



UBC Okanagan  
AVPFO JOHSC  
MINUTES

Meeting information:	Date & Time:	2025/09/09	
	Location:	UNI 001A / Virtual	
	Call to Order:	10:05	
	Adjournment:	10:51	
Previous meeting date:		2025/08/12	Next meeting date: 2025/10/14

Committee members, advisors, guests, etc. (indicate Co-chairs):	<b>Name:</b>	<b>Role:</b>	<b>Present (Y/N):</b>
	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 previous meeting's minutes:	R. Bizzotto	Seconded	C. White
Motion to adopt current meeting's agenda:	R. Bizzotto	Seconded:	C. White



Standing Items	Details
<b>Incidents (reporting on previous month)</b>	<ul style="list-style-type: none"><li>• 5 incidents in July (compared to 6 last year; overall yearly incidents also lower compared to last year. Time loss incidents up in comparison but this may be partially due to incorrect filing in CAIRS.)</li><li>• 4 incidents in AVPFO portfolio, one in AVP research portfolio, none in AVPS.</li><li>• AVP Research: faculty member experienced back injury after multiple re-positionings of large patient.</li><li>• AVPFO:<ul style="list-style-type: none"><li>○ Food Services – 2 incidents: small nick on pan rack – irritated skin. May have been reported twice—A. Hingston to confirm.</li><li>○ Daycare: Incident only – back pain while preventing child from falling during biking activities. HSE to do ergonomics general health and safety with team.</li><li>○ Housing Facilities – Fell going down east exterior stairs. Time loss for ankle sprain. More information needed on incident and corrective actions. A. Hingston to follow up.</li></ul></li><li>• Discussion of obligations under new Bill 41. Employee is obligated to work with employer on return to work, not a simple “off work” solution if other duties can be performed. Currently puts more onus on supervisors and HSE to understand obligations—WRAP currently does not work with individuals before 5 days of time loss due to the way WRAP intake works.</li></ul>
<b>Inspections</b>	<ul style="list-style-type: none"><li>• See list below for assigned 2025 inspections</li><li>• ADM inspection completed by J. Forgie and T. Campbell on August 14. See inspection document in meeting invite.</li><li>• R. Bizzotto to follow up on cleaning PTac unit in Security dispatch and ensure it is on PM schedule.</li></ul>
<b>Other OHS reports</b>	<ul style="list-style-type: none"><li>• Contact from Worksafe BC following anonymous complaint (presumed employee) re: cans at Sunshine loading bay. More investigation needed to determine whether complaint stems from safety concern or environmental protection concern.</li></ul>
<b>HSE Program Update</b>	<ul style="list-style-type: none"><li>• Student safety course for EME forthcoming, likely this week</li><li>• Work continues on Working With Heights protocol, especially refining pre-job hazard assessment</li><li>• Chemical inventory project moving forward slowly/ Eventual goal to develop permitting process for chemicals of concern as well as electronic inventory process, to better understand what is on campus at any given time.</li><li>• RFP for UBC Alert product has closed and is moving forward. No changes expected from end user perspective.</li></ul>
<b>Training and Education</b>	<ul style="list-style-type: none"><li>• Orientation video process continues. Delays expected in September due to start of academic year.</li><li>• Safety training provided to Food Services staff during in-person orientation.</li></ul>
<b>JOHSC Annual Evaluation</b>	<ul style="list-style-type: none"><li>• Next annual evaluation expected January 2026.</li></ul>



Old Business	Details	Who	Status / Target date
<b>Cyclists on Alumni</b>	<ul style="list-style-type: none"><li>Campus expects to approach from educational perspective and potentially from enforcement perspective. Main entrances to campus and parking lots have license plate recognition with capability for speed detection. Focus on speed detection will be on John Hindle entrance to west campus, Alumni Avenue, and University Way.</li></ul>	A. Hingston	Info only
<b>TMPs</b>	<ul style="list-style-type: none"><li>Most TMPs received relate to XSS ramp with low/no impact to campus.</li><li>TMP expected for Sept 19 Carnival event (SUO) on Commons field to meet with new recommendations from province on event management, including limiting pedestrian/vehicle interactions. TMP will be for a 4-hour closure of International Mews. Stakeholders are in support.</li></ul>	A. Hingston	Info only

New Business	Details	Who	Status / Target date
<b>Food Services Worker member</b>	<ul style="list-style-type: none"><li>Request to add a different Food Services Worker to the committee (A. Hingston to make BCGEU request, D. Korven advise as needed)</li></ul>	C. White	Info only

**Meeting Adjourned: 10:51am**



## 2025 Annual Inspections (2 members per inspection)

Building	Inspection Team	2024 Inspection Date	Planned Inspection Date	Actual Inspection Date	Notable Findings
<b>ADM</b>	J. Forgie / <b>T. Campbell</b>	N/A	Mar. 2025	Aug 14, 2025	<ul style="list-style-type: none"> <li>• Bookstore storeroom hazards (unsecured ladder, blocked egress, overstacking near sprinklers).</li> <li>• Improper disposal of sternos at Sunshine Café (requires re-training and process enforcement).</li> <li>• Overstocking in Café storeroom pushing into ceiling tiles.</li> </ul>
<b>IA1</b>	D. Korven / R. Bizzotto	Sept. 27 <sup>th</sup> , 2024			
<b>OM1/ OM2</b>	T. Campbell / J. Forgie	Jan. 29 <sup>th</sup> , 2025			
<b>NHC (level 2)</b>	T. Campbell / <b>C. White</b>	Sept. 25 <sup>th</sup> , 2024			
<b>QOT</b>	C. White / R. Bizzotto	Sept. 24 <sup>th</sup> , 2024			
<b>RHS</b>	N. Hobbs / C. White	April 30 <sup>th</sup> , 2024	N/A	July 18 <sup>th</sup> , 2025	<p>Building mostly empty during inspection. Accessible washroom partially blocked. Inactivated mouse-trap in in/out box in printer room. Clutter and box near water cooler could cause cold/hot water spills. Some disorganized, misc. items and furniture. Pipe hole in ground near bike lockers. BBQ and accessories unkempt on second floor. Stairwells very warm, one had dust, dirt, and debris. No</p>



					signage to guide evacuation. Plastic bag of batteries under sink.
<b>UNI</b>	T. Campbell / D. Korven	Sept. 20 <sup>th</sup> , 2024			

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)



Joint Occupational Health & Safety Committee  
Meeting Minutes

Addendum 1  
Worker Incidents

Worker Incidents	Total Incidents	Near Miss / No Injury	First Aid	Medical Treatment	Time Loss
AUGUST 2025	5	0	3	1	1
AUGUST 2024	6	0	3	3	0
2025 YTD	58	15	22	7	14
2024 YTD	50	14	19	9	8