



UBC Okanagan AVP Students JOHSC

Meeting information:	Date & Time:	August 15, 2024 1:00p		
	Location:	UNC 325A and virtual meeting via zoom		
	Call to Order:	1:01pm		
	Adjournment:	1:37pm		
Previous meeting date:	July 18, 2024 1:00pm	Next meeting date & time:	September 19, 2024, 1:00pm	

Committee members, advisors, guests, etc. (indicate co-chairs):	Name:	Role:	Present (Y/N):
		Jeff Stonehouse	worker rep – BCGEU / co-chair
	Robyn Bunn	employer rep - M&P /	Y
	Jackie Toews	worker rep - BCGEU	Y
	Amy Lauterbacher	employer rep - M & P /co-chair	Y
	Carla Lanigan	worker rep - BCGEU	Y
	Leonardo Santos filling in for Christine Squire	employer rep – M&P	Y
	Jason McLeod	ex officio - Health, Safety & Environment	Y
	Sherry Petkau	admin resource	N
	Cathy Chirkoff	admin resource	Y
Is quorum achieved? (minimum of 4 voting members: # worker reps ≥ # employer reps) Y / N			Y

Motion to adopt previous meeting’s minutes:	Jeff Stonehouse	Seconded:	Amy Lauterbacher
Motion to adopt current meeting’s agenda:	Jeff Stonehouse	Seconded:	Jackie Toews
*Post adopted minutes to JOHSC Website at conclusion of this meeting			

	Informal inspections conducted	Formal inspections conducted	Recommendations made to employer
This period	0	2	0
Year-to-date	0	5	0

Report Categories	Details
Incidents (reporting on previous month)	<ul style="list-style-type: none"> July 8th incident only, injury, first aid declined. Musculoskeletal injury. Heavy box, propped box on one hand while opening door. Muscle strain in neck. Bike in the way making movement awkward. Corrective action, use cart or get help. July 8th incident only, no injury. Equipment failure 3:30pm HVAC failed which shut down fume hoods, smell became apparent and labs evacuated. In one lab, fume hood alarms did not activate. Repaired and restarted within an hour. Potential cause: door left open in hallway to outside which put stress on HVAC. July 12th incident only, fall from elevation. Descending stairs, missed stair and fell.



	<ul style="list-style-type: none"> July 13th incident only, 'struck against' injury. Closing specialized washing machine door to run through wash cycle, bottom edge of door struck left big toe, bleeding, swelling and toenail damage. First aid treatment. Department created new procedure. July 26th incident only, first aid treatment. Fall on same level, worker tripped over leg on whiteboard. Fell, swelling and abrasions. No cold pack or ice in department first aid kit. Corrective actions: 1. supervisor suggested removing whiteboard from room; 2. any workplace first aid should go through campus security because they are properly certified, they have all necessary supplies and they will complete WorkSafeBC First Aid Record (required for all workplace first aids). July 29th incident only, lacerations on finger. First aid treatment. Building shelving units and were distracted, shelf began to fall over, sharp edge of shelf cut their hand when they grabbed it to stabilize. July 31st, time loss, worker drilling in metal when vice broke, this caused the metal to spin with the drill slicing worker's finger. Vice disposed of due to being faulty.
Inspections	<ul style="list-style-type: none"> Commons scheduled for August 20th
Other OHS reports	<ul style="list-style-type: none"> Nothing to report
HSE Program Update	<ul style="list-style-type: none"> HSE reviewing and updating Procedure documents (mostly addressing Facilities Mgmt and related work)
Training and Education	<ul style="list-style-type: none"> HSE working on online courses (primarily for Facilities Mgmt at this point)
Annual Reviews	<ul style="list-style-type: none"> UBCO annual 'First Aid Assessment' review <ul style="list-style-type: none"> New requirements coming into place November 1st WorkSafeBC created a process to guide determination of requirements Looks at number of workers, types of activities being performed and site hazard assessment rating Classification unit is for Advanced Education: low hazard worksite HSE to review Group 2 hazardous areas to determine where we fit Outcome will determine if campus is considered to be 'less accessible' (which means a workplace that includes a work area that cannot be safely accessed by ambulance personnel) Requirement for this process to be reviewed with the JOHS committees HSE to review upcoming requirement for annual first aid drills
Other UBCO JOHSCs	<ul style="list-style-type: none"> <u>FINOPS</u>: 'recommendation to employer' letter concerning pedestrians crossing University Way at unmarked H Lot/ bus feeder loop intersection <ul style="list-style-type: none"> Recommendation: Add crosswalk on University Way at the H lot feeder/Bus loop junction. Response: <ol style="list-style-type: none"> Campus Planning currently undertaking studies to update Campus Plan incl. traffic & pedestrian movement studies Consultant will be engaged to review options for this specific location Employer will provide update on all of this no later than December 2024 <u>PROV VPR</u>: 'recommendation to employer' letter concerning removal of lab phones and installation of single button call boxes in IP1 labs; no notice was given and the call boxes have had many issues <ul style="list-style-type: none"> Recommendations: <ol style="list-style-type: none"> Reinstall IP1 lab phones IT Services develop process to communicate with stakeholders proactively when considering infrastructure changes IT Services notify all other departments where lab phones were replaced with call boxes. Response: <ol style="list-style-type: none"> IT will install safety phone in hallway outside of IP1 labs and will retain call boxes within labs, but will ensure they are all functional



	<p>2. For future installations of new technology or changes to existing technology that could impact the safety &/or emergency response of occupants, IT will work with HSE & JOHSC to ensure that changes are communicated and any concerns addressed prior to implementation</p> <p>3. The following will be implemented:</p> <ol style="list-style-type: none"> a. IT will install signage at the call box locations and safety phone locations b. IT will provide supervisors in these locations with an overview of communications technology in lab spaces (basic expectations & additional options) c. HSE will update the Chemical Safety & Bio Safety courses with a slide on communications (communications devices that are found in lab spaces, expectations for communicating with supervisor and communicating in an emergency) d. HSE will update the Lab Safety Manual template with information on communications (communications devices that are found in lab spaces, expectations for communicating with supervisor and communicating in an emergency)
Other	<ul style="list-style-type: none"> • Nothing to report

Standing Items	January Meeting Each Year:
Review TOR	
Committee Evaluation	

Old Business	Item #		Who	Target date
		Status:		
		Status:		
		Status:		

New Business	Item #		Who	Target date
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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)