



UBC Okanagan
AVPFO JOHSC
MINUTES

Meeting information:	Date & Time:	2025/01/14	
	Location:	UNI001A / Virtual	
	Call to Order:	10:00am	
	Adjournment:	10:41am	
Previous meeting date:	2024/12/10	Next meeting date & time:	2025/02/11

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	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>)	N
	Daniel Rosa	Health, Safety & Environment (<i>Committee Resource</i>)	Y
	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 December and annual summary report		
Inspections	<ul style="list-style-type: none"> • Inspection sheet sign up below. • T. Campbell and C. White to inspect OM1/OM2 by the end of Feb. 		
Other OHS reports	<ul style="list-style-type: none"> • Executive Health, Safety and Security report coming in Feb. 		
HSE Program Update	<ul style="list-style-type: none"> • A. Hingston meeting with Interior Health for naloxone program • Only workers who have completed gas safety training can work with compressed gas from now on • Feedback to consider 2 courses for different levels of access • Working at heights/confined space continues to be a priority • Food services working with HSE to implement local safety committee 		
Training and Education	<ul style="list-style-type: none"> • AED course will be completed and released in Jan. • Working at Heights coming in Feb. • Confined Space training coming in Mar. 		
Updates	<ul style="list-style-type: none"> • Emergency management program training for EOC on Feb. 7th, exercise on Feb. 13/14th • Business continuity plan is 80% complete • HRVA in final stage of completion 		
Old Business	Details	Who	Status / Target date
Cyclists on Alumni	<ul style="list-style-type: none"> • Proposal to extend speed humps to gutter-to-gutter speed bump • Decision to have Sawchuk Developments coordinate addition of speed bump • Completion date TBD- likely in the spring 	A. Hingston	Info only
TMPs	<ul style="list-style-type: none"> • No new TMPs – active TMPs will continue to affect Alumni – reduction to single lane alternating traffic with 5 days notice • 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
Wildfire Resiliency Plan	<p>Re-development of UBC wildfire resiliency plan – updating existing plans with lessons learned from 2023 wildfire incident, fire smart progress, etc.</p> <p>-kick-off meeting end of Jan/beginning of Feb</p>	R. Bizzotto, A. Hingston	Summer 2025



Meeting Adjourned: 10:41am



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	T. Campbell/C. White	February		
OM2	T. Campbell/C. White	February		
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: December 1-31, 2024
University of British Columbia - Okanagan Campus JOHSCs
January 3, 2025

	Total Incidents	Near Miss / No Injury	First Aid	Medical Treatment	Lost-time injuries
DEC. 2024	6	1	4	1	0
DEC. 2023	14	2	7	5	0
2024 YTD	100	18	44	20	18
2023 YTD	123	33	41	24	25

Worker / Practicum Student Incidents

Date	JOHSC	Severity	Claim Type	Treatment Level	Accident Type	Description
2024/12/04	FINOP	unknown	unknown	first aid	contact with heat	A worker was removing a tray from an oven when their left arm made contact with the tray. Campus Security provided first aid treatment; burn gel was applied and wrapped loosely. Worker returned to work.
2024/12/04	FINOP	medical treatment	injury	medical	laceration	A worker was cleaning the toaster and sandwich area in their workspace when they inadvertently dragged their finger along a sharp edge on one of the pieces of equipment. This resulted in a laceration on their finger.
2024/12/14	FINOP	incident only	injury	declined	musculoskeletal injury	A worker was lifting large, heavy bags of ice melter product (approximately 50 pounds each) from a skid into a trailer when they pulled a muscle in their lower back.
2024/12/17	FINOP	incident only	injury	declined	fall on same level	A worker was walking from their vehicle in a university parking lot to their workplace. They were using caution due to slippery conditions but they did eventually slip and fall. It was early in the morning and snow removal had not yet occurred in that specific area of campus.
2024/12/17	FINOP	incident only	injury	declined	fall on same level	A worker was transferring recycling to a recycling bin while standing on a metal grate. The metal was wet and thus slippery, which resulted in both of the worker's feet slipping. The worker then fell back onto their buttocks.

2024/12/18	PROV VPR	incident only	no injury	N/A - no injury	N/A - chemical release	Two workers were performing annual inspections of student (aka "teaching") labs. As they looked through chemical cabinets in the area, they noticed that one cabinet had a liquid that had filled the bottom of the cabinet. As they proceeded to clean the liquid ("methyl ethyl ketone peroxide", which is a catalyst for polyester resin), the workers noticed that one of the MEKP containers was cracked and completely empty. This is a flammable liquid that was found in a cabinet which is labelled to contain oxidizers.
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