerned about the new call boxes in their labs not working. They have been fixed and safety phones have also been installed</p>	A. Hingston	Complete



	<p>-Response from employer was accepted and issues addressed at IP1</p> <p>-HSE, CS and IT continue to work to develop standards for additional consistency</p>		
Daycare Inspection (Outdoor)	<p>Update:</p> <p>-The Daycare staff have been provided with the outcomes of the inspection</p> <p>-nothing was identified as immediately needing rectification</p> <p>-Daycare staff confirmed that they very rarely use the crosswalk</p> <p>-wasps will remain an issue each summer</p> <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</p> <p>5-10: A. Hingston to bring to with A. Larson</p>	Complete
	<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>	Complete
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.• Proposed interim solution: install three delineators, one on each side of approach. <p>Update: -delineators have been installed but were very quickly bent and ran over -road treatments will not happen until the spring -Recommendation is for a gutter to gutter speed hump for March 2025</p>	A. Hingston	Info only
TMPs	<ul style="list-style-type: none">• TMP for crane lift – install Telus on EME roof: plan has been approved but dates are still to be confirmed.• J lot construction- request for more space was denied• Concrete pours from ramp, apron, and Alumni<ul style="list-style-type: none">○ Continuous until January○ Will require some alternating traffic along Alumni	A. Hingston	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)



Addendum 1

Dept. of Health, Safety & Environment - Incident Report Summary: October 1-31,
2024 University of British Columbia - Okanagan Campus JOHSCs

November 9, 2024

OCT. 2024	Total Incidents	Near Miss / No Injury	First Aid	Medical Treatment	Lost-time injuries
OCT. 2023	9	2	5	1	1
	5	2	0	0	3
2024 YTD	79	16	33	18	12
2023 YTD	94	27	28	19	20

Worker / Practicum Student Incidents

date	JOHSC	severity	claim type	treatment level	injury type	description
2024/10/06	FINOP	incident only	injury	unknown	musculoskeletal injury	A large container of sauce was lifted from the floor to a cart. The worker heard a noise in their back near the end of the lift process. When the worker got home, their upper back between the shoulders was sore and continued to be sore the next morning. Corrective Action Identified: Ask for help for heavy loads. If you are unsure if you can safely lift, ask for help.
2024/10/07	PROV VPR	medical treatment	injury	medical	laceration	A paid student removed 2L glass Erlenmeyer flask from temperature controlled shaker (37C) and carried it to lab bench. Before the flask was placed on the bench, the flask broke with the neck of the flask remaining in student's hand. The 2L glass Erlenmeyer flask was stoppered and had tubing connecting the internal area to an attached gas bag. No inflation of the gas bag (which would indicate pressure build up) was evident, no pressure build up in the flask occurred. Flask contained 1.8L of mixed microbial culture from waste of anaerobic digestion of municipal waste water as waste material from a previous experiment. When the flask broke, the student's thumb was cut and contents of the flask spilled on the bench and floor. Corrective Action Identified: Addition of secondary containment of the flask, both within the incubator and for transport from incubator to the bench. Inspection of flasks for flaws before use.



Joint Occupational Health & Safety Committee
Meeting Minutes

2024/10/10	PROV VPR	incident only	no injury	N/A	N/A - equipment failure	<p>A piece of equipment called a reactor was loaded and setup as normal using conditions that had previously been used multiple times. The reactor was left alone while the operator was in a meeting. During this time, it is believed that somehow the rupture disk ruptured releasing the pressure and steam from reactor into the closed fume hood.</p> <p>Once the water had all been evaporated, the biomass inside the reactor began to volatilize into the closed fume hood. The technician present noticed this and was informed to turn off the heating element and let the reactor cool down. Following the incident, the fume hood and equipment was cleaned. The equipment was then disassembled to determine failure. The rupture disk was found to be ruptured, so the equipment acted exactly how it should have in case of over pressurization. However, the reason for over pressurization is unknown.</p>
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date	JOHSC	severity	claim type	treatment level	injury type	description
2024/10/15	FINOP	incident only	injury	first aid	laceration	A worker was slicing carrots on a "mandoline" food slicing device. While doing this, they looked up into the kitchen and their hand slipped, resulting in a cut to the side of their right hand.
2024/10/22	AVP Students	time loss	injury	medical	fall on same level	Staff member was going upstairs to check the mail box. There was a clear piece of plastic laying on the stair and the staff member did not see it. When they stepped on the clear piece of plastic, they slipped and fell forward onto the stairs and hit their right elbow on the hand rail as they were falling. They immediately felt pain in their elbow. When they returned to the office they reported the incident to their supervisor and called UBC Campus Security for medical attention. The staff member also made an appointment with their doctor for later on the same day. Corrective Action Identified: Piece of clear plastic and dirt on stair caused a slipping hazard; employee removed and discarded the piece of plastic immediately after the incident.
2024/10/23	FINOP	incident only	no injury	N/A	contact with chemicals	Inappropriate Shipping of Biological Materials. Staff member contacted report writer to indicate that a package had been received in Campus Receiving from UPS. This box was marked as perishable, but had no other markings to indicate that the box contained dangerous materials. Due to an earlier conversation and the temperature of the box, the receiver suspected that the box may contain dangerous goods. The shipper contacted HSE to advise. HSE arrived in loading dock around 1:40 pm. The addressee had already arrived to pick up box. HSE investigated to discover that the box contained human biological samples and dry ice (total weight marked on box was 80 lbs). Box was marked as "Rush Perishable Insulated" but was not a TDG marked box (no UN Classification). Box was not marked as containing dry ice (Class 9) nor "Exempt Human Samples". Inner box appeared to be styrofoam with loosely attached lid. Shipment was not declared as "dangerous goods" by sender on UPS packaging.
2024/10/25	FINOP	incident only	no injury	unknown	laceration	A worker was bent over unboxing a new stove when their neck made contact with the corner of the stove. Corner of stove was damaged and sticking out. Cut/Scratched neck on right of neck about 3". It bled to start but closed up fairly quickly. Corrective Action Identified: Examine appliances thoroughly when unpacking for damage and sharp edges.
2024/10/28	PROV VPR	incident only	no injury	unknown	fall on same level	A worker parked their car in a campus parking lot and was walking to their building. While doing this, they walked off of the asphalt and across a rocky drainage area when they fell. The worker then stood back up, went to their office, and carried on with their work day.

2024/10/30	FINOP	incident only	injury	first aid	reaction to vaccination	A worker attended a respiratory vaccination clinic on campus and received a vaccine injection. The worker then briefly lost consciousness and hit their head while falling to the floor. Upon regaining consciousness, the worker was moved into a private area and placed in the recovery position so they could take the time they needed without feeling rushed.
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