UBC Building Operations Custodial Joint Occupational Health & Safety Committee
Meeting Minutes

Custodial Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: UBC Building Operations Custodial Joint Occupational Health & Safety Committee
Worker Co-Chair: Patricia Saville (Chair)
Employer Co-Chair: Conor Cregg-Guinan
Time: 2:00 pm
Location: Custodial Boardroom (CCP2-010)
Date: Sep. 12th, 2018

AGENDA:
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/no/dents
   - Monthly Incident List & Statistical Summary Report
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 Formal Recommendation Letters & Regulatory Inspections
10. New and Other Business
11. Next Meeting
12. Meeting Adjournment

Minutes Approved by:

Employer Representative, Co-Chair: Conor Cregg-Guinan
Print Name: Conor Cregg-Guinan
Sign:
Date: 09/18/2018

Worker Representative, Co-Chair: Patricia Saville
Print Name: Patricia Saville
Sign:
Date: September 19/18

Minutes Recorded by: Shirley Tseng
Distributed: SEP 19 2018

1. ROLL CALL

<table>
<thead>
<tr>
<th>Worker Representatives</th>
<th>Association/Union</th>
<th>Work Location</th>
<th>Present</th>
<th>Regrets</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edward Ganal</td>
<td>CUPE 116</td>
<td>Scheduler/Trainer</td>
<td></td>
<td></td>
<td>☑</td>
</tr>
<tr>
<td>Rubilyn Ravanera</td>
<td>CUPE 116</td>
<td>Custodial Service Worker</td>
<td>☑</td>
<td></td>
<td>☑</td>
</tr>
<tr>
<td>Patricia Saville</td>
<td>CUPE 116</td>
<td>Custodial Head</td>
<td>☑</td>
<td></td>
<td>☑</td>
</tr>
</tbody>
</table>
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?  Yes  No

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: Manjit Sound  Seconded by: Conor Cregg-Guinan
   - Amendments to minutes:
   - Minutes were adopted as amended

Are the minutes approved?  Yes  No

4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA
   - (List additional agenda items)

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

<table>
<thead>
<tr>
<th>Is the agenda approved?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

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

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

<table>
<thead>
<tr>
<th>Incident ID: 122247</th>
<th>Priority</th>
<th>Accident Type</th>
<th>Action Plan</th>
<th>Assigned To</th>
<th>Follow up: Date Pending</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>122247</td>
<td>E</td>
<td>Severity: Time Loss Accident Type: Fall on Same Level Injury Type: Pain from Impact Body Part: Ankle AI Factors: - Variations in floor surface - Fatigue - Possible fatigue end of shift</td>
<td>Worker was exiting west side of building at the end of their shift, as they came from the steps onto the road, they missed the bottom step and twisted their right ankle a little bit. Worker was holding hand railing at the time, stairs were clear of debris and dry. Worker was wearing proper footwear from shift. Right side of foot felt a little bit sore but the pain went away and they didn’t think anything of it. Worker finished shift without reporting incident to anyone. Worker went home and felt fine, but when they woke up in the night the ankle was swollen and worker had difficulty walking. Worked phoned in sick the next morning and reported injury to head service worker. <strong>Root Cause:</strong> Worker was not paying proper attention and missed the last step on the stairs. <strong>All Corrective Actions Complete</strong> Corrective Action 1 Corrective Action Identified: Worker to pay attention when they are walking up and down stairs <strong>Estimated Completion Date:</strong> 2018-08-15 <strong>Final Actions Taken:</strong> Head to speak to worker <strong>Date Completed:</strong> 2018-08-15</td>
<td>N/A</td>
<td>N/A</td>
<td>C</td>
</tr>
<tr>
<td>Incident ID: 122287</td>
<td>E</td>
<td>Severity: Medical Treatment</td>
<td>Accident Type: Overexertion</td>
<td>Injury Type: Back Strain</td>
<td>Body Part: Back</td>
<td>All Factors: Lifting, - Awkward load to handle, - Procedures Not Followed, - Flanning inadequate, - Pre-existing condition</td>
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<tr>
<td>Incident Date: 2018-08-08</td>
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<td></td>
<td>Utility worker had just finished changing a fluorescent lightbulb overhead in the hallway outside room A337. The worker picked up 3-4 fluorescent bulbs with the left hand and was hooked their right arm under the center rung of a closed A frame ladder which was leaning vertical against a wall. They mentioned bending to hoist the ladder up gently for transport when they felt a pain in the lower back. The ladder weighed approximately 20lbs. The worker called the Head utility worker right away @ 9:00am to report the pain and was offered lighter duties and told to rest for some time to see if the pain subsided. The worker mentioned this pain had occurred a few times over the years, most recently 2 years ago while lifting a ladder also at Hennings building. The worker was offered light duties such as closing SRs and overseeing paperwork along with lighter service requests not requiring bending or extended reaching. The employee visited the doctor the day afterwards for pain medication. On the Monday the utility worker spoke to a different Head and mentioned the incident and that they were still experiencing some pain. The head called for first aid @ 09:00am and the worker was seen by Campus first aid (Fire department) @ approximately 09:10am in the first aid room @ USB. The worker was deemed as fit to return to the worksite but was required to see his doctor to as a follow up for clearance to perform light duties.</td>
</tr>
<tr>
<td>Submission Date: 2018-08-16</td>
<td></td>
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<tr>
<td>Person Type: Staff BOPS - Building Operations BOPS Crew 11 - Utility Workers</td>
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<tr>
<td>Location: CHA - Chemistry A Block, Chemistry Physics Building Hallway beside Room A337. Worker Representative Listed: Yes</td>
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<tr>
<td>Corrective Action 1</td>
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<td>Corrective Action Identified: Have employee retrained on proper</td>
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<tr>
<td>Corrective Action Identified: Always report injuries to supervisor, even if they may not seem serious</td>
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<tr>
<td>Estimated Completion Date: 2018-08-15</td>
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<tr>
<td>Final Actions Taken: Will crew talk item, make sure all injuries are reported</td>
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<tr>
<td>Date Completed: 2018-08-15</td>
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<tr>
<td>N/A</td>
<td>N/A</td>
<td>C</td>
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<tr>
<td>Incident ID: 122303</td>
<td>Severity: Incident only</td>
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<tr>
<td>Incident Date: 2018-08-20</td>
<td>Accident Type: Contact with Chemicals</td>
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<tr>
<td>Submission Date: 2018-08-21</td>
<td>Injury Type: No Injuries</td>
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</tr>
<tr>
<td>Person Type: Staff BOPS - Building Operations BOPS Crew 28 - Custodial</td>
<td>Body Part: AI Factors: - Standard Operating Procedures not available/inadequate - Knowledge / skill / experience lacking</td>
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<tr>
<td>Location: IRC - Woodward Instructional Resources Centre IRC building ground floor Lobby</td>
<td>Worker Representative</td>
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</table>

Worker was helping with floor work. Worker was vacuuming slash from floor when suddenly wet vacuum house did detach from wand at that moment few droplets of slash hit right eye. Worker immediately washed an eye with water, reported to Head Service worker, than was reported to Supervisor. Worker was brought to UBC First Aid was seen by attendant on duty, right eye was washed again, worker did not have pain or red eye. Incident was reported and worker went back to continue duties. Investigation was conducted and determin that wet vacuum vac house was not inserted all way in house.

Root Cause: due to the back and front motion of vacuuming up striping solution, hose cuff came loose from wand, cuff was not inserted securely in to the wand.

All Corrective Actions Complete

Corrective Action Identified: worker was instructed to make sure that vacuum hose cuff is inserted securely in to wand handle.

Estimated Completion Date: 2018-08-21

Final Actions Taken: worker was reminded to check if hose is inserted securely in wand before starting work.

Date Completed: 2018-08-21
**Incident ID:** 122320 (122324)

**Incident Date:** 2018-08-23

**Submission Date:** 2018-08-24

**Person Type:** Staff BOPS - Building Operations

**Location:** COAL - Coal and Mineral Processing Laboratory

**Delivery Road between:** Horticulture and Keevil building. Incident happened in delivery truck.

**Worker Representative Listed:** Yes

<table>
<thead>
<tr>
<th>E</th>
<th>Severity: Medical Treatment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Accident Type: Struck By</td>
</tr>
<tr>
<td></td>
<td>Injury Type: Pain from Impact</td>
</tr>
<tr>
<td></td>
<td>Body Part: Wrist</td>
</tr>
<tr>
<td></td>
<td>AI Factors: Procedures Not Followed</td>
</tr>
<tr>
<td></td>
<td>- Planning inadequate</td>
</tr>
<tr>
<td></td>
<td>- Pre-existing condition</td>
</tr>
<tr>
<td></td>
<td>- Unknown reason for loss of grip</td>
</tr>
<tr>
<td></td>
<td>- Guarding Inadequate</td>
</tr>
</tbody>
</table>

At approximately 8:40am the storekeeper was bending down to pick up a 2 wheel dolly from the back of moving truck #363 while it was parked on the deliveries road beside Horticulture building. The rear of the truck was free of clutter and there were no obstructions in the way of the task. The dolly was lying flat lengthwise on its front and with the wheels facing up. The lip of the dolly was aligned with the end of the metal landing plate 1 foot from the entrance of the truck. The employee was wearing box handling gloves. The employee crouched down to pick up the dolly with both hands, one hand on each skid rail. When the employee began to lift the item, the employee recounted losing grip for unknown reasons with the left hand. This caused the dolly to swing clockwise and the left skid rail made impact with the lateral side of the right wrist. The employee mentioned not feeling much pain at the time but it gradually became worse throughout the day. The worker called the manager to report the incident at 10:58 and was seen by a first aid attendant in USB at 11:10am. The work had a support bandage put in place by the first aid attendant. Modified duties were offered and the worker was given an abilities management package to take to their physician should the pain continue.

**Root Cause:** Dolly should have been tied via bungee or ratchet strap to the side of the truck as is the standard procedure. Multiple supplies available for this purpose in the truck. Pre-existing condition may have contributed to loss of grip.

**Corrective Actions Complete**

**Corrective Action Identified:** Worker responsible for placing the dolly in the position it was found in to be retrained on proper placement/securing of dollies on the delivery truck.

**Estimated Completion Date:** 2018-08-31

**Final Actions Taken:** Worker was shown correct procedure for securing equipment while in transit.

**Date Completed:** 2018-08-30
6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)

Distribute inspection checklist(s) and report(s) for meeting and use this table to record discussion and new recommendation(s)

- No actionable items noted

<table>
<thead>
<tr>
<th>Item #</th>
<th>Priority</th>
<th>Date</th>
<th>Discussion/Comments/Recommendations</th>
<th>Assigned To</th>
<th>Follow up: Date</th>
<th>Status</th>
</tr>
</thead>
</table>
| Hugh Dempster 102 | C        | Aug 6/18  | Room 102—Sapphire bottle needs new label
Room 102—Chemical dispenser needs new 72C sticker
Basement—Two ladders blocking entry of room
Recommendations / Actions—Give label, sticker, and place SR to have removed | Gill        | Sep 5/18   | C      |
|              | C        |           | Room 102—Chemical dispenser needs new 72C sticker
Recommendations / Actions—Give sticker
Basement—Two ladders blocking entry of room
Recommendations / Actions—Place SR to have removed | Gill        | Sep 5/18   |        |
|              | A        |           |                                                                                                  | Marcelo     | Aug 31/18      |        |

* 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)

<table>
<thead>
<tr>
<th>Item # (ED-yy/mm/dd-01)</th>
<th>Priority</th>
<th>Action Plan (Actions Taken/Need to be taken)</th>
<th>Assigned To</th>
<th>Follow up: Date Pending</th>
<th>Status</th>
</tr>
</thead>
</table>
| ED-18-07-09-01           | E        | SL will pick this up again after he returns from his vacation in Oct.
SL to update.
SL to complete his 8 hours of JOHSC committee training within 6 months
after his first meeting. | SL          | Feb 2019                                                          | IP      |
|                          |          |                                                               | SL          | Feb 2019                                                          | IP      |
|                          |          |                                                               | DT          | Feb 2019                                                          | N       |
| FD-18-07-09-02           | E        | Safety Day will take place on Wednesday Oct 3rd 8:00 am- 3:30 pm in various locations. Space is limited.
Members are encouraged to sign up. Registration info and link will be sent out with July minutes distribution electronically. | ALL         | Oct 2018                                                         | IP      |
|                          |          |                                                               | ALL         | Aug 2018                                                         | N       |
**ED – Education and Training**

8. **ONGOING BUSINESS – Status of Action Items**

<table>
<thead>
<tr>
<th>Item #</th>
<th>Priority</th>
<th>Date</th>
<th>Action Plan (Actions Taken/Need to be taken)</th>
<th>Assigned To</th>
<th>Follow up: Date Pending</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>605</td>
<td>D</td>
<td>12-Sep-18</td>
<td><strong>NFD left SL an incomplete SWP. SL had asked Jagdeep Khella (utility head) to complete. CCG to follow up.</strong></td>
<td>CCG</td>
<td>Oct 2018</td>
<td>IP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15-Aug-18</td>
<td><strong>SL to follow up.</strong></td>
<td>SL</td>
<td>Sep 2018</td>
<td>IP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9-Jul-18</td>
<td><strong>NFD to submit SWP to DT by end of month.</strong></td>
<td>NFD</td>
<td>Aug 2018</td>
<td>IP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11-Jun-18</td>
<td><strong>NFD to add Machine Maintenance Safe Work Procedure in JSR and submit to DT.</strong></td>
<td>NFD</td>
<td>Jul 2018</td>
<td>IP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>14-May-18</td>
<td><strong>Final draft has been prepared for utility workers to approve.</strong></td>
<td>NFD</td>
<td>Jun 2018</td>
<td>IP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>16-Apr-18</td>
<td><strong>NFD to review and JSR to be signed by committee next meeting.</strong></td>
<td>NFD</td>
<td>May 2018</td>
<td>IP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12-Mar-18</td>
<td><strong>PW distributed and only received one edit. PS submitted some minor revisions. Updated JSR to be approved by the committee, reviewed by all the zones for any potential missed then signed for distribution.</strong></td>
<td>PW</td>
<td>Apr 2018</td>
<td>IP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>19-Feb-18</td>
<td><strong>PW received soft copy and has made updates; to be distributed for all to review.</strong></td>
<td>PW</td>
<td>Mar 2018</td>
<td>IP</td>
</tr>
<tr>
<td>631</td>
<td>E</td>
<td>12-Sep-18</td>
<td><strong>Due to the kit needed to be refilled so SL is still sourcing for other</strong></td>
<td>SL</td>
<td>Oct 2018</td>
<td>IP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>08-Jan-18</td>
<td><strong>Ed Ganal to confirm if he has the soft copy for editing.</strong></td>
<td>EG</td>
<td>Feb 2018</td>
<td>IP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11-Dec-17</td>
<td><strong>Crew group to review JSR. PW to distribute to all committee members.</strong></td>
<td>PW</td>
<td>Jan 2018</td>
<td>IP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>20-Nov-17</td>
<td><strong>LR had some revisions in JSR:</strong></td>
<td>LR</td>
<td>Dec 2017</td>
<td>IP</td>
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<tr>
<td></td>
<td></td>
<td>16-Oct-17</td>
<td><strong>Some other minor edits for completion in Dec.</strong></td>
<td>TD</td>
<td>Nov 2017</td>
<td>IP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11-Sep-17</td>
<td><strong>Edits provided to TD for RMS to edit JSR.</strong></td>
<td>PW</td>
<td>Oct 2017</td>
<td>IP</td>
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<tr>
<td></td>
<td></td>
<td>28-Aug-17</td>
<td><strong>PW to review edits from NFD.</strong></td>
<td>NFD</td>
<td>Sep 2017</td>
<td>IP</td>
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<tr>
<td></td>
<td></td>
<td>17-Jul-17</td>
<td><strong>NFD to provide edits to PW.</strong></td>
<td>NFD</td>
<td>Aug 2017</td>
<td>IP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12-Jun-17</td>
<td><strong>Document was handed out at last UW meeting and being reviewed. To be discussed at next UW meeting on July 20th.</strong></td>
<td>SL</td>
<td>Jul 2017</td>
<td>IP</td>
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<tr>
<td></td>
<td></td>
<td>15-May-17</td>
<td><strong>Still in progress.</strong></td>
<td>SL</td>
<td>Jun 2017</td>
<td>N</td>
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</tbody>
</table>

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**NOTE:** The status columns indicate the status of the action items. The symbols IP and N represent the status as 'In Progress' and 'Not Yet', respectively.
<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
<th>Person</th>
<th>Due Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>15-Aug-18</td>
<td>SL found 3M eyewash station with plastic holder to install on the wall. SL to update.</td>
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<tr>
<td>9-Jul-18</td>
<td>Alternative options provided by Weber are empty bottles and refill solutions instead of a complete kit. SL will check with Stores to see if there are other options available.</td>
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<tr>
<td>11-Jun-18</td>
<td>Patricia reported one worker utilized the trial eyewash kit and had difficulty opening the bottle. DT to bring in another brand of sample kit by July.</td>
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<tr>
<td>14-May-18</td>
<td>No one has utilized it yet as per Justin’s confirmation. Wait for another month then Eyewash kit will be ordered in small quantities and distributed to some buildings for trying out. Prior to distribution, eyewash usage orientation is required.</td>
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<tr>
<td>16-Apr-18</td>
<td>Eyewash kit arrived but strength required to open the bottle is in question. DT to leave trial bottle with Dustin to try out while exploring alternatives.</td>
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<tr>
<td>12-Mar-18</td>
<td>LD approved the two eyewash options what PW found for trying out. PW to purchase a few to trial.</td>
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<tr>
<td>19-Feb-18</td>
<td>PW to confirm eyewash stations are included in the building orientation and to source out the alternatives.</td>
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<tr>
<td>08-Jan-18</td>
<td>Identify buildings that do not have eye wash stations and discuss alternatives from there.</td>
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<tr>
<td></td>
<td>***E-mail update since 08-Jan-18 meeting: Pam has received the current list of emergency eye wash station locations, and has added it to the Custodial Folder here: S:\Plantops\FM\Eye Wash Stations. Next steps will be discuss: a) how to integrate this information into our building orientations, b) how to ensure our employees remember this information, c) how to provide alternatives to those buildings without the stations LR proposed the following options for eye injures incidents.</td>
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<tr>
<td></td>
<td>- Eye Washing Station to be added in the emergency keyplan</td>
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<td></td>
<td>- Self-contained hypogenic eye washing system, such as Bio Eye Washing inside a building</td>
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<tr>
<td>11-Dec-17</td>
<td></td>
<td>FW</td>
<td>Jan 2018</td>
<td>N</td>
</tr>
<tr>
<td>633</td>
<td></td>
<td>C</td>
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</tr>
<tr>
<td>12-Sep-18</td>
<td>CCG got a link from James and had sent it out to Jagdeep Khella. Item complete.</td>
<td></td>
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</tr>
<tr>
<td>15-Aug-18</td>
<td>No update from James.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
<td>Owner</td>
<td>Date</td>
<td>Notes</td>
</tr>
<tr>
<td>------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>9-Jul-18</td>
<td>James is on vacation. DT will prepare a list of MSDS types and SL will follow up on their locations and next steps. No response from James. Follow up in July. James sent DT the list of Chemistry Blocks but more info is expected. No response from James. Follow up in June. Follow up in June. SOP needed for fire extinguisher clean up. It was suggested to utilize the cleanup procedure on the 3 MSDS. DT to see James B. for a list of the different types of extinguishers used in the buildings.</td>
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<tr>
<td>11-Jun-18</td>
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<tr>
<td>14-May-18</td>
<td></td>
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<tr>
<td>16-Apr-18</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-Sep-18</td>
<td>Item Complete.</td>
<td>CCG</td>
<td>Sep 2018</td>
<td>C</td>
</tr>
<tr>
<td>15-Aug-18</td>
<td>MS joined Aug. meeting. Union will attend Sep. Zone meeting to recruit more worker rep.</td>
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</tr>
<tr>
<td>9-Jul-18</td>
<td>Manjit Sound received training and will join our meetings starting in August. The Custodial JOHSC meeting will be rescheduled to 2nd Wednesday, 2:00pm-3:00pm monthly. ST to confirm RMS attendance before confirming meeting date. DT hasn't heard back from Union office and will follow up with them for safety rep. volunteers. FRANCIS joined this committee in June. Manjit Sound will have online training and JOHSC meeting may be rescheduled to Wednesdays, subject to RMS' availability. DT will reach out to the union for safety rep. volunteers / nominees for both shifts. FRANCIS finished part I training and will attend part II training on May 14. He will become a committee member in June. A Worker rep is more in need than an employer rep. Manjit Sound can be an alternate. DT will pass the info to Manjit Sound. Jason Ram will no longer be a management rep. Manjit Sound and Francis Hu expressed interest in joining the committee, DT to arrange for training before bringing them in.</td>
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<tr>
<td>11-Jun-18</td>
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<tr>
<td>14-May-18</td>
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<tr>
<td>16-Apr-18</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-Sep-18</td>
<td>To request more bio hazardous tags from RMS and inform ESF where bio hazardous bag is for pick up. Item complete. CCG to follow up with Tarig. DT reached out to Stores and requested for red bags for Bio hazardous waste. Linda can provide tags with wire twister ties. Once all supplies are available, the kit can be put together and the procedure can be updated. DT reached out to ESF and confirmed that Bio hazardous waste (including disposable gloves, Tyvek suit, etc.) needs to be put in a red bag or bucket.</td>
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</tr>
<tr>
<td>15-Aug-18</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>9-Jul-18</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
| 645  | C       | 12-Sep-18 | 15-Aug-18 | 9-Jul-18 | Store has sleeves available. Item complete.  
SL to update.  
Can anti-Flammable jacket be funded for sparks while cutting the locks for students? DT will verify if cutting locks is in utility worker's JD. |
|------|---------|-----------|-----------|----------| DT        | Jul 2018  | IP  |
| 646  | C       | 12-Sep-18 | 15-Aug-18 | 9-Jul-18 | LR distributed and has no feedback. Item complete.  
LR to update.  
University Policy #7 - Health & Safety Policy is undergo revision and available for comments then to be approved by the Executives in November. LR will distribute for everyone's review. |
|      |         |           |           |          | SL        | Sep 2018  | C   |
|      |         |           |           |          | DT        | Aug 2018  | IP  |
| 647  | C       | 12-Sep-18 | 15-Aug-18 |          | BB submitted a request to Pam for review. However, Campus First-Aid program is in process for changes to have full time mobile attendant. First-Aid attendant needed for evening shift. |
|      |         |           |           |          | BB         | Oct 2018  | IP  |
| 648  | C       | 12-Sep-18 | 15-Aug-18 |          | BB is on it.  
BB to send out shifts code for CLAIR report break-down analysis. |
|      |         |           |           |          | BB         | Sep 2018  | N   |
| 649  | E       | 12-Sep-18 | 15-Aug-18 |          | Item complete.  
Nicole Field-Dyte resigns from this committee due to her employment with UBC ends end of Aug. |
|      |         |           |           |          | NFD       | Sep 2018  | C   |
| 650  | E       | 12-Sep-18 | 15-Aug-18 |          | SL and CCG had the training. Item complete.  
JOHSC and LST SharePoint Training will be held on Tuesday August 28 from 1:00pm-2:30pm. CCG to forward the link for sign up. |
|      |         |           |           |          | CCG       | Sep 2018  | N   |
| 651  | C       | 12-Sep-18 | 15-Aug-18 |          | CCG got the new template and still checks where the existing BERP is.  
Annual Building Emergency Response Plan (BERP) review and completion. CCG to check where the BERP is for review. |
|      |         |           |           |          | CCG       | Oct 2018  | IP  |
| 652  | C       | 12-Sep-18 | 15-Aug-18 |          | Item complete.  
CCG to send out Floor Warden Training link. |
|      |         |           |           |          | CCG       | Sep 2018  | C   |

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

9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)
9. **JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)**

<table>
<thead>
<tr>
<th>Item #</th>
<th>Priority</th>
<th>Discussion and/or Action Items</th>
<th>Assigned To</th>
<th>Date of Issue</th>
<th>Date to be Completed</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>None in September 2018</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

10. **NEW and OTHER BUSINESS:**

<table>
<thead>
<tr>
<th>Item #</th>
<th>Priority</th>
<th>Date</th>
<th>Discussion and/or Action Items</th>
<th>Assigned To</th>
<th>Date to be Completed</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>653</td>
<td>E</td>
<td>12-Sep-18</td>
<td>Effectively as of Sep 12, 2018, FH resigns from this committee and PS is alternate Co-Chair Worker Representative.</td>
<td>ALL</td>
<td>Oct 2018</td>
<td>N</td>
</tr>
<tr>
<td>654</td>
<td>E</td>
<td>12-Sep-18</td>
<td>To create standard work procedure for MSDS residue clean up.</td>
<td>CCG</td>
<td>Oct 2018</td>
<td>N</td>
</tr>
<tr>
<td>655</td>
<td>C</td>
<td>12-Sep-18</td>
<td>To recruit more worker rep. in September Zone meeting.</td>
<td>CCG</td>
<td>Oct 2018</td>
<td>N</td>
</tr>
<tr>
<td>656</td>
<td>C</td>
<td>12-Sep-18</td>
<td>BB is working with Garage to mount wooden wall panels in the 320 van and metal brackets to store flood response equipment which includes wet vacuums, sum pumps, flood dams, smaller blowers and dehumidifiers.</td>
<td>BB</td>
<td>Oct 2018</td>
<td>N</td>
</tr>
<tr>
<td>657</td>
<td>C</td>
<td>12-Sep-18</td>
<td>CCG to look into what the right disk or grinder is for utility workers to cut the locks and if there is any safe work procedure.</td>
<td>CCG</td>
<td>Oct 2018</td>
<td>N</td>
</tr>
<tr>
<td>658</td>
<td>C</td>
<td>12-Sep-18</td>
<td>BB asks LR to check about PAPR hoods part and give feedback.</td>
<td>LR</td>
<td>Oct 2018</td>
<td>N</td>
</tr>
</tbody>
</table>

*NB – New Business*

11. **NEXT MEETING**

<table>
<thead>
<tr>
<th>Date:</th>
<th>Wednesday October 10, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time:</td>
<td>2 PM</td>
</tr>
<tr>
<td>Location:</td>
<td>Custodial Boardroom (CCP2-010)</td>
</tr>
</tbody>
</table>

12. **MEETING ADJOURNED**

| Time:       | 3:20 PM |
### LEGEND

<table>
<thead>
<tr>
<th>PRIORITY:</th>
<th>STATUS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Critical/Life threatening/high probability</td>
</tr>
<tr>
<td>B</td>
<td>Urgent/moderate probability of re-occurrence</td>
</tr>
<tr>
<td>C</td>
<td>Important/low probability of re-occurrence</td>
</tr>
<tr>
<td>D</td>
<td>Reminders</td>
</tr>
<tr>
<td>E</td>
<td>Information</td>
</tr>
</tbody>
</table>

#### Monthly Distribution and Posting of Meeting Minutes (Required):
- Responsible VP
- Responsible Managing Director/Dean
- All JOHSC members
- Internal Communications Person
- Posted on any Safety Bulletin Boards
- Risk Management Services for posting on UBC JOHSC website

(Email to: ubcsafety.committee@ubc.ca)
# BUILDING OPERATIONS

## Custodial Inspection Sheet

**Head Service Worker:** [Current Gill]  
**Facility Manager:** [Mark Donald Jones]  
**Zone:** [Red]  
**Inspection Site:** [Huge Dempster]  
**Inspected Room & Location:** [302]  
**Total # Janitor Rooms:** [1]  
**Inspection Date:** [August 6, 2018]  
**Inspected by:** [Patricia Saville]  
**Worker Representative**  
**Inspected by:** [Management Representative]

☑ Indicates a satisfactory condition  
☒ Indicates faulty conditions, give details on the back of the sheet

## 1. Buildings
- Access
  - Room Clearly identified
- Aisles
- Work areas
  - Safe Workplace

## 2. Floors & aisles
- Conditions
  - Housekeeping
  - Clear aisles
- Guardrails
  - Illumination
- Non-slippery
  - Other

## 3. Illumination
- Work Areas
- Passageways, tunnels, etc.
- Other

## 4. Ventilation
- Fumes
  - Others
- Vapours
- Dusts

## 5. Fire Prevention
- Equipment
  - Accessible
- Exits
  - Aisles
- Flammables
  - Rags

## 6. Work practices
- Work practices
  - Proper work procedures
- Hazard ID posted

## 7. Work areas
- Organization
  - Protected
- Housekeeping

## 8. Equipment
- Controls accessible & identified
  - Condition
- Lock Out procedures posted?
  - Controls identified
- Operating procedures posted?
  - Clear of unnecessary equipment

## 9. Cleaning Chemical handling & storage
- Containers:
  - Labeled
  - Secured
- Materials
  - Approved
  - Current MSDS
- General
  - Storage
  - Compatibility

## 10. Material handling & storage
- Handling methods
  - Manual
  - Mechanical
- Storage
  - Safely stacked
  - Out of the way

## 11. Personal protective equipment
- Warning signs posted
- Availability
  - Suitability
  - Condition
  - Being used

## 12. Electrical equipment
- Safe condition
  - Cords & plugs
- Operation & controls
  - Other

## 13. Housekeeping
- Good
  - Poor
  - Order

## 14. Environmental
- Spills
  - Stains
  - Empty containers
- Spoil piles
  - Run-off into drains
  - Waste Materials:
    - Covered
    - Labeled
<table>
<thead>
<tr>
<th>ITEM NUMBER</th>
<th>HAZARD RATING</th>
<th>DESCRIPTION OF CONDITIONS</th>
<th>RECOMMENDATIONS/ACTIONS</th>
<th>ACTION BY:</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>C</td>
<td>Sapphire bottle needs new label</td>
<td>Give label</td>
<td>Fill 9/25/18</td>
</tr>
<tr>
<td>9</td>
<td>C</td>
<td>Chemical dispenser needs new 720 sticker</td>
<td>Give sticker</td>
<td>Fill 9/25/18</td>
</tr>
<tr>
<td>1</td>
<td>A</td>
<td>Two ladders blocking entry of rm</td>
<td>Place SR to have removed</td>
<td>Marcelo 3/10/18</td>
</tr>
</tbody>
</table>

---

**Hazard Rating**

- **A – Critical**: A serious hazard, or one with a high probability of occurring
- **B – Urgent of occurring**: A less serious hazard, or one with a moderate probability of occurring
- **C – Important**: Smaller problems with a low probability of occurring

**Urgency**

- **Must be corrected without delay**
- **Not urgent but requires attention as soon as practical**
- **Requires attention**

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07/25/18
<table>
<thead>
<tr>
<th>Management</th>
<th>Signature</th>
<th>Guest</th>
<th>Signature</th>
<th>Custodial Members</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barry Brooks</td>
<td>Barry Brooks</td>
<td>Linda Roseborough</td>
<td>L.</td>
<td>Edward Ganal</td>
<td></td>
</tr>
<tr>
<td>Conor Cregg-Guinan</td>
<td></td>
<td>Lori Takenaka</td>
<td></td>
<td>Manjit Sound</td>
<td>Manjit Singh</td>
</tr>
<tr>
<td>Pam Voigt</td>
<td></td>
<td>Tariq Din</td>
<td></td>
<td>Patricia Saville</td>
<td></td>
</tr>
<tr>
<td>Sean Lynch</td>
<td></td>
<td></td>
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<td>Rubilyn Ravanera</td>
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<td></td>
<td></td>
<td></td>
<td>Xiao Feng (Francis) Hu</td>
<td></td>
</tr>
<tr>
<td>Clerk</td>
<td>Shirley Tse</td>
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</table>