Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Athletics & Recreation
Worker Co-Chair: Gary Bartley
Employer Co-Chair: Barry Eccleton / Dan Cooper

Date: June 11, 2019
Time: 9:15 am – 10:30 am
Location: UBC Aquatic Centre

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 Centralized 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 Formal Recommendation Letters & Regulatory Inspections
10. New and Other Business
11. Next Meeting
12. Meeting Adjournment

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>Gary Bartley</td>
<td>CUPE 116</td>
<td>Fields</td>
<td>☑</td>
<td></td>
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<tr>
<td>Calista Valente</td>
<td></td>
<td>DMC student worker</td>
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<tr>
<td>Brendan Farrell</td>
<td>AAPS</td>
<td>WMG</td>
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<tr>
<td>Brian Busenius</td>
<td>AAPS</td>
<td>Thunderbird Sports Centre</td>
<td>☐</td>
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</tr>
<tr>
<td>Sheri Clarke</td>
<td>CUPE 116</td>
<td>Aquatics</td>
<td>☐</td>
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</tr>
<tr>
<td>Chris Smythe</td>
<td>AAPS</td>
<td>SRC / ARC</td>
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<tr>
<td>Alyssa Reyes</td>
<td></td>
<td>SRC</td>
<td>☐</td>
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<tr>
<td>Mike Sommer</td>
<td></td>
<td>Varsity</td>
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<tr>
<td>Vince Amodeo</td>
<td>AAPS</td>
<td>Boat House</td>
<td>☐</td>
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<tr>
<td>Josh Staav</td>
<td>AAPS</td>
<td>Doug Mitchell Centre</td>
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Last Revised: 03/15/2018
Next Revision: 03/15/2019
# Joint Occupational Health & Safety Committee
## Meeting Minutes

**Employer Representatives**

<table>
<thead>
<tr>
<th>Name</th>
<th>Work Location</th>
<th>Present</th>
<th>Regrets</th>
<th>Absent</th>
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</thead>
<tbody>
<tr>
<td>Barry Eccleton</td>
<td>Arena</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Dan Cooper</td>
<td>Facilities</td>
<td>☑</td>
<td>☐</td>
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</tr>
<tr>
<td>James Tait</td>
<td>Thunderbird Park</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Robin D’Abreo</td>
<td>Varsity</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Jason McManus / Tristan</td>
<td>Recreation</td>
<td>☐</td>
<td>☑</td>
<td>☐</td>
</tr>
<tr>
<td>Andrew Miller</td>
<td>Aquatics</td>
<td>☑</td>
<td>☐</td>
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</table>

**Resources/Guests**

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<thead>
<tr>
<th>Name</th>
<th>Work Location</th>
<th>Present</th>
<th>Regrets</th>
<th>Absent</th>
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</thead>
<tbody>
<tr>
<td>Kavie Toor</td>
<td>Athletics &amp; Rec</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Tariq Din</td>
<td>Risk Management Services</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Linda Roseborough</td>
<td>Risk Management Services</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Lori Tanaka</td>
<td>Risk Management Services</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

## 2. DETERMINATION OF QUORUM

- A minimum of 4 members;
- Worker representatives (faculty and staff workers who do not exercise managerial functions) and employer representatives (management workers who exercise managerial functions);
- 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.*

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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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)*

Moved by: Dan Cooper Seconded by: Barry Eccleton

- James has accepted co-chair responsibilities with enthusiasm

Are the minutes approved?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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</tbody>
</table>
4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

- Add update on hockey helmets for visiting coaches
- Fulsome update on chemical deliveries at the Aquatic Centre

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 ☑  No ☐

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>Item # (Use CAIRS Incident ID # and Incident Date)</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>123262-2019-02-23</td>
<td>C</td>
<td>Staff member was moving the flag pole and the flag's came unhooked and they tried to grab them before falling into the pool, then they fell scraping her right knee 1cm in diameter. Root Cause: Top of pole is both hard to reach (over 2 m up) and the only attachment point. Corrective Action 1: Install attachment collars on poles to provide moveable intermediate attachment point This will address many potential concerns with reaching/awkward loads and awkward postures. Estimated Completion Date: 2019-07-31 - awaiting hardware</td>
<td>Andy</td>
<td>July 2019</td>
<td>IP</td>
</tr>
</tbody>
</table>
### Review CAIRS Report of Accidents/Incidents:

| Incident ID: 123466 | Date: 2019-03-25 | C | **Update – June 1, 2019** – Original supplier hardware costs are prohibitive  
- Andy exploring alternative supplier or custom built by Building Ops |

| 123466 - 2019-03-25 | C | Camp Worker was riding their bike while working Bike Hike Supreme camp and was turning into the parking lot of University Hill Secondary off East Mall when they collided with a member of the public (also riding a bike). The worker's left ring finger was caught between the handle bars of their bike and a member of the public's bike's. No other injuries occurred and the member of the public was OK. The worker's finger began to swell and an ice pack was applied. Supervisor advised the worker to visit a medical clinic for further card. Supervisor followed up on Mar 26 and confirmed adjusted duties. |

| **Root Cause:** | | | The shrub was blocking the view of both the worker and the member of the public which caused the collision; both could have rode their bikes in a wider curve around the shrub for a better view and exercised greater caution around hidden driveways. |

| **Corrective Action Identified:** | | | More comprehensive training required for staff. Grounds crews double checked that all shrubs were cut back |

| **Barry to talk with James about having Michael Carol join the LST.** |

| **Incident ID:** 123615 (123617) | **Incident Date:** 2019-04-26 | B | **Update – June 11, 2019** – Camps will have a representative at Thunderbird Park LHST moving forward |

| | | | Delivery of pool chemicals arrived shortly after 9. Specifically, Four x 200 L drums of Hydrochloric Acid and a pallet of Sodium Bicarbonate. The acid was delivered in the normal fashion at the north side of the pool - delivery truck drove to the NW corner of the pool building. We have no other delivery option than to receive the goods at this point. The |
5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

Delivery truck couldn't back along the north side as normal due to a trailer being parked in the construction road at a critical point. The product was lowered to the ground using the power tailgate and a powered pallet jack partially obstructing the north-south path along the west side of the AC. From there the pallet was moved to adjacent the north west pool deck door as normal. This pallet normally sits for 20 minutes while other material is delivered to the East side of the building. After the sodium bicarbonate was delivered on the east side of the building, the delivery truck had left and we unwrapped the pallet of drums some acid was observed on top of one bung of one drum. We estimated about 15 mL total volume. See attached picture. This was not noticeable until the pallet wrapping was removed. At this point it is worth noting that the path along the north side of the Aquatic Centre is now a fairly busy thoroughfare with the new bus drop off to the east and the construction between the SRC and the new residence to the east. The material on top of the bung was partially neutralized using bicarbonate and soaked up using sorbents. There was no further leakage from the drums. The bung was tight when received. Weather was cool with a westerly breeze.

Details from Investigation:
Affected person recalls stretch wrap was removed from drums and no truck present at time of exposure. He walked the north side of the drums, within 5-7 feet along north terrace. Very shortly after, within walking 40 m, his eyes started to water, he noticed a sensation in his sinuses. Later a low grade cough developed which persisted for the balance of his 15 minute walk to work site. Discomfort/tightness developed on lower right side of his chest. He attended Urgent care at UBC hospital for investigations. Symptoms lasted approximately 2 hours. No further symptoms. Complete recovery.
5. **REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:**

| Root Cause: | Higher pedestrian traffic increased probability of exposure. Effervescence may have caused aerosols increasing severity of exposure. Lack of segregated receiving area increases probability of exposure. |
| Corrective Action 1: | Restrict access to North Terrace (north side of Aquatic Centre) during receipt of HCl. **Estimated Completion Date:** 2019-05-01 |
| Final Actions Taken: | North terrace is blocked off with caution tape from before drums are set down until drums are safely in the AC |
| Date Completed: | 2019-05-01 |
| Corrective Action 2: | Follow up with supplier to determine cause and corrective actions for HCl on drum bungs. **Estimated Completion Date:** 2019-05-01 |
| Final Actions Taken: | Supplier contacted, awaiting response 8 May delivery had new bung caps. **Date Completed:** 2019-04-30 |
| Corrective Action 3: | Stop use of Bicarbonate to neutralize exposed acid during receipt of drums **Estimated Completion Date:** 2019-04-30 |
| Final Actions Taken: | Reviewed with receivers. Sorbents to be used to soak up exposed acid. Sorbents are available in spill kit attached to drum dolly. **Date Completed:** 2019-04-30 |
| Corrective Action 4: | Establish spill response for larger spills of chemicals (specifically HCl and Sodium Hypochlorite) during delivery to Aquatic Centre. HCl is delivered weekly on North Terrace, a concrete pad with stormwater drainage along the north side of the Aquatic Centre. HCl is transported across the pool deck, a tiled surface with drainage to sanitary drains, to storage. Sodium Hypochlorite is delivered monthly next to the new major bus disembarkation loop on a gravel pad without catchment to the east of the Aquatic Centre. **Estimated Completion Date:** 2019-06-30 |
### 5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

| Incident ID: 123764 | Incident Date: 2019-04-10 | Worker was restringing a hockey net and when they stood up to stretch during the task they experienced pain in the lower back. Employer encouraged worker to seek medical attention but worker felt it was not required and continue with task. Worker completed shift and the next morning they came to work feeling a little stiff. Worker completed the shift. The second day worker didn't attend work and went to a walk-in clinic. Muscle relaxants were prescribed. The following Monday worker returned to work feeling a lot better with minimal discomfort. | Brian Barry | July 2019 | IP |

**Root Cause:** Potentially too long sitting at the net and not taking sufficient breaks that may have mitigated the risk of injury.

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**Corrective Action 5:** Conduct a Risk analysis for delivery of Pool and Janitorial chemicals and equipment (event and maintenance equipment etc) to the Aquatic Centre. **Estimated Completion Date:** 2019-07-31

- Update June 11, 2019 – Andy working with Cleartech to codify their spill response requirements
  - Contract being formalized with Cleartech
  - Safety procedures received from Cleartech, and are being reviewed
  - Investigating UBC contractor who will be supplying 24/7 spill response for campus
  - Andy investigating options for renovation to Acid room to allow for easier and safer delivery of acid
  - **ITEM TO BE MOVED FROM ACCIDENTS/INCIDENTS TO ONGOING BUSINESS**
## 5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

<table>
<thead>
<tr>
<th>Incident ID: 123641</th>
<th>Incident Date: 2019-05-01</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Corrective Action Identified:</strong></td>
<td>Stretching before commencing work and ensuring the net is always at a safe height to reduce the risk of back injury. Take more breaks.</td>
</tr>
<tr>
<td><strong>Final Actions Taken:</strong></td>
<td>All of the actions listed above. Preparation of a SWP listing out the steps required to safely string a net.</td>
</tr>
<tr>
<td><strong>June 11, 2019 – Barry to complete SWP</strong></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Incident ID: 123672</th>
<th>Incident Date: 2019-05-08</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Coach threw a batting practice pitch to one of the players. The right-handed hitter hit the ball to the left part of the cage hard on the ground. The ball deflected off of the batting cage divider bar and hit the coach in the upper lip. The coach was bleeding from the lip and went to the hospital to get stitches on the inside and the outside of the upper lip.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Root Cause:</strong></td>
<td>Due to the layout of the retractable netting system, when in the down position it leaves an exposed bar for baseballs to deflect off of and hit coaches behind the screen.</td>
</tr>
<tr>
<td><strong>Corrective Action Identified:</strong></td>
<td>Investigate a padding and guarding system for the rails that divide the cage</td>
</tr>
<tr>
<td><strong>James August 2019 IP</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Incident ID: 123672</th>
<th>Incident Date: 2019-05-08</th>
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<tbody>
<tr>
<td><strong>Worker was line trimming the base of fence to cut back grass. Line trimmer hit a non-visible barrier causing an obstacle to be thrown into the workers face and up their nose.</strong></td>
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<tr>
<td><strong>Root Cause:</strong></td>
<td>Line trimmer hit an object that was located within the long grass and not visible. Worker was wearing eye protection, gloves and hearing protection. No face shield was worn.</td>
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<tr>
<td><strong>Corrective Action Identified:</strong></td>
<td>Add Face shield to PPE. If mess shield is used, safety glasses must be used as well.</td>
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<tr>
<td><strong>James June 2019 C</strong></td>
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5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

<table>
<thead>
<tr>
<th>Incident ID:</th>
<th>Incident Date:</th>
<th>Final Actions Taken:</th>
<th>Corrective Action Identified:</th>
</tr>
</thead>
<tbody>
<tr>
<td>123734</td>
<td>2019-05-22</td>
<td>Purchased Full face shields - each staff will have their own head gear and shield. SWP procedures updated.</td>
<td>Train staff to look at areas being worked on for any large objects that could become projectiles.</td>
</tr>
<tr>
<td>123748</td>
<td>2019-05-24</td>
<td>Kneeling down to adjust a mower worker used their hand to push up and felt a strain in the right wrist.</td>
<td>Investigate options for a raised work area</td>
</tr>
<tr>
<td>123748</td>
<td>2019-05-24</td>
<td>Worker struck elbow on edge of mezzanine guardrail after placing drape over pace clock</td>
<td>Fabricate a cover to drop in place over pace clock. Suggest a light rigid and opaque material like core-flute.</td>
</tr>
<tr>
<td>123749</td>
<td>2019-05-24</td>
<td>Worker disturbed a wasp nest, and was stung 7-8 times.</td>
<td>Isolated area, informed those nearby, nest was addressed the following day. Staff were reminded to fully survey their work area before beginning work.</td>
</tr>
</tbody>
</table>

Root Cause:

- Lack of elevated work area
- Requirement for pace clocks to be turned off was not identified during meet setup
- Nesting wasps and review of work area

Corrective Action Identified:

- Investigate options for a raised work area
- Fabricate a cover to drop in place over pace clock
- Isolated area, informed those nearby, nest was addressed the following day
- Staff were reminded to fully survey their work area before beginning work.
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 # (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>
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* 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>
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<th>Follow up: Date Pending</th>
<th>Status</th>
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<tbody>
<tr>
<td>I-19/01/15</td>
<td>E</td>
<td>- Brian completed training</td>
<td></td>
<td>Feb 2019</td>
<td>IP</td>
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<td></td>
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<td>- Gary completed</td>
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<td></td>
<td></td>
<td>- New members: Chris S, Brendan and Mike completing part 2</td>
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<td></td>
<td>June 12, 2019</td>
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<td></td>
<td>- Vince need to be completed by Sep 30, 2019</td>
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* ED – Education and Training

8. ONGOING BUSINESS – Status of Action Items

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<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>ED 6-18/03/13</td>
<td>E</td>
<td>Requirements for Job Specific Training Documentation</td>
<td>Dan</td>
<td>August 2019</td>
<td>IP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Job specific training is the training required to carry out tasks related to the job. When the results of a risk assessment for a particular task identifies that the risk due to a hazard can be minimized by training, it is crucial that this training is documented. This will enable due diligence to be proved. To help facilitate this process, RMS has created a Job Specific</td>
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Last Revised: 03/15/2018
Next Revision: 03/15/2019
### 8. ONGOING BUSINESS – Status of Action Items

<table>
<thead>
<tr>
<th>Date</th>
<th>Action Item</th>
<th>Status</th>
<th>Responsible</th>
<th>Due Date</th>
<th>Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019/04/09</td>
<td>Training Documentation template which can be accessed on the RMS Website.</td>
<td>Present: Training matrix has been created, being populated with training requirements</td>
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</tr>
<tr>
<td>2019/04/09</td>
<td><strong>Violence Risk Assessment</strong></td>
<td>Insure all facilities have had violence in the workplace risk assessments completed.</td>
<td>Dan</td>
<td>May 14</td>
<td>IP</td>
</tr>
<tr>
<td>2019/04/09</td>
<td></td>
<td>To be completed this month</td>
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<tr>
<td>2019/05/01</td>
<td><strong>Deliveries to The Aquatic Centre</strong></td>
<td>The areas used by the AC to receive chemicals used in pool operations including chemicals regulated by TDG is now immediately adjacent to UBC’s main bus commuter disembarkation platform. Further proposed changes to this area will consume space immediately adjacent to the AC and decrease the separation between the commuting public, staff and students, and increase risks.</td>
<td>Andy</td>
<td></td>
<td>IP</td>
</tr>
<tr>
<td>2019/05/01</td>
<td></td>
<td>The alternate receiving area is the NE corner of the AC. In order for a delivery vehicle to access either site they must back up along the pedestrian walkways on the west side of the SRC and AC between the disembarkation platforms or the pedestrian walkways between the SRC and the AC.</td>
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<tr>
<td>2019/05/01</td>
<td></td>
<td>The AC has no loading dock or receiving bay and no space for one. This forces trucks to reverse, either in or out, through the potentially 1000’s of pedestrians exiting buses at busy times. In the event of a chemical spill there is no contained spill site and</td>
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## 8. ONGOING BUSINESS – Status of Action Items

<table>
<thead>
<tr>
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<th>Action Item Description</th>
<th>Responsible Person(s)</th>
<th>Due Date</th>
</tr>
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</table>
| 2019/05/01 | **Safety Day Award Criteria**
A memo has been attached to this email that outlines the award criteria for the JOHSCs and LSTs. Please review so you are aware of the criteria that will be utilized to determine the winners. A survey link will be distributed in a future co-chair email where all JOHSCs and LSTs will have an opportunity to self-nominate themselves and provide reasons as to why they are qualified for the specific award. As a reminder, Safety Day will be held on Tuesday October 1, 2019 at the Robert H. Lee Alumni Centre. Sign up if you already haven’t as there is limited capacity:
https://events.eply.com/SafetyDay20192862627                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Linda                  | IP           |
| 2019/05/14 | **Electrical Access**
Energy and Water services has requested that there be limited access to electrical rooms. There is a plan to rekey the highest risk rooms as soon as possible and reconcile which rooms need to be rekeyed. Hard flash training will be required for anyone looking for access to restricted electrical rooms.

**Update** – Access to electrical rooms will be restricted further. Limited staff will be granted access to select spaces (AC for pump room, DMC for lighting controls). Training for these staff will be provided.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Dan                    | June 2019    | C            |
| 2019/05/14 | **Arena awaiting final noise assessment report from the concert assessment.**
Results are showing the noise levels are way over limits and safety protocols will be needed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Barry                  | August 2019  | IP           |

**Action Items:**
- Hearing conservation program to be implemented for full time/regular concert staff – contact through Lori Takenaka
8. **ONGOING BUSINESS – Status of Action Items**

- Hearing protection to be mandated

<table>
<thead>
<tr>
<th>Date</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>2019/04/14</td>
<td>E</td>
<td>New contact list for members of the JOHSC to be created with photos, and contact information. Linda has provided template to Jason</td>
<td>Jason</td>
<td>August 2019</td>
<td>IP</td>
<td></td>
</tr>
</tbody>
</table>

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

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>Building Operations custodial – individual was hurt on Monday; no report to supervisor at that time. Hand was caught between auto scrubber and shelf. On Wednesday, supervisor noted that individual's hand was swollen and red. Supervisor recommended that first aid be called. 2-4444 was called. Fire department, RCMP, ambulance, and campus security responded. Individual was fine. RCMP reported to WorkSafe. WorkSafe called inquiring about investigation for incident which was not started until after 48 hours from incident (Wednesday night). Inspection report was issued, recommendation was that they wanted to see the full investigation from incident. UBC needs to ensure that we are reporting injuries immediately, no matter how minor; incidents must be completed within 48 hours from time of incident. Dan to send department email affirming the need for immediate incident reporting and investigation</td>
<td>Dan</td>
<td>June 11, 2019</td>
<td>June 14, 2019</td>
<td>IP</td>
</tr>
</tbody>
</table>
### 10. NEW & OTHER BUSINESS

- General discussion items (list actionable items below)

<table>
<thead>
<tr>
<th>Item # (NB-yy/mm/dd-01)</th>
<th>Priority</th>
<th>Action Plan (Actions Taken/Need to be taken)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>Annual JOHSC Evaluation / Survey</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Once again, RMS will be providing feedback opportunities for all involved in the Committee, by including an anonymous survey to gather input from JOHSC members on the function and effectiveness of the committee. In keeping the evaluation consistent with last year, we will be distributing it in person during a committee meeting. After which, we will follow up by sending out an anonymous link to an online survey to all JOHSC members so that those who were not present in the meeting will have the chance to voice their praises or concerns as well. Information collected will be summarized and only reported based on Worker and Employer representative categories. Individual survey results will not be released and will remain confidential. Overall survey results will be incorporated into the annual JOHSC Evaluation for Committee review.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Barry Garry</td>
</tr>
<tr>
<td>2019/06/11</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>E</td>
<td><strong>Safety Message from Building Operations:</strong> We are asking all faculty and staff enjoying the mowed grass areas across campus to conduct a quick visual scan to identify potential projectiles left behind after events or activities. Last year, there were a few near misses that could have caused an injury to faculty, staff, students or visitors. We do our best to inspect grassy areas before mowing but your assistance would be greatly appreciated.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Thank you,</td>
</tr>
<tr>
<td>2019/06/11</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## 10. NEW & OTHER BUSINESS

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019/06/11</td>
<td>E</td>
<td><strong>Summer Crime Prevention Tips</strong></td>
<td>Campus Security has generated a list of tips to prevent theft (See attached). Please circulate widely in your areas.</td>
</tr>
<tr>
<td>2019/06/11</td>
<td>E</td>
<td><strong>World Environment Day</strong></td>
<td>June 5 is World Environment Day. Correctly disposing of hazardous waste is one way in which we can help the environment. As a reminder, RMS has hazardous waste procedures which have been recently updated detailing the process to follow for disposing of different types of waste on UBC-V campus. The attachment provides a summary of the main waste streams. In addition, if a researcher is leaving their space, please ensure they follow the Decommissioning Protocol so all items are properly disposed of. If you require any information or assistance regarding hazardous waste disposal, contact the Environmental Protection Advisor, Ligia Gheorghita. If departing researchers have biological or radioactive inventories, please contact the Biological and Radiation Safety Advisor, Janet Hankins for assistance in permit decommissioning and disposal of radioactive substances.</td>
</tr>
<tr>
<td>2019/06/11</td>
<td></td>
<td><strong>Pesticide and herbicide processes</strong></td>
<td>Pesticide and herbicide processes from Groundskeeping team were audited by the Ministry of Environment. Storage and application processes were strong, but Integrated pest management manual to be updated.</td>
</tr>
</tbody>
</table>
12. MEETING ADJOURNED

Time: 10:

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)