



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee:	UBC Building Operations Trades Joint Occupational Health & Safety Committee	Worker Co-Chair:	Bryan Archibald
		Employer Co-Chair:	Mike Paley (chair)
Date:	July 9th, 2019	Time:	1:00 pm – 3:15 pm
		Location:	USB Room 1020 Main Conference Room

AGENDA:

<ol style="list-style-type: none"> 1. Roll Call 2. Determination of Quorum 3. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes 4. Additional Agenda Items, Review Actionable Items from Local Safety Team (LST) Minutes & Approval of Agenda 5. Review Central Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents <ul style="list-style-type: none"> • Monthly Incident List & Statistical Summary Report • Accident/Incident Further Follow-up on Listed Incidents 	<ol style="list-style-type: none"> 6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers) 7. Review Education and Training 8. Ongoing Business – Status of Action Items 9. Follow-up Business – Status of Closed Items 10. JOHSC Recommendation Letters (Correspondence) 11. New and Other Business 12. Next Meeting 13. Meeting Adjournment
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1. ROLL CALL					
Worker Representatives	Association/ Union	Work Location	Present	Regrets	Absent
Todd Mullin	CUPE 116	Architectural Trades – Carpentry	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Neil Malmquist (Alternate)	CUPE 116	Architectural Trades – Carpentry	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Erik Feuchuk	CUPE 116	Architectural Trades – Carpentry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scott Runquist	CUPE 116	Architectural Trades – Paint/Glazing/Plaster/Sign	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mike Shankar (Alternate)	CUPE 116	Architectural Trades – Paint/Glazing/Plaster/Sign	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Neil Ram	CUPE 116	Electrical Trades – Electrician	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Curtis Spencer (Alternate)	CUPE 116	Electrical Trades – Electrician	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bryan Archibald (Co-Chair)	IUOE 115	Mechanical Trades – Mechanical Maintenance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sean Roe	CUPE 116	Mechanical Trades – Plumbers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nikki Gaulton	CUPE 116	Mechanical Trades – Steamfitters	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mike Soriano (Alternate)	CUPE 116	Mechanical Trades – Plumbers	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Raymond Lum	CUPE 116	Mechanical Trades - Sheetmetal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michael Laing (Alternate)	CUPE 116	Mechanical Trades - Sheetmetal	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Thomas Davis	CUPE 116	Construction Office	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Employer Representatives	Work Location	Present	Regrets	Absent
Kevin Morris	P&P Manager, Architectural Trades	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mike Devolin (alternate)	Manager, Architectural Trades	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mike Paley (Co-chair)	P&P Manager, Electrical Trades	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
José Teres	Manager, Construction and Planning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Peter McLoughlin	Senior Manager, Building System Owner Mechanical	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Denise Pearce (alternate)	Director, Trades	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Jason Wright	P&P Manager, Mechanical Maintenance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lee McCormick (alternate)	P&P Manager, Mechanical Operations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Resources/Guests	Work Location	Present	Regrets	Absent
Lori Takenaka	RMS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ellen Grande	Clerical (minute taker)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. DETERMINATION OF QUORUM

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

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

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

• Move to adopt minutes. Moved by: Jose Teres Seconded by: Jason Wright

• Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

• (List additional agenda items)
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4 A. REVIEW ACTIONABLE ITEMS FROM LST MINUTES (if applicable)

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

No actionable items noted

Is the agenda approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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5. Review Central Accident/Incident Reporting System

Attach inspection checklist(s) and report(s) to these meeting minutes and use this table to record discussion and new recommendation(s)-17

Item # (Use CAIRS Incident ID #)	Priority	Date	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
121855	C	2018-05-16	<p><i>New Ladder Presentation</i></p> <ul style="list-style-type: none"> Ladder trials have been conducted on 5, 6, 8 foot ladders. Only feedback is the loud click on the first rung of the ladder. It's too noisy. Will order without the clicking feature. Item closed. 	Mike Paley		C



5. Review Central Accident/Incident Reporting System

			<ul style="list-style-type: none">• The electrical and carpentry shops are still trialing the 2' x 6' ladders. The 2'x 5' and 2' x 8' ladders have been ordered and will arrive shortly.• 2 x 6ft have arrived and Electrical and Carpentry Shops are currently trialing with positive feedback from the electricians. Stores is also ordering 2x 5ft and 2 x 8ft ladders. Feedback to be given to Mike Paley and Scott Runquist.• Paul Harris, Stores, to purchase ladders for trial. Mike Paley will email Paul and advised the committee at the next JOHSC meeting as to when the ladders will arrive and the trial to begin.• Decisions will be made whether to purchase and/or trial ladders in the new fiscal year. On-going.• Mike Paley has received both quote and specs for the "Mighty-Lite" ladders. Sample of the ladders to be purchased in the new fiscal year and trade crews will trial. Mike Paley and Scott Runquist will be meeting January 9th, 2019 to discuss ladder trial. In progress.• Mike Paley will set up a time to meet with Scott to review and/or implement the ladder trial. In progress.• Mike Paley to follow-up with Scott Runquist. In progress.• Interested shops will receive trial ladders. At this time, Painters, Carpenters and Sheetmetal. Bryan Archibald to follow-up with Matthew to get trial ladders brought in. In progress.• It was decided that the feedback form should be distributed right away to the crews. The feedback form will illustrate the 5 ladders. Matthew will head the distribution and collection process.• Proceed in bringing in Little Giant ladders to trial. It was recommended Tool Crib to handout a feedback form when the ladders are signed out and collect the feedback forms when the ladders are returned.			
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5. Review Central Accident/Incident Reporting System						
			<ul style="list-style-type: none"> Scott will co-ordinate with Matthew to see if there is an opportunity to trial the ladders. Scott will see if there are Canadian Mfgs supplying similar ladders. Managers and Heads are attending a Ladder Mfg Presentation, June 13th. Matthew will invite the JOHSC Trades reps too: they want more information on 3 point ladder safety. 			
123859	B	2019-06-13	<p>Worker was standing at the passenger window having a conversation with another worker inside a vehicle. Conversation finished, worker turned and tripped over the curb adjacent to the vehicle and fell on his side.</p> <p>Root Cause: The employee had just finished a conversation and turned around, not noticing how close they were to the curb.</p> <p>Corrective Action Identified: Manager to speak with employee and explain the worker needs to pay more attention to their surroundings.</p> <p>Estimated Completion Date: 2019-07-19</p> <ul style="list-style-type: none"> Committee reviewed and added no new recommendations. 			C
124884	B	2019-06-13	<p>Worker was applying force on pipe wrench to undo a pipe fitting, force exerted released the pipehead of worker anticipation, worker was struck in the head with wrench, causing minor cut</p> <p>Root Cause: Worker was trying unthread a pipe. The piping had extensive corrosion which created a chemical bond between pipes. After applying a penetrating oil, worker used excessive force that when the pipe released caused the wrench being utilized to impact worker in the upper forehead region.</p> <p>All Corrective Actions Complete</p> <p>Corrective Action Identified: Explore other methods for this type of work. i.e. - heat, allow more time for penetrating oil to work, different size wrench, etc.</p> <p>Estimated Completion Date: 2019-06-20</p> <p>Final Actions Taken: Crew talked discussed the events that transpired</p> <p>Date Completed: 2019-06-20</p> <ul style="list-style-type: none"> Committee reviewed and added no new recommendations. 			C
124937	B	2019-06-13	<p>Worker was on a ladder, in the t-bar ceiling space in Lab, performing a hot water heating valve from piping. Worker was cutting pipe with a hacksaw. The action of cutting created vibration and disturbed dust in the space</p>	Jason Wright	2019-08	N



5. Review Central Accident/Incident Reporting System

			<p>causing it to be air-borne. As a result, particulate entered worker's left eye causing irritation during lunch break.</p> <ul style="list-style-type: none"> Worker was wearing safety glasses, however, did not report immediately. The worker at a later time when to the Hospital and had his eye flushed. Corrective actions need to be completed in CAIRS. 			
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DID JOHSC MEMBERS REVIEW ACCIDENT/INCIDENT STATS?	<input checked="" type="checkbox"/>
DID JOHSC MEMBERS IDENTIFY ANY TRENDS?	<input type="checkbox"/>
DID JOHSC MEMBERS MAKE ANY RECOMMENDATIONS?	<input checked="" type="checkbox"/>

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)-17

Item # (Use Inspection #)	Priority	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status
GI-MECH-27	B	<ul style="list-style-type: none"> Flammable spray paints and lubricants are sitting on top of a cabinet out in the open. Recommend to move all cans of flammable materials into yellow fire resistant cabinets. 	Bryan Archibald	2019-08	N
GI-METAL-26	B	<ul style="list-style-type: none"> Doors from 0003H through to main stores hallway needs a window installed on west side. 	Jason Wright	2019-08	N
GI-METAL-25	B	<ul style="list-style-type: none"> Office furniture in hallways has been left outside of 003H-003G. Recommend to be cleaned up. 	Jason Wright	2019-08	N
GI-PAINT-20	C	<ul style="list-style-type: none"> In progress. SR has been submitted. In progress. SR to be generated to re-lamp light fixture 	Kevin Morris/ Scott Runquist	2019-08	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)					
GIMETAL-18	B	<ul style="list-style-type: none"> • Cabinet has arrived. In progress. • Jason Wright has ordered the cabinet. SR submitted to sign shop for corresponding labelling. In progress. • Paint cans/chemicals to be securely stored in a yellow flammable cabinet, which Jason Wright will source. • Paint cans/chemicals stored on shelf and not in cabinet. Bert Temple advised to clean area. SR submitted to Sign Shop to create appropriate labels for this area. 	Jason Wright	2019-08	IP
GI-MECH-15	C	<ul style="list-style-type: none"> • Ballast have been flagged. Work in progress. • Service requests are with Utility Workers to replace all burnt out lights. In progress. • Several fluorescent light bulbs burnt out on ballast. Submit SR to Utility Workers to replace tubes/bulbs. 	Sean Roe/ Jason Wright	2019-08	IP
GI-CARP-9	C	<p><i>Lockout for Equipment in Carpentry Shop</i></p> <ul style="list-style-type: none"> • Labelling not complete. In progress. • Stickers have been made, but have not been applied yet. In progress. • In progress. • Kevin Morris will contact Sign Shop to have “Remember to Lockout” stickers made. • After a discussion on the various lockout procedures, Fred Stander and Neil Malmquist decided to leave the procedure as is. They did agreed, however, that a sticker stating, “Remember to Lockout” be created and placed on the equipment. Kevin Morris will also re-check the lock out procedures. In progress. • No update. In progress. • Fred Stander and Neil Malmquist will discuss various lock-out procedures to determine best fit for scissors. 	Kevin Morris	2019-08	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)					
		<ul style="list-style-type: none"> Lock out procedures not posted for blade replacement and equipment maintenance. Post procedures and look at keeping shop lock-out scissors and tags at machinery 			

* GI- General Inspection

7. REVIEW EDUCATION AND TRAINING					
(General discussion, confirm all training is up-to -date, etc. For all actionable items please list below)					
Item # (ED-yr/mm/dd-01)	Priority	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status
E.g. ED-17/09/19-01		<i>Enter any information relevant to required training, upcoming renewal of training, new member training, etc.</i>			
ED-19/04/09-01		<ul style="list-style-type: none"> 19/07/09: Todd still needs to complete Part 2. 19/06/11: Todd still needs to complete Part 2. 19/05/14: Todd Mullin completed Part 1. Needs to complete Part 2. Todd Mullin joined April 9, 2019. Has until October 2019 to complete 8hr JOHSC training. 	Todd Mullin	2019-10	IP
ED-19/04/09-02		<ul style="list-style-type: none"> 19/07/09: Curtis still needs to complete Part 1 and 2. 19/06/11: Curtis still needs to complete Part 1 and 2 19/05/14: Curtis Spencer needs to complete Part 1 and 2. Curtis Spencer joined April 9, 2019. Has until October 2019 to complete 8hr JOHSC training. 	Curtis Spencer	2019-10	IP

* ED – Education and Training



8. ONGOING BUSINESS – Status of Action Items					
Original Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
E.g. NB-17/04/11 -811	E	<i>Add any additional relevant information pertaining to the status of this item – keep most recent information on top. If long list of details, older less pertinent information can be removed as will have already been recorded in previous minutes</i>			
NB-19/05/04-933		<p><i>Terms of Reference Template</i></p> <ul style="list-style-type: none"> 19/07/07: Mike Paley and Bryan Archibald to confirm when TOR was last reviewed. If reviewed this year, they will adopt template next year. In progress. 19/06/11: No update. In progress. 19/05/04: Lori Takenaka advised that there are minor changes to JOHSC Terms of Reference template. It was recommended that Mike Paley and Bryan Archibald transfer information to the new template and then send out to the committee for review. 	Mike Paley/ Bryan Archibald	08-2019	IP
NB-19/04/09-929	B	<p><i>Working Alone Risk Assessment and Work Procedures</i></p> <ul style="list-style-type: none"> 19/07/07: Mike Paley to review working alone risk assessment template on RMS website as a starting point and will provide feedback to the JOHSC. In progress. 19/06/11: Kevin Morris took the item to BOLT and has been advised that BOLT will work with the University to define the “Working Alone” process. 19/05/14: Kevin Morris will bring up item at the next Managers Meeting to action. In progress. 19/04/09: JOHSC to review existing working alone risk assessments and work procedures for their areas and update using the updated documents on the RMS website: http://rms.ubc.ca/health-safety/safety-programs/personal-safety/6969-2/. Existing working alone risk assessments and work procedures are saved on Shared drive S:\Policies & Procedures\Safety\Working Alone or in Isolation. 	Mike Paley	2019-08	IP



8. ONGOING BUSINESS – Status of Action Items					
NB-19/03/12-922	B	<p><i>Crosswalk to be Painted at LSC</i></p> <ul style="list-style-type: none"> • 19/07/07: Mike Paley will speak with Jenniffer Sheel for the project timeline. • 19/06/11: Service request is with Jenniffer Sheel. No update. In progress. • 19/05/14: Jenniffer Sheel and Krista Faulkner will determine when the lines are to be painted. In progress. • 19/04/09: Jason Wright to view photos and make a recommendation. In progress. • 19/03/12: Crosswalk at intersection of LSC and Chem Bio requires lines to be painted white. Sean Roe will take pictures and forward to Jason Wright. 	Mike Paley	2019-08	IP
NB-19/03/12-921	B	<p><i>Seismic Guidelines</i></p> <ul style="list-style-type: none"> • 19/07/07: Kevin Morris will update committee next month. In progress. • 19/06/11: Carpentry shop has requested a refresher session on the B.C. Building Code. Kevin Morris will arrange. Also the Committee noted: the “Transition Team” is being revitalized and the Engineer on Record will likely be Michael Cunningham. • 19/05/14: Seismic guidelines exist in the Tech Guidelines, however, not always possible to monitor contractors and their work. Kevin Morris will talk with Mike Thayer for his opinion. • 19/04/09: Kevin Morris to set up meeting with Mike Thayer for further discussion on seismic guidelines. In progress. • 19/03/12: With the recent incident of a wall panel falling down at Kaiser, Neil Malmquist asked what are the seismic guidelines at UBC? Kevin Morris will speak with Mike Thayer regarding Technical Guidelines and Standards and will update the committee next month. 	Kevin Morris	2019-08	IP



8. ONGOING BUSINESS – Status of Action Items					
NB-18/11/13/905	B	<p><i>Job Safety Reviews</i></p> <ul style="list-style-type: none"> 19/07/07: In progress. RMS has not received any updated JSRs yet. 19/06/11: Not all Job Safety Reviews have been completed. In progress 19/05/14: Committee agreed the timeline for JSRs to be completed is June Copy of completed JSRs are to be sent to RMS. In progress. 19/04/09: Neil Malmquist and Kevin Morris are still reviewing the JSR's for the upholstery and carpentry shops. On-going. 19/03/12: Neil Malmquist and Kevin Morris are reviewing the JSR's for the upholstery and carpentry shops. Final vetting will be RMS. On-going. 19/02/12: Bryan Archibald shop talked the item with Mech Maintenance. Mike Paley will review with the Electrical Shop. Paint and Carpentry are still in process of reviewing the Job Safety Reviews. JSR's can be found here: S:\Policies & Procedures\Safety\Job Safety Reviews 19/01/08: JSR to be updated and reviewed. Tariq Din requested after review that the JSRs be forwarded to RMS. More discussion need re: laborers working with glaziers and the need for appropriate safety review before doing the job. 18/12/12: Architectural group will be updating all their Job Safety Reviews (JSRs) as they have not been updated since 2012. Not all committee members were familiar with JSRs. Mike Paley sent out JSRs for the respective crews. JOHSC to review their own JSRs and update accordingly. 	ALL	2019-08	IP
NB-18/10/09-894	C	<p><i>I-B-21 Welding, Cutting and Allied Processes</i></p> <ul style="list-style-type: none"> 19/07/07: Lee McCormick sent the draft to Mike Paley. Mike will send draft I-B-21 to all members for review. 19/06/11: The committee held a separate meeting and reviewed I-B-21 making minor changes to the draft. Lee McCormick to 	Lee McCormick/ Mike Paley	2019-08	IP



8. ONGOING BUSINESS – Status of Action Items					
		<p>incorporate the changes and send to committee for final review. In progress.</p> <ul style="list-style-type: none"> • 19/05/14: Bryan Archibald will be advised to send Draft I-B-21 to committee members before next month’s meeting. In progress. • 19/04/09: Draft I-B-21 will be vetted by the committee at the Trades JOHSC meeting. Bryan Archibald to send out. • 19/03/12: Still in progress. • 19/02/12: Bryan Archibald to send I-B-21 Draft to committee to review. Committee was asked to send any comments to Bryan Archibald. Bryan would like to finalize the policy before next month’s meeting. Item in progress. • 19/01/08: Brian Archibald will forward to R. Lum for review. Jason Wright has reviewed the document. Next meeting a discussion on finalizing the draft I-B-21 document. In progress. • 18/12/12: I-B-21 sent out Oct 28th for review. Bryan Archibald will forward to Raymond Lum for his review. Committee is waiting for Jason Wright feedback as well. Send feedback to Peter McLoughlin. In progress. • 18/11/13: Incident 122580: Presently I-B-21 is in draft form and needs to be updated. • 18/10/09: Incident occurred in BRDF that highlights the need to review I-B-21 Welding, Cutting and Allied Processes to ensure workers are familiar with the requirements pertaining to Hot Work Mike Paley to send to JOHSC to review and discuss at next meeting. 			
NB-18-06-12-873	C	<p><i>Prescription Safety Eyewear</i></p> <ul style="list-style-type: none"> • 19/07/07: A project leader has yet to be determined. Mike to follow-up. • 19/06/11: A project leader hasn’t been assigned to manage the safety eyewear trial. On-going. • 19/05/14: Mike Paley will update next month. In progress. 	Denise Pearce/ Mike Paley	2019-08	IP



8. ONGOING BUSINESS – Status of Action Items

		<ul style="list-style-type: none">• 19/04/09: The roll out for the prescription safety eyewear trial will begin shortly. The trial will run with 20 participants at a cost of \$4,000 for the entire trial and a maximum of \$120.00 per person. More information to follow when a PM has been assigned to head the project.• 19/03/12: Mike Paley advised that the review may take several months as the funding has to be vetted by Legal. In progress.• 19/02/12: Mike Paley is in discussion with Michelle McArthur regarding the eyewear pilot study. They are reviewing costs. Item in progress• 19/01/08: Mike Paley will follow-up with Denise Pearce as to doing the prescription eyewear pilot study. In progress.• 18/12/12: Linda Roseborough has followed up with Michelle McArthur, Contract Manager to review contract language. Michelle will provide feedback to Denise Pearce who will then determine how it will be rolled out. Item in progress.• 18/11/13: In Matthew Harraway’s absence, Lori to follow-up with Tariq Din to determine status of this item Kevin Morris has offered to assist in Matthew Harraway’s absence.• 18/10/09: Subcommittee met with BC Optometry. Funding has been approved for pilot group to trial program. Matthew to update at next meeting.• 18/09/11: Tariq Din, Neil Malmquist, Nikki Gaulton, and Matthew Harraway will form a subgroup to discussing and planning the logistics of doing a prescription eyewear pilot study. This meeting will be held September 20th with a guest speaker from BC Optometry attending.• 18/08/18: Lori Takenaka will forward attachments to the committee. The committee will review the documentation from the BC Doctors of Optometry and determine if this is a program that they would recommend be implemented.			
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8. ONGOING BUSINESS – Status of Action Items					
		<ul style="list-style-type: none"> 18/07/10: On going. 18/06/12: Matthew H. will forward documentation from BC Doctors of Optometry in regards to a Prescription Safety Eyewear Program, for committee to review. 			
NB-17-04-11-844	B	<p><i>Water Intrusion Response and Remediation Policy</i></p> <ul style="list-style-type: none"> 19/07/07: A separate meeting on Thursday, July 11th, has been scheduled to discuss the policy further. Update next meeting. 19/06/11: The JOHSC committee will meet with Francois Desmarais to discuss the Water Intrusion Response and Remediation policy. The meeting to be held prior to the next JOHSC meeting. On-going. 19/05/14: Policy to be resent as some new members have not had the chance to review and give their feedback. In progress 19/04/19: Mike Paley has collated the feedback from all crews and will send out the policy to the committee members to vet at the next Trades JOHSC meeting. 19/03/12: Carpentry has sent feedback to Kishani Gibbons for final approval. In progress. 19/02/12: Carpentry shop will discuss further the topic of drywall contamination at the next meeting. In progress. 19/01/08: Further discussion regarding removal of drywall and subsequent contamination. In progress. 18/12/12: Kevin Morris will contact Dustin Szeto to voice his concerns from an architectural point of view. Still under review. 18/11/13: Water Intrusion Policy reviewed. Committee members to provide feedback to Dustin Szeto (e.g. protocol to notify architectural group to review to mitigate mold development, isolation and lockout requirements). 18/10/09: Mike P. received updated flood procedures (draft) from Kishani. M. P to review and distribute to JOHSC for their review. Send feedback on draft procedures to Dustin Szeto. Discuss at next 	Mike Paley/ Lee McCormick	2019-08	IP



8. ONGOING BUSINESS – Status of Action Items					
		<p>JOHSC meeting. In progress. Item has been condensed from April 2017 to April 2018 inclusive.</p> <ul style="list-style-type: none"> 18/09/11: Under review. In progress. 18/08/14: Under review. Mike will advise next month as to K. Gibbon’s response. 18/07/10: The Water Intrusion Policy is with Kishani Gibbons for review. Mike P. to follow-up with Kishani G. 18/06/12: The flood policy was not presented to BOLT as there were new updates to the working copy. Note: the policy title has been changed to “Water Intrusion”. Item in progress. 18/05/08: The flood policy was presented to BOLT. Custodial JOHSC is currently reviewing. 			

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

9. FOLLOW-UP BUSINESS – Status of Action Items					
Original Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
NB-18/03/13-856	B	<p><i>Follow-up Confine Space Rescue Truck:</i></p> <ul style="list-style-type: none"> Sean Roe will be the “pointman” for the Rescue Truck ensuring that it is maintained accordingly. The rescue truck can be check in/out at Stores. 	Sean Roe	INFO	N

10. JOHSC RECOMMENDATION LETTERS & WORLSAFE BCCORRESPONDENCE						
Item # (use Recommendation #)	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status
E.g.: CODE-REC-2017-01		<p><i>For all JOHSC Recommendation Letters (correspondence) make sure to refer to any applicable incident, investigations or other related occurrences by item #. DO NOT MOVE OUT OF THIS SECTION – this section is to be used to ensure employer is responding within 21 calendar days. Once correspondence is complete item can be</i></p>				



10. JOHSC RECOMMENDATION LETTERS & WORLSAFE BCCORRESPONDENCE						
		<i>removed. NOTE: Item # that correspondence pertains to should remain in the "Ongoing Business" and updated with any additional information until fully resolved.</i>				
WSBCIR #201918447049A		WorkSafeBC Inspection Report #201918447049A A worker's hand got caught between a handle and a shelf while operating an auto floor scrubber. A preliminary investigation was not completed within 48 hours of the incident. Reminder to every one of the requirements for preliminary investigation (48 hours) and full investigation (30 days).	ALL	2019-06-04	INFO	E

11. NEW & OTHER BUSINESS					
<ul style="list-style-type: none"> General discussion items (list actionable items below) 					
Item # (NB-yy/mm/dd-01)	Priority	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
E.g.: NB-17/09/19-01		For new items that are not currently in "ongoing business". Enter any relevant information regarding this item, actions to be taken, etc. If this item is not completed within the meeting, it will be moved to "Ongoing Business" for following meeting			
NB-19/07/07/942	B	<i>Confined Space Rescue Equipment</i> Overall ownership of confined space rescue equipment and trailer will be with Sean Roe (crew 22), who will inspect on a regular basis. Stores/Toolcrib will inspect and certify equipment annually. Confined space rescue team members to inspect equipment prior to use and put equipment back after use.	ALL	INFO	N
NB-19/07/07/941	B	<i>Primary and Alternate JOHSC Members</i> Should a primary JOHSC member not be able to attend, they are to let their alternate know and provide updates to items that they are responsible for. If alternates are not available, please let the co-chairs know.	ALL	INFO	N
NB-19/07/07/940	B	<i>JOHSC Annual Evaluation</i> Mike Paley reviewed the JOHSC Annual Evaluation with the committee. Evaluation period was April 1028 – March 2019 and the JOHSC received a score of 79%. Auditor made the following suggestions as GOALS: 1. Improvement of inspections for consistency and ensure inspectors are interacting with workers.	Mike Paley/ALL	08-2019	N



		<p>2. Improvement of minutes to better document committee activities and actions</p> <p>3. Complete action items in a timelier manner</p> <p>4. Improvement of CAIRS report reviews and documentation of additional JOHSC recommendations/actions</p> <p>Mike Paley to send JOHSC Annual Evaluation to the committee to review and for members to determine if the above GOALS are to be actioned and/or if additional GOALS should be identified.</p>			
NB-19/07/07-939	B	<p><i>Radio Dead Zones</i></p> <ul style="list-style-type: none"> Mike Paley will share the Electrician’s Radio Dead Zone list. Location to be determined. 	Mike Paley	08-2019	N
NB-19/07/07-938	B	<p><i>New First Aid Program Pilot</i></p> <p>Later this year, Safety and Risk Services (formally known as RMS) will be launching a new first aid program across UBC. Once the program is launched, all UBC staff and faculty will have a dedicated team of UBC first aid professionals responding to first aid calls 24/7.</p> <p>In preparation for this program, Safety and Risk Services will be running a pilot for the program within Building Operations starting today (July 2, 2019), and Student Housing and Hospitality Services (SHHS) starting next week (week commencing July 8, 2019).</p> <p>During the pilot, the UBC Occupational First Aid team will only be available Monday to Friday from 7:00 a.m. -7:00 p.m. After hours first aid support will revert back to the current system of custodial support/VFRS.</p> <p>WHAT TO DO IN THE EVENT OF A FIRST AID SITUATION</p> <ul style="list-style-type: none"> Head to the First Aid Room at USB Pick up the First Aid Phone (Mon-Fri 7am-7pm) or the After Hours Phone (outside Mon-Fri 7am-7pm) Explain the situation and request first aid First aid support will be dispatched to your location 	ALL	INFO	N



		<p>If you can't make it to the First Aid Room then dial 2-4444 from a UBC landline or 604-822-4444 from any other phone and first aid support will be dispatched to your location.</p> <p>As always, in the event of a medical emergency dial 9-1-1 and then, if you are able to dial 2-4444 or 604-822-4444 to enlist the help of the emergency services and our first aid support, who will likely arrive on the scene first.</p> <p>The pilot gives Safety and Risk Services an opportunity to ensure the first aid services we are providing to Building Operations and UBC as a whole are fit for its intended purpose. For questions, comments, and feedback during the pilot, please let us know by contacting Dustin Szeto at 604-822-2932.</p>			
NB-19/07/07-937	B	<p><i>Safety Committee Website</i></p> <p>The http://safetycommittees.ubc.ca/ website should be widely circulated in your areas so all UBC employees are familiar with how to contact their JOHSC member. Knowing this website fulfills one of the new worker orientation requirements under OHSR 3.23(2)(m). The safety committee website is also a great resource for JOHSC and LST members to find templates, resources, WorkSafeBC Inspection Reports, and the regular meeting schedule for all the JOHSCs.</p>	ALL	INFO	N
NB-19/07/07-936	B	<p><i>Safety Day Award</i></p> <p>In the May co-chair email, we introduced the Safety Day Award category. Please note that 2 JOHSCs and 2 LSTs will win awards under the category of Innovative Promotion of Safety Culture. You can begin nominating JOHSCs and LSTs for the award using this link: https://ubc.ca1.qualtrics.com/jfe/form/SV_aXykKwbUcYO2nRj. The deadline for the nominations is Friday September 13, 2019. As a reminder, to register for Safety Day click here: https://events.eply.com/SafetyDay20192862627</p>	ALL	INFO	N



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

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

- Responsible VP
- Responsible Managing Director/Dean
- All JOHSC members
- CUPE 116 and IUOE115
- Risk Management Services ubcsafety.committee@ubc.ca

12. NEXT MEETING	
Date:	August 13, 2019
Time:	1:00– 3:15 pm
Location:	Main Conference Room 1020
13. MEETING ADJOURNED	
Time:	3:00 pm