



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: SHHS - JOHSC

Worker Co-Chair: John Smith
Employer Co-Chair: Sally Johnson

Date: September 20, 2017

Time: 10:30am
Location: Ponderosa Ballroom

AGENDA:

<ol style="list-style-type: none"> 1. Roll Call 2. Determination of Quorum 3. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes 4. Additional Agenda Items, Review Actionable Items from Local Safety Team (LST) Minutes & Approval of Agenda 5. Review Central Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents <ul style="list-style-type: none"> • Monthly Incident List & Statistical Summary Report 	<ol style="list-style-type: none"> 6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers) 7. Review Education and Training 8. Ongoing Business – Status of Action Items 9. JOHSC Recommendation Letters (Correspondence) 10. New and Other Business 11. Next Meeting 12. Meeting Adjournment
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1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Dave Baker	CUPE 116	Residences Totem & Orchard	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joanna Johnston	CUPE 116	Building Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thomas Thompson	CUPE 2950	Admin - West Coast Suites	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Susan Saunders	CUPE 116	Food Services - Point Grill	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eric Erikson	BCGEU	Child Care - Raven	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Donald Donaldson	CUPE 2950	Admin - Residence Life	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joe Schmo	CUPE 116	Trades	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Employer Representatives	Work Location	Present	Regrets	Absent
Trevor Tevoli	Facilities & Building Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Janet Josephson	Childcare Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tammy Tomlinson	Residence Life & Admin	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Maddie Middleton	Conference & Accommodations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Robert Robertson – alternate for Tammy T.	Residence Life & Admin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Guests	Work Location	Present	Regrets	Absent
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. DETERMINATION OF QUORUM

- a. A minimum of 4 members;
- b. Worker representatives (faculty and staff workers who do not exercise managerial functions) and employer representatives (management workers who exercise managerial functions);
- c. At least half of the members must be worker representatives;

Is there quorum for this meeting <i>* If quorum is not met, the meeting does not qualify as a monthly meeting. The monthly meeting will need to be rescheduled within the same month.</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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3. APPROVAL OF PREVIOUS JOHSC MEETING MINUTES

(Statement to indicate minutes of previous meeting have been read & acknowledged and to record any corrections to it)

- Move to adopt minutes. Moved by: Trevor T. Seconded by: Joanna J.
- No amendments to minutes
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Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

- No additional agenda items
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4 A. REVIEW ACTIONABLE ITEMS FROM LST MINUTES (if applicable)

Place actionable items under Accident/Incident Investigation, Safety Inspections, Correspondence, New Business etc. as applicable and assign proper item # for further discussion/action.

No actionable items noted

Is the agenda approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

- See attached incident report:
- Monthly Incident List & Statistical Summary Report *(make note of trends etc. For any general CAIRS information that requires discussion or action, please record under "New Business". Any incident specific items and follow up requests are to be listed below)*

(* See Legend at end for Priority and Status Codes)

Item # (Use CAIRS Incident ID #)	Priority	Date	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
119975	C	17/09/15	Faulty shelving caused injury to worker when unbalanced items fell off. Shelving being taken down.	James Gee	17/10/18	IP
119982	C	17/09/03	Worker injury due to poor ergonomics. Ergo assessment completed, purchase of standing desk recommended	Jane Doe	17/10/18	IP



6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)

Attach inspection checklist(s) and report(s) to these meeting minutes and use this table to record discussion and new recommendation(s)

Item # (Use Inspection #)	Priority	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status
GI-Totem-17/09/13	C	Window in front reception area has a loose mechanism. Facilities requested to tighten arm.	James Do	17/09/30	IP
GI-Raven-17/09/10	B	One of the street numbers missing from building – improper visible building identification for emergency responders and others. Reported to Building OPS for replacement	Bob Builder	17/10/18	IP

* GI- General Inspection

7. REVIEW EDUCATION AND TRAINING

(General discussion, confirm all training is up-to-date, etc. For all actionable items please list below)

Item # (ED-yy/mm/dd-01)	Priority	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status
ED-17/09/20-01	E	New committee member Susan Saunders scheduled to take JOHSC Fundamentals course next month to meet OHSR 3.27(3)(4) legal requirements	Susan Smith	17/10/18	N

* ED – Education and Training



8. ONGOING BUSINESS – Status of Action Items					
Original Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
ED-17/08/16-01	E	<ul style="list-style-type: none"> Dave completed JOHSC Fundamentals Training September 8, 2017 Dave Baker was unable to attend initial JOHSC Fundamentals training. Scheduled to take September 8 with another committee. 	Dave Rew	17/09/19	C
GI-Point Grill- 17/08/17	D	<ul style="list-style-type: none"> Part is on back-order Facilities inspected and ordered part to repair. System temporarily out of order. Water connection turned off. Water filtration system leaking from wall junction. Reported to Facilities 	Joe Penny	17/10/18	IP
NB-17/08/16-05	E	<ul style="list-style-type: none"> New local safety bulletin board ordered for Orchard Commons staff lunchroom. Facilities to hang once received. Dave to post committee information. 	Dave Bee	17/10/18	IP
NB-17/08/16-06	A	<ul style="list-style-type: none"> Employer submitted proof of completion of new worker orientation and safety training Employer response received 17/08/29, confirming new worker orientation and safety training will be implemented and all workers will complete it. Committee issued formal recommendation for proper new worker orientation and safety training. Links to RMS website for training courses provided. Also provided links to HR new employee information. Committee advised that Totem workers are not receiving proper new worker safety training 	Debbie Daisy	17/09/20	C

* ED – Education and Training * GI- General Inspection *NB – New Business



9. JOHSC RECOMMENDATION LETTERS (CORRESPONDENCE)						
Item # (use Recommendation #)	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status
SHHS-REC-2017-01	A	NB-17/08/16-06: <ul style="list-style-type: none"> Employer response received 17/08/29, confirming new worker orientation and safety training will be implemented and all workers will complete it. Formal recommendation made to Managing Director – recommending the Totem Supervisor to implement proper new employee orientation and safety training 	Debbie Daisy	17/08/18	17/09/06	C

* REC – Recommendation Letter

10. NEW & OTHER BUSINESS						
<ul style="list-style-type: none"> Inspections going well in Childcare – new template and training helps Front Desk Services now have WSBC shortcut on desktops for easy reference 						
Item # (NB-yy/mm/dd-01)	Priority	Discussion and/or Action Items	Assigned To	Date to be Completed	Status	
NB-17/09/20-01	E	Workers in Childcare have requested that meeting minutes be forwarded to the Union – Nancy Lee (JOHSC Administrator / minute-taker) will add to her distribution list	Nancy Lee	17/09/20		C
NB-17/09/20-02	E	Totem to switch over to new General Inspection template	Patty Cake	17/09/30		N

*NB – New Business

11. NEXT MEETING	
Date:	October 18, 2017
Time:	10:30am
Location:	Ponderosa Ballroom



12. MEETING ADJOURNED	
Time:	11:28am

LEGEND

PRIORITY:		STATUS:	
A	Critical/Life threatening/high probability	N	New
B	Urgent/moderate probability of re-occurrence	R	Repeat
C	Important/low probability of re-occurrence	C	Complete
D	Reminders	IP	In Progress
E	Information	RF	Referred forward

Monthly Distribution and Posting of Approved Meeting Minutes (Required):

- Responsible VP
- Responsible Managing Director/Dean
- All JOHSC members
- Internal Communications Person
- Risk Management Services ubcsafety.committee@ubc.ca
- Posted on any Safety Bulletin Boards (if applicable)