# Joint Occupational Health & Safety Committee Meeting Minutes

**Name of Committee:** UBC Building Operations Municipal Joint Occupational Health & Safety Committee  
**Worker Co-Chair:** Adam Rosenthal  
**Employer Co-Chair:** Tamas Weidner (chair)  
**Time:** 12:30 – 2:00 p.m.  
**Location:** USB Room 1020 Main Conference Room  
**Date:** October 17, 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/Incidents  
   - 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 Recommendation Letters (Correspondence)  
10. New and Other Business  
11. Next Meeting  
12. Meeting Adjournment

### 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>Brendan Elder</td>
<td>CUPE 116</td>
<td>Landscape</td>
<td>☑️</td>
<td>☐️</td>
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</tr>
<tr>
<td>Jeff Bosworth (ALT)</td>
<td>CUPE 116</td>
<td>Landscape</td>
<td>☑️</td>
<td>☐️</td>
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</tr>
<tr>
<td>Alanna Harten</td>
<td>CUPE 116</td>
<td>Waste Management</td>
<td>☑️</td>
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<tr>
<td>Barry Jones</td>
<td>CUPE 116</td>
<td>BOLD</td>
<td>☑️</td>
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<tr>
<td>Joyce Ingram (ALT)</td>
<td>CUPE 116</td>
<td>BOLD</td>
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</tr>
<tr>
<td>Adam Rosenthal (co-chair)</td>
<td>CUPE 116</td>
<td>Stores</td>
<td>☑️</td>
<td>☐️</td>
<td>☐️</td>
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<tr>
<td>Winston Feliciano (ALT)</td>
<td>CUPE 116</td>
<td>Stores</td>
<td>☐️</td>
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<td>☑️</td>
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<tr>
<td>Albano Pires</td>
<td>CUPE 116</td>
<td>Garage</td>
<td>☑️</td>
<td>☐️</td>
<td>☐️</td>
</tr>
<tr>
<td>Dillon Duckworth (ALT)</td>
<td>CUPE 116</td>
<td>Garage</td>
<td>☐️</td>
<td>☐️</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Employer Representatives</th>
<th>Work Location</th>
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<th>Regrets</th>
<th>Absent</th>
</tr>
</thead>
</table>

Joint Occupational Health & Safety Committee
Meeting Minutes

Tamas Weidner (co-chair) Operations Manager, Municipal Services ☑ ☐ ☐
Jeff Nulty Municipal Landscape Architect ☑ ☐ ☐
Wende Kinch Senior Manager, Fleet and Procurement ☐ ☐ ☑
Paul Harris (ALT) Manager, Stores ☑ ☐ ☐
Francis Lepage Manager, Municipal Services ☑ ☐ ☐

Resources/Guests Work Location Present Regrets Absent
Lori Takenaka RMS ☑ ☐ ☐
Ellen Grande Clerical Pool ☑ ☐ ☐
Calvin Cheung (Guest) Manager, Municipal Services, Labor Division ☑ ☐ ☐

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
* 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.

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: Tamas Weidner Seconded by: Jeff Nulty
• List amendments to minutes

Are the minutes approved?

Yes ☑ No ☐

4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA
• (List additional agenda items)
• Introducing new SOPS
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>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>122412</td>
<td>B</td>
<td>2018-09-02</td>
<td>• Process needs to be created when returning equipment to Stores. Presently, a sign has been created stating “Equipment should not be left unattended” and posted outside Stores. USB heavy equipment left outside of Stores on the dock upside down</td>
<td>Paul Harris</td>
<td>Nov 2018</td>
<td>N</td>
</tr>
<tr>
<td>122395</td>
<td>B</td>
<td>2018-07-23</td>
<td>• Tamas to condense Asbestos Training Manual to create Pre-job checklist. He will review document with Guy Champagne. IRC worker exposed to asbestos when removing carpet</td>
<td>Tamas Weidner</td>
<td>Nov 2018</td>
<td>N</td>
</tr>
</tbody>
</table>

5. VIEW 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)
<table>
<thead>
<tr>
<th>#</th>
<th>Crew</th>
<th>Date</th>
<th>Details</th>
<th>Responsible</th>
<th>Status</th>
</tr>
</thead>
</table>
| 7  | B    | 2018-08-17 | - **Crew Talked:** When working with new equipment familiarize yourself with equipment before going to job site.  
- Item complete  
- Corrective Actions to include Pre-job planning. Tamas asked Brendan to follow-up with Francis Lepage, Municipal Mgr Soft Landscape  
Worker called Stores for rental of high lift boom. High lift boom caught the arch.                                                                                       | Francis Lepage | C      |
| 122286 Crew 42 | B | 2018-07-31 | - **Pins were painted and orientation documents are included in the vehicle. Item complete**  
- Corrective Actions to include “orientation checklist” for new employees and painting the pins to easily identify whether the pins are aligned.  
Worker was new to the role and has not had much experience in using the vehicle and its dump bed. He was unaware of the pin being misaligned. | Tamas Weidner | C      |
| 122083 | B | 2018-06-26 | - **Tamas to follow up with Wende. In progress.**  
- Wende will investigate whether a SOP exists. In addition, a manual should be readily available to new employees. In progress.  
- New corrective action to be added. All new employees to be given on site-training on how to use equipment safely. It was suggested that the equipment manual be made readily available to new employees.  
Worker was lifting a heavy bucket from a tractor and using the Hiab for this purpose. Worker had pulled the pin to release the outrigger on the passenger side, as the pin was released work was struck in the back of the head by the outrigger causing a contusion in the head. Worker was unaware bleeding had begun for several minutes. Work noticed neck was moist and the blood and reported to first aid. Worker returned to work. | Wende Kinch | 2018-09 | 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)

☐ No actionable items noted

<table>
<thead>
<tr>
<th>Item # (Use Inspection #)</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>
<tbody>
<tr>
<td>GI-SCW-181</td>
<td>A</td>
<td>• Replace expired fire extinguishers. Paul to advise Michelle McCarthy, who will contact Acme</td>
<td>Paul Harris</td>
<td>2018-11</td>
<td>N</td>
</tr>
<tr>
<td>GI-HeaderH-180</td>
<td>B</td>
<td>• Fuel storage room has fuel containers not properly closed. Potential spill hazard and vapor exposure.</td>
<td>Francis Lepage</td>
<td>2018-11</td>
<td>N</td>
</tr>
<tr>
<td>GI-HeaderH-179</td>
<td>B</td>
<td>• Extension cord exposed externally outside HH Shed, wired is frayed. Francis Lepage has removed cord as there was no specific need for it.</td>
<td>Francis Lepage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GI-STORES-178</td>
<td>C</td>
<td>• Absorbent rags (used) left at base of diesel pump station, potential environmental hazard. Create SR for spills for Crew 42.</td>
<td>Paul Harris</td>
<td>2018-11</td>
<td>N</td>
</tr>
<tr>
<td>GI-STORES-177</td>
<td>C</td>
<td>• Fatigue mat in tools area worn out, potential tripping hazard. Determine need and replace or remove accordingly.</td>
<td>Paul Harris</td>
<td>2018-11</td>
<td>N</td>
</tr>
<tr>
<td>GI-SCW-176</td>
<td>B</td>
<td>• Item complete. • Lights out in the warehouse, one right at the main entrance is a priority. Place a SR.</td>
<td>Tamas Weidner</td>
<td></td>
<td>C</td>
</tr>
<tr>
<td>GI-STORES-175</td>
<td>B</td>
<td>• 3 banks of fluorescent lights (6 bulbs) not working. • Lights out in stores. Stores to create SR.</td>
<td>Paul Harris</td>
<td>2018-11</td>
<td>IP</td>
</tr>
<tr>
<td>GI-USB-174</td>
<td>B</td>
<td>• Tamas will follow up. In progress. • Lights out in the waste management/BOLD shop. Place a SR</td>
<td>Tamas Weidner</td>
<td>2018-11</td>
<td>IP</td>
</tr>
</tbody>
</table>
6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)

| GI-SCF-173 | B | Tamas will follow up. In progress.  
+ Lights out at the in-vessel compost facility. One inside above composter and another at the bays. Place a SR for repairs | Tamas Weidner | 2018-11 | IP |

| GI-SCW-172 | B | Paul Harris to send additional photos to David Garcia. In progress  
+ A photo was circulated showing one pallet still blocking area. Need to identify owner of pallet  
+ Dave Garcia submitted SR166338 in July – work in progress. Areas are still cluttered and the fire extinguisher is partially blocked. P. McLoughlin, Mech Mgr, was also contacted regarding scrap material (skids of air coolers) being stored at the site.  
+ Aisle to fire extinguisher is partially blocked at back of South Campus Warehouse. Recommended advising FM, David Garcia, to contact users to move items as required | Wende Kinch | 2018-11 | 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)

<table>
<thead>
<tr>
<th>Item # (ED-yr/mm/dd-01)</th>
<th>Priority</th>
<th>Discussion/Comments/Recommendations</th>
<th>Assigned To</th>
<th>Follow up: Date Pending</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ED-2018/10/18-02</td>
<td>B</td>
<td>Oct17/18: The following people require training: Calvin Cheung, Jeff Bosworth and Barry Jones. Lori will send training link to members. Paul Harris has completed his training and Francis has 50% more to complete. Barry Jones and Joyce Ingram will replace Trevor McGregor and Jas Badesha as worker reps for BOLD.</td>
<td>Lori T/Calvin/J eff B/Barry J</td>
<td>2018-11</td>
<td>N</td>
</tr>
</tbody>
</table>

*ED – Education and Training

## 8. ONGOING BUSINESS – Status of Action Items

<table>
<thead>
<tr>
<th>Original Item #</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>
<tbody>
<tr>
<td>NB-2018-07-18-330</td>
<td>B</td>
<td>Oct17/18: General Feedback by those who attended Safety Day was very positive. The cardiac defibrillator training was popular. Lori to send link of where these defibrillators are located on campus. RMS will send survey out to those who registered as an opportunity to provide feedback. Link will be attached to October’s minutes for information regarding AEDS; Sept 2018: All committee members were advised of the Safety Day. A link will be sent out with the minutes. <a href="http://rms.ubc.ca/health-safety/safety-programs/first-aid/automated-external-defibrillators/">http://rms.ubc.ca/health-safety/safety-programs/first-aid/automated-external-defibrillators/</a></td>
<td>All</td>
<td></td>
<td>C</td>
</tr>
</tbody>
</table>
| | | • Complete meeting minute items in a timely manner. If members will be absent from meeting, update status of their items with their alternates or co-chairs before the meeting. (ALL)  
| | | • Complete CAIRS report in a timely manner. Preliminary investigation within 48hrs and full investigation within 30 days. (ALL)  
| | | • Raise JOHSC awareness so that staff are aware of who JOHSC members are. Tamas to ask Caroline Soriano to take photos of each member. A poster will then be made.  
| | | • Sept 2018: Evaluation to be re-sent to all participants.  
| | | • Aug 2018: 2017/2018 Annual Evaluation of the Municipal JOHSC was completed by Amber Dickson (RMS). Lori Takenaka presented results. Overall score was 82% and recommendations were provided in the evaluation. Evaluation will be distributed to committee members for review. Action plan will need to be developed at next month’s meeting after all committee members have reviewed the evaluation. |
| | | • Sept 2018: Contract out approval for cleaning one-time vehicles interior and exterior has been completed. Wende will finalize the “Vehicle Inspections” policy shortly. Note, vehicle inspections will also be included in the JOHSC Safety Inspections.  
| | | • Aug 2018: A new vehicle inspection checklist is being created and safety inspections will be done on a bi-monthly basis by each shop. It was suggested that random inspections could fortify the policy. In progress. This procedure will help both ladder storage, vehicle tidiness, and the removal of personal items. This is in addition to
### 8. ONGOING BUSINESS – Status of Action Items

- Daily vehicle inspections that are to be done by employees that operate UBC vehicles.
- **July 2018**: Garage is finding ladders not being secured properly on ladder racks. Frank crew talked the importance of proper storage and keeping the vehicles clean. All Shops have had the crew talk. Drivers are responsible to clean vehicles and remove personal and work items at the end of their shift. After monitoring over several months and no improvements seen, it was agreed Item 292 from the Wasteman/Garage Safety meeting be referred to JOHSC Committee.
- **Oct 2018**: Request has been made to Linda Roseborough. Tamas to follow-up. In progress.
- **Sept 2018**: Item re-opened to ensure booking have been completed with RMS, Linda Roseborough.
- **Aug 2018**: Action plan has been adopted and Healthy Body Series will be held for the crews. Item complete.
- **July 2018**: Action Plan usage of Level 2 hazard assessment for pre-job planning still under discussion.
- **June 2018**: Action Plan going forward will include:
  1. Tamas and Lori to meet with BOLD Head and Sub-Heads to discuss usage of Level 2 hazard assessments for pre-job planning
  2. Focusing on potential risks: Allan McGavin’s Healthy Body Series are available. To book a session, Managers to contact Linda Roseborough. Top body part injured within Municipal crew is as follows: 
     - Crew 16 – Knee 
     - Crew 27 – Back 
     - Crew 35 – Hand 
     - Crew 42 – Back and Shoulder 
     - Crew 76 - Hand

| NB-2018-05-16-319 | B | Re-Assignment | Tamas | IP |
### 8. ONGOING BUSINESS – Status of Action Items

<table>
<thead>
<tr>
<th>Action</th>
<th>Status</th>
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<tbody>
<tr>
<td><strong>May 2018:</strong> Lori presented UBC BOPS Trades 2017 Injury Statistics Report to the committee. JOHSC will use this information to consider strategies and initiatives with focus on decreasing incidents/accidents.</td>
<td>All 2018-11 IP</td>
</tr>
<tr>
<td><strong>Oct 2018:</strong> Frank has given the book to Tamas who has now forwarded it to Jeff Nulty. In progress.</td>
<td>NB-2018-01-17-299 B</td>
</tr>
<tr>
<td><strong>Sept 2018:</strong> Binder has been seen by Adam, Wende, and was last given to Frank Crudo for review. Tamas will follow-up with Frank.</td>
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<tr>
<td><strong>Aug 2018:</strong> Binder to be circulated to Garage. On-going. Note: item has been consolidated (January 2018 to May 2018). Comments can be found in previous minutes.</td>
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<tr>
<td><strong>July 2018:</strong> Binder is still in circulation. On-going.</td>
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<tr>
<td><strong>June 2018:</strong> Lori created Municipal Safety Binder and handed it out at meeting for circulation. Adam to start and give to another person on the list. Lori requested feedback as to whether the topics were useful or if new topics should be added. In progress.</td>
<td></td>
</tr>
<tr>
<td><strong>Oct 2018:</strong> Paul Harris will follow up with Michelle McCarthy as to the status to the fire extinguisher program. Sept 2018: Fire Extinguishers will be stocked in Stores. In progress.</td>
<td>NB-2017-11-15-281 B</td>
</tr>
<tr>
<td><strong>August 2018:</strong> Acme has a new representative for the UBC Campus and has spoken with James Bellavance. Michelle to meet with him to review Acme contract. On-going.</td>
<td></td>
</tr>
<tr>
<td><strong>July 2018:</strong> Acme Fire Extinguishers will no longer be part of J. Bellavance portfolio. Michelle McArthur, Contracts Manager, is taking the lead. She will be reviewing Acme’s service contract with Building Operations and UBC campus. She sees a need for regular inspections and a tracking system to account for every unit. On-going.</td>
<td></td>
</tr>
<tr>
<td><strong>June 2018:</strong> No updates. On-going</td>
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<tr>
<td><strong>May 2018:</strong> Purpose of this item is to get an inventory of all fire extinguishers so they can be annually inspected. Wende will:</td>
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**NB:**

- 2018-01-17-299
- 2017-11-15-281
8. **ONGOING BUSINESS – Status of Action Items**

1) Ask managers to find out who has fire extinguishers in their vehicle and what is the purpose and frequency of use.
2) Contact ACME to find out what the current process to order fire extinguishers and how ACME is contacted.
   - Item has been condensed from Nov 17th when Albano made comments on poor housekeeping of extinguishers.
   - Apr 2018: a) James prepared an extinguisher list, however, some of the shops didn’t reply. Tamas will follow up.
   - b) Vehicle/Extinguisher policy still under development with Frank. Crudo.

9. **JOHSC RECOMMENDATION LETTERS & WORKSAFEBC (CORRESPONDENCE)**

<table>
<thead>
<tr>
<th>Item # (use Recommendation #)</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>
</table>
| REC#1                         | B        | • Oct 2018: On-going project.  
• August 2018: No update. 
• July 2018: BRDF expansion still under review. USB portion is still going ahead. 
• June 2018: No update. On-going. 
• May 2018: Project Services has prepared an estimate, however, there may be a change of use with the BRDF expansion that will take place. Frank will update committee when he knows more. 
• Apr 2018: Project Services are the project lead. 
• Mar 2018: John Metras has approved the USB/Header House Accessibility Proposal. BOLT also approved the proposal and will be reviewing funding. A project co-ordinator has been assigned to the project. | Frank Crudo/John Metras | 2017-02-19 | 2018-11 | IP |
9. JOHSC RECOMMENDATION LETTERS & WORKSAFEBC (CORRESPONDENCE)

- Feb 2018: Item NB-16-03-16-251: Recommendation Letter was given to John Metras, Assoc. Vice President, Campus Facilities, on Monday, Feb 19th, 2018. Will review his response next meeting.

- REC #2

  - Oct 2018: Jeff was satisfied with the response, however, this is a much broader issue and going forward Jeff Nulty will communicate with Clients on a need to know basis. Item closed.
  
  - Sept 2018: Further discussion next month after Jeff Nulty reviews the response. In progress.
  
  - Aug 2018: Managing Director, Greg Scott did reach out to Andrew Parr at SHHS. Andrew advised Greg that they will endeavor to communicate with their staff and users, for which they have user agreements with, the damage and danger that can be caused by users placing landscape rocks on the lawns that are cut by lawnmowers. Andrew even suggested modifying their user agreements to make a note of the hazard that can be created by landscape rocks being place on lawns that are maintained by the University. Greg will continue to reach Athletics regarding the subject.
  
  - July 2018: To date no response from John Metras. Terms of Reference stipulates that he must respond within 21 days of receipt. Jeff Nulty will follow-up with John requesting an explanation for the delay.
  
  - June 2018: Recommendation letter finalized and sent to John Metras June 4, 2018
  
  - May 2018: The committee reviewed the recommendation letter. Conor to review and discuss with Tamas and if no further changes need to be made,
### 9. JOHSC RECOMMENDATION LETTERS & WORKSAFEBC (CORRESPONDENCE)

| WSBC-IR-2018-01 | E | **WorkSafe BC Inspection Report #201816973094A**  
A worker tripped and fell on a pathway and sustained an injury (broken/fractured bone). This incident was on the threshold of being deemed immediately reportable. RMS reported to WorkSafeBC as precaution. WorkSafeBC did not deem a site visit be required.  
Reminder to JOHSC that certain incidents fall within category of immediately reportable:  
- Serious injury or death of a worker  
- Involved a major structural failure or collapse of a building, bridge, tower, crane, hoist, temporary construction support system or excavation  
- Involved the major release of a hazardous substance  
- Involved a fire or explosion that had a potential for causing serious injury to a worker  
- Was an incident required by regulation to be reported. | Info |
### 9. JOHSC RECOMMENDATION LETTERS & WORKSAFEBC (CORRESPONDENCE)

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<th>Date to be Completed</th>
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</thead>
<tbody>
<tr>
<td>WSBC-IR-2018-02</td>
<td>E</td>
<td>WorkSafe BC Inspection Report #201817804051A Follow-up inspection report indicates the preliminary investigation report submitted meets requirements of WCA 175(2). Incident in regards to 2x4L bottle of toluene spill at VGH.</td>
<td>Info</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*REC – Recommendation Letter*

### 10. NEW & OTHER BUSINESS

- General discussion items (list actionable items below)

<table>
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<tbody>
<tr>
<td>NB-2018-07-18-3347</td>
<td>B</td>
<td>Jeff Nulty developed a SOP for Working around High Power Electrical Equipment. The draft will be emailed with minutes for committee review.</td>
</tr>
</tbody>
</table>
| NB-2018-07-18-332       | B        | RMS Co-Chair Email:  
  - Local Safety Team training will be live on Friday October 12, 2018  
  - Office Ergo Rep (OER) training is available on October 24. Abigail Overduin (Ergonomics Program Lead) will educate and train staff on how to identify signs and initial symptoms of injuries that could result from a poor ergonomic set up.  
  - Flu Clinic: UBC is hosting annual flu immunization from October 24 – 26 at the Nest. USB annual flu clinic will take place on Tuesday October 23rd 3:30pm – 8:30pm and Wednesday 24th, 6:30 am – 5:30 pm at USB Rm 42B. Please add the date you can attend in | Lori Takenaka | 2018-11 | N |
10. NEW & OTHER BUSINESS

- your calendars. The clinics will be on a first come, first serve basis.
  - Earthquake preparedness Shake out is on Oct. 18, 10:18am. Earthquake simulator is at Nest on Oct. 17, 9am-3pm

- Organic vapor/acid gas & organic vapor/acid gas/HEPA cartridges are being discontinued for the Survivair line of respirators. Stores and RMS are working with Weber and 3M to look at potential conversion program.

| NB-2018-07-18-331 | B | Organic vapor/acid gas & organic vapor/acid gas/HEPA cartridges are being discontinued for the Survivair line of respirators. Stores and RMS are working with Weber and 3M to look at potential conversion program. | Paul Harris & Lori Takenaka | 2018-11 | N |

*NB – New Business*

3) NEXT MEETING

- Date: 2018-11-21
- Time: 12:30 P.M.
- Location: USB Room 1020 Main Conference Room

4) MEETING ADJOURNED

- Time: 2:15 P.M.

**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 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)