



UBC Okanagan
AVPFO JOHSC
MINUTES

Meeting information:	Date & Time:	2024/12/10	
	Location:	UNI001A / Virtual	
	Call to Order:	10:00am	
	Adjournment:	10:45am	
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	Y
	Chris White, Co-Chair	BCGEU – Facilities Management	Y
	Julie Forgie	BCGEU – Bookstore	Y
	Jason Phillippo	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
	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 November meeting’s minutes:	T. Campbell	Seconded:	R. Bizzotto
Motion to adopt October meeting’s minutes	T. Campbell	Seconded	D. Korven
Motion to adopt current meeting’s agenda:	R. Bizzotto	Seconded:	T. Campbell



Standing Items	Details		
Incidents (reporting on previous month)	See Addendum 1 HSE Incident Report Summary for October. <ul style="list-style-type: none"> ○ 15 incidents for November ○ November is typically a high month for incidents – potential item for discussion in future meetings ○ Food services incidents discussion: <ul style="list-style-type: none"> ▪ Possibility of identifying kitchen areas that have repeat incident and taking steps to encourage people to slow down ▪ Ongoing conversation with Food Services re: safety efficiencies in day-to-day operations ▪ Food Services to start rotating roles in health and safety so more people keep these items top of mind ▪ Consider local safety committee for Pritchard kitchen ○ IP1 odour issues: <ul style="list-style-type: none"> ▪ Some individuals have known allergies ▪ Possible scents in workplace issues ▪ Some activities being performed that should be done with lab air 		
Inspections	<ul style="list-style-type: none"> • Inspection sheet sign up below. <ul style="list-style-type: none"> ○ N. Hobbs, C. White to inspect OM2 in January ○ Quonset inspection results – declutter of top shelf items still ongoing, all other action items complete 		
Other OHS reports	<ul style="list-style-type: none"> • Annual summary to come in January • Executive Health, Safety and Security report in February 		
HSE Program Update	<ul style="list-style-type: none"> • Training being developed for Confined Space, Working at Heights (including ladder safety) • Chemical Inventory Process – RFI submitted, looking for software to support system • Compressed gas – several areas on campus still over-occupied <ul style="list-style-type: none"> ○ Getting rid of abandoned cannisters ○ Considering tying access to storage areas to course completion ○ Funding request to be submitted for additional storage cages – current locations are not serving the purpose 		
Training and Education	<ul style="list-style-type: none"> • Working at Heights, Confined Spaces training 		
Updates	<ul style="list-style-type: none"> • Building out battery lab in IP1 – variance is required with Worksafe BC due to requirements for eyewash/shower stations • A. Hingston to share request for variance with committee for review and education on variance process 		
Old Business	Details	Who	Status / Target date
H lot path	<ul style="list-style-type: none"> • Temporary signage has been installed • Signage has mixed effects • Some people have shared that the signage has changed their behaviour – 	T. Campbell, A. Hingston	Complete



	<p>but also that it adds a significant amount of time to the walk</p> <ul style="list-style-type: none"> • Others have shared that they will continue to cross inappropriately and expressed discontent with additional commuting time that crossing in other areas would require • Jaywalking continues to be observed at this location 		
Cyclists on Alumni	<ul style="list-style-type: none"> • Proposal to extend speed humps to gutter-to-gutter speed bump • A. Hingston working with Facilities Management on costing • If approved, work is not expected to proceed before March 2025 	A. Hingston	Info only
TMPs	<ul style="list-style-type: none"> • Crane lift complete • No new TMPs – active TMPs will continue to affect Alumni – reduction to single lane alternating traffic with 5 days notice • Requirement not to delay buses for more than 1 minutes at a time – mostly going smoothly • Contingency plan in place for any instances where traffic needs to be fully shut down 	R. Bizzotto, A. Hingston	Info only
New Business	Details	Who	Status / Target date
Invitation to holiday party	Tues December 17 in EME foyer – quick presentation and chance to socialize – thank you for your work so far. Please RSVP to Cathy Chirkoff.	A. Hingston	Dec 17, 2024
Wildfire Resiliency Plan	Re-development of UBC wildfire resiliency plan – updating existing plans with lessons learned from 2023 wildfire incident, fire smart progress, etc.	A. Hingston	Summer 2025

Meeting Adjourned: 10:45am

Moved/Seconded: J. Forgie, D. Korven



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 - Worker Incident Report Summary: November 1-30, 2024
University of British Columbia - Okanagan Campus JOHSCs
December 6, 2024

	Total Incidents	Near Miss / No Injury	First Aid	Medical Treatment	Lost-time injuries
NOV. 2024	15	1	7	1	6
NOV. 2023	15	4	6	0	5
2024 YTD	94	17	40	19	18
2023 YTD	109	31	34	19	25

Worker / Practicum Student Incidents

Date	JOHSC	Severity	Claim Type	Treatment Level	Injury Type	Description
2024/11/01	PROV VPR	incident only	injury	first aid declined	puncture wound	A paid student was transferring waste glass Pasteur pipettes from a biosafety cabinet into a waste container, and as they were closing the bag, they were pricked with the used end of the pipette tip. The tip punctured the glove and broke the skin. There was a very small pin prick on the worker's thumb, they immediately washed with ethanol and contacted the research associate in their lab along with their supervisor. Corrective Action Identified: Buddy System - pair paid student with more experienced lab member for guidance on waste disposal until they feel comfortable handling it on their own.
2024/11/04	FINOP	time loss	gradual onset injury	unknown	musculoskeletal injury	A worker spent the morning working in one area and then moved to a different work area for the rest of the day. At the second location, the worker's supervisor asked them to change some beverage dispensers and the worker responded that their back was already sore. The supervisor asked if they could help, the worker said no and proceeded to change the beverage dispensers on their own. Later in the day, the worker told their supervisor they had tweaked their back lifting something, but it was unclear if it happened while working or at home.
2024/11/05	FINOP	incident only	gradual onset injury	unknown	musculoskeletal injury	After a period of time spent scooping ice cream, a worker's right arm and shoulder began to hurt. Corrective Action Identified: The time spent scooping ice cream has been reduced to 45 minutes per staff member and the timeframe that ice cream is available at this cafeteria has been changed such that it is now removed 1 hour earlier in the evening than it was previously.

Worker / Practicum Student

Date	JOHSC	Severity	Claim Type	Treatment Level	Injury Type	Description
2024/11/07	PROV VPR	time loss	occupational disease	medical	bodily reaction	A paid student had strong allergic reaction in their work areas, including in their office area (no change in life style, food or environment.) They took anti-allergy medication and the symptoms went away in a few hours. They took 4 days off from coming in to their work area, the irritations went away and medication could be stopped.
2024/11/07	PROV VPR	time loss	injury	medical	bodily reaction	A postdoctoral fellow experienced serious allergic reactions in their work area, including red rash over the body. They took allergy medication but did not fully recover for a few days.
2024/11/07	FINOP	incident only	injury	first aid	musculoskeletal injury	A worker attempted to solo lift a container of wet compost from the floor onto a cart. The cart moved when they tried to set the container down causing them to strain their back. Corrective Action Identified: supervisor instructed the worker to ask for help when lifting heavy items and to ensure the cart is secure before setting product down.
2024/11/07	AVP Students	incident only	no injury	unknown	MVI	A worker was driving on the highway to perform work in a different town. The worker was driving behind another vehicle when the lead vehicle slowed down quickly with no signals. The UBC worker was going to pass on the other driver's left, but the other driver then turned suddenly. When the UBC worker tried to avoid the front vehicle, they went too far left and went off the road, hitting a boulder. The UBC worker's airbag did inflate and they experienced symptoms of whiplash. After the incident, the other driver checked on the UBC worker and apologized, checked their signal lights, and then drove off. UBC worker wasn't able to get the other driver's information. 10 minutes after, an RCMP officer came by and checked out the situation, then gave the UBC worker a ride to their intended destination. The UBC worker felt stiff on the drive.
2024/11/08	FINOP	incident only	injury	first aid	exposure to heat	A worker reported that they sustained steam burns while removing a pan from a steam well. Corrective Action Identified: Worker was directed to wear oven gloves when removing hot pans from steam wells.
2024/11/08	PROV VPR	time loss	no injury	unknown	bodily reaction	A postdoctoral fellow smelled a strong, foul odour in a hallway outside of labs (where lab coats are stored when not being worn) as well as in their shared office space on a different floor of the same building. They experienced a strong allergic reaction and a headache. They indicated that a source of the odour could possibly be personal fragrances or other sources, and that sometimes, especially during experiments by other groups, there's a strong odour that makes the air quality feel very poor.

Date	JOHSC	Severity	Claim Type	Treatment Level	Injury Type	Description
2024/11/18	FINOP	medical treatment	injury	medical	fall on same level	A worker caught toe of shoe on floor, tripped and fell into hinge on entrance to center island station. They cut their forehead on impact and Campus Security provided first aid treatment.
2024/11/18	FINOP	incident only	no injury	N/A	combustion	This incident did not initially involve a worker but the resulting situation was responded to by a worker. A student microwaved their lunch wrapped in aluminum foil in the microwave inside the Comma Cafe, and the foil/food caught on fire. The student then threw their flaming lunch into the garbage can right beside the microwave station. Garbage can lit on fire. Fire was put out without the use of fire extinguisher.
2024/11/19	FINOP	incident only	injury	first aid	laceration	A worker reported that they were cutting fresh herbs when they cut their thumb. Corrective Action Identified: Reminder to all cooks to tuck in their fingers while chopping, and to cut a smaller amount of product at a time so that it can be secured more easily.
2024/11/24	FINOP	time loss	injury	none	struck against	A worker reported that their knee was already bothering them but then they hit it on a metal drawer resulting in an increased level of pain. Corrective Action Identified: Ensure all drawers are closed properly after use.
2024/11/25	FINOP	incident only	no injury	unknown	musculoskeletal injury	A worker reported that they bent over to pick up an empty dish tray when they felt a shooting pain while hunched over. They then stood up walk over to the area at the dish machine that blows hot air to "heat the pain". They reported they have a bad back, no task related cause.
2024/11/29	FINOP	time loss	injury	none	struck by	A worker was walking in the main kitchen towards the dish area when they were struck by a walk-in fridge door latch housing in their left kidney area. Corrective Action Identified: Staff exiting fridges are to continue to knock before opening the fridge doors to ensure that the door doesn't strike anyone. Staff walking near these doors are to walk as far as possible away from the door to allow reaction time to a door that is opening.

- Non-worker Incidents (for information only)**

Date	JOHSC	Severity	Claim Type	Treatment Level	Injury Type	Description
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2024/11/07	N/A	incident only	no injury	first aid	laceration	Student was using glass pipette when it snapped, cutting hand, leaving glass shards. Cleaned up shards washed out wound with water, put pressure to stop bleeding. Applied bandage.
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