



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee:	UBC Building Operations Trades Joint Occupational Health & Safety Committee	Worker Co-Chair:	Bryan Archibald (chair)
		Employer Co-Chair:	Mike Paley
Date:	August 13, 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Scott Runquist	CUPE 116	Architectural Trades – Paint/Glazing/Plaster/Sign	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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"/>
Dustin Szeto	RMS (Guest)	<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	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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2. DETERMINATION OF QUORUM

** 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.*

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: Bryan Archibald Seconded by: Mike Paley

• Are the minutes approved?

Yes

No

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

No

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
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4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA						
125002	B	2019-07-09	<ul style="list-style-type: none">Incident reviewed. No new recommendations. <p>The task was to separate lockers and while unbolting the fasteners the worker had to use his hands because of the tight area. On the way home the worker noticed a swelling in his hand just below his thumb. The next morning he reported it to his supervisor.</p> <p>Root Cause: Worker was constrained for access to perform the work. Strained hand/thumb area while using drill to remove screws</p> <p>All Corrective Actions Complete</p> <p>Corrective Action Identified: Worker needs to take microbreaks between tasks</p> <p>Estimated Completion Date: 2019-07-23</p> <p>Final Actions Taken: Worker has been informed</p> <p>Date Completed: 2019-07-23</p>			C
125011	B	2019-07-10	<ul style="list-style-type: none">Incident crew talked at Safety Meeting. No new recommendations. <p>Worker sustained an injury to the eye while cutting pipe at NCE when a piece of debris flew into their eye. The pain was temporary at the time. However, the worker continued to feel irritation the next day and reported to first aid. Their eye was red and swollen but no loss of vision. Root Cause: Worker was not wearing safety glasses , only reading glasses</p> <p>All Corrective Actions Complete</p> <p>Corrective Action Identified: Worker needs to wear proper PPE, safety glasses when performing this type of work.</p> <p>Estimated Completion Date: 2019-07-17</p> <p>Final Actions Taken: Discussed with worker and crew</p> <p>Date Completed: 2019-07-17</p>			C
125008	B	2019-07-11	<ul style="list-style-type: none">Incident to be crew talked at safety meeting. No new recommendations. <p>Worker was exiting the building to go get a tool from the van. Upon opening the door the worker heard a snap and felt pain in the wrist like an electric shock. Worker looked down to see an insect on his arm and knocked it away. The insect flew away before worker could identify it positively. Worker returned to USB to consult first aid as swelling had begun. Worker consulted first aid and was taken to hospital where he was seen by a medical student. Worker returned back to work. On Saturday, swelling intensified and the worker returned to hospital for further treatment. Worker has been treated</p>			C



4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA						
			<p>two days in a row and has been advised by note to remain off work until the 26th.</p> <p>Root Cause: Worker was exiting the building and was stung by an insect on his left wrist</p> <p>Corrective Action Identified: This type of incident is quite random. Worker followed the correct procedures in this case to report the incident and seek first aid. Shop Talk to others in the crew that all incidents of insect bites should be reported immediately in case complication arise from it. Also workers to report any insect hives that they see on campus and to stay alert near areas that are prone to insects.</p> <p>Estimated Completion Date: 2019-07-24</p>			
125008	B	2019-07-11	<ul style="list-style-type: none"> Incident reviewed. No new recommendations. <p>Worker needed to perform standard maintenance in the room. The worker entered through the doors near 6100A. There were no hazardous materials signs at this particular entrance. The worker started to perform his work and noticed that a rash was developing on his right forearm. The worker exited through a different door closer to the elevator and noticed that there were hazardous materials signs at that entry point. The worker then sought first aid and reported his findings.</p> <p>Root Cause: The root cause for concern is that the typical lab signage was not displayed at one of the lab entry points which is where such signage is anticipated.</p> <p>Corrective Action 1</p> <p>Corrective Action Identified: Review safety signage at entry points to labs. Review need for extra signage where appropriate. Install new signage if deemed required.</p> <p>Estimated Completion Date: 2019-11-15</p> <p>Corrective Action 2</p> <p>Corrective Action Identified: Discuss appropriate PPE for the environment with worker</p> <p>Estimated Completion Date: 2019-08-16</p> <p>Final Actions Taken: email sent to employee with PPE requirementsDate Completed: 2019-07-11</p>			C



4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA						
125119	B	2019-07-26	<ul style="list-style-type: none"> CAIRS report needs to be completed with all corrective actions. Sean Roe and Jason Wright investigating Actions considered are: locking door to washroom, shut off water supply <p>Replumbing a sanitary line from 3rd washrooms. 3rd flr bathrooms were shutdown with signage on doors and larger placard style signage in the hallway entry. Someone ignored the signage went into the men's washroom and used the toilet to relieve bowels. Worker was exposed to fecal matter after occupant flushed toilet as worker was working on the exposed drainage system from the floor below.</p>	Jason Wright/Sean Roe	2019-09	N
125121	B	2019-0-29	<ul style="list-style-type: none"> Incident reviewed. No new recommendations. <p>Worker attempted to open a big heavy door. Tried to pull up on the latch but unsuccessful the first time. Tried again and managed to open it. Immediately felt a twitch in the lower back. Root Cause: Awkward latch led to back strain. The latch provides better leverage when pushed down. All Corrective Actions Complete Corrective Action 1 Corrective Action Identified: Label handle with instructions for safer operation (push down). Estimated Completion Date: 2019-07-30 Final Actions Taken: Label was applied to door instructing users to push down on handle. Date Completed: 2019-07-30 Corrective Action 2 Corrective Action Identified: Discuss proper lifting techniques with worker. Estimated Completion Date: 2019-07-30 Final Actions Taken: Discussed how to lift correctly to prevent future injury. Date Completed: 2019-07-30</p>			C
124937	B	2019-06-13	<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. Corrective actions have now been completed. No new recommendations. <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.</p>			C



4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

			The action of cutting created vibration and disturbed dust in the space causing it to be air-borne. As a result, particulate entered worker's left eye causing irritation during lunch break.			
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DID JOHSC MEMBERS REVIEW ACCIDENT/INCIDENT STATS?	<input checked="" type="checkbox"/>
DID JOHSC MEMBERS IDENTIFY ANY TRENDS? PPE EYEWARE NOT WORN – CREW TALK	<input checked="" 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-METAL-34	B	<ul style="list-style-type: none"> There doesn't seem to be a maintenance inspection program in place. Recommend creating a program to document proper maintenance of equipment. 	Jason Wright	2019-09	N
GI-METAL-33	A	<ul style="list-style-type: none"> Electrical wiring to shop equipment and hand tools need to be inspected and maintained for safe use. Recommend an electrician inspect all wiring and correct any faults. 	Jason Wright	2019-09	N
GI-CARP-32	B	<ul style="list-style-type: none"> Extension cord needed for one vacuum as a circuit was affected during renovations. Recommend SR submitted to Maintenance Electric. Kevin to follow up 	Kevin Morris	2019-09	N
GI-CARP-31	C	<ul style="list-style-type: none"> Maintenance logs are not up to date. Recommend reaffirming format for log and frequency of inspection. Ian Maclean developing new form. 	Kevin Morris	2019-09	N
GI-PAINT-30	C	<ul style="list-style-type: none"> Burnt out light. SR 199803 generated 	Kevin Morris	2019-09	N



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-CARP-29	C	<ul style="list-style-type: none"> Vehicle 349 has two fire extinguishers. One is empty and the other has an expired inspections tag. Recommend both extinguisher filled and inspected. Generated SR200513. 	Kevin Morris	2019-09	N
GI-CARP-28	C	<ul style="list-style-type: none"> Misc materials and a dolly stored in the back seat of vehicle 308. Recommend removing back seats to provide better storage. Email sent to Wende Kinch 	Kevin Morris	2019-09	N
GI-MECH-27	B	<ul style="list-style-type: none"> Materials stored properly. Item closed. 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		C
GI-METAL-26	B	<ul style="list-style-type: none"> SR submitted. Item in progress. Doors from 0003H through to main stores hallway needs a window installed on west side. 	Jason Wright	2019-09	IP
GI-METAL-25	B	<ul style="list-style-type: none"> Area has been cleaned up. Item closed. Office furniture in hallways has been left outside of 003H-003G. Recommend to be cleaned up. 	Jason Wright		C
GI-PAINT-20	C	<ul style="list-style-type: none"> Light fixture needs to be replaced. Another SR submitted. In progress. SR has been submitted. In progress. SR to be generated to re-lamp light fixture 	Kevin Morris/ Scott Runquist	2019-09	IP
GIMETAL-18	B	<ul style="list-style-type: none"> Labelling is complete. Item closed. 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		C



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-MECH-15	C	<ul style="list-style-type: none"> • Work in progress with Electrical Crew. • 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	2019-09	IP
GI-CARP-9	C	<p><i>Lockout for Equipment in Carpentry Shop</i></p> <ul style="list-style-type: none"> • Todd Mullin will contact Kevin Morris to see if labelling is complete. In progress. • 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. • 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 	Kevin Morris/ Todd Mullin	2019-09	IP

* GI- General Inspection



7. REVIEW EDUCATION AND TRAINING

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

Item # (ED-yr/mm/dd-01)	Priority	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status
<i>E.g.</i> 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	C	<ul style="list-style-type: none"> 19/08/13: Todd still needs to complete Part 2. 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	C	<ul style="list-style-type: none"> 19/08/13: Curtis still needs to complete Part 1 and 2. 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
<i>E.g.</i> 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-19/07/07/942	B	<p><i>Confined Space Rescue Equipment</i></p> <ul style="list-style-type: none"> 19/08/13: Jason Wright has requested that April create an Outlook invite for Heads and Sub-Heads to book the confined space trailer. Mike Paley is 	Jason Wright/ Mike Paley		IP



		<p>looking at getting the trailer key locked up in Prox safe and only confined space rescue team members can access the key</p> <ul style="list-style-type: none"> 19/07/07: 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. 			
NB-19/07/07/941	B	<p><i>Primary and Alternate JOHSC Members</i></p> <ul style="list-style-type: none"> 19/08/13: Information Only. Item closed. 19/07/07: 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		C
NB-19/07/07/940	B	<p><i>JOHSC Annual Evaluation</i></p> <ul style="list-style-type: none"> 19/08/13: Mike Paley followed up with Committee for any additional feedback. Consensus no new recommendation at this time. Committee acknowledged all the GOALS below and will implement them on their own. Item closed. 19/07/07: 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: <ol style="list-style-type: none"> Improvement of inspections for consistency and ensure inspectors are interacting with workers. Improvement of minutes to better document committee activities and actions Complete action items in a timelier manner Improvement of CAIRS report reviews and documentation of additional JOHSC recommendations/actions <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>			C
NB-19/07/07-939	B	<p><i>Radio Dead Zones</i></p> <ul style="list-style-type: none"> 19/08/13: Mike Paley and Marcus Droznic are reviewing sharing the list of Radio Dead Zones. In progress. 	Mike Paley	2019-09	IP



		<ul style="list-style-type: none"> 19/07/08: Mike Paley will share the Electrician’s Radio Dead Zone list. Location to be determined. 			
NB-19/07/07-938		<p><i>New First Aid Program Pilot</i></p> <ul style="list-style-type: none"> 2019/08/13: Dustin Szeto, RMS was a guest speaker. He presented an overview of the program and invited questions from the Committee. In closed. 2019/07/07: 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>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 <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>			C



		<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-19/05/04-933		<p><i>Terms of Reference Template</i></p> <ul style="list-style-type: none"> • 19/08/13: Mike Paley and Bryan Archibald to fill in updated TOR template and send to committee to review by next meeting. In progress. • 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	11-2019	IP
NB-19/04/09-929	B	<p><i>Working Alone Risk Assessment and Work Procedures</i></p> <ul style="list-style-type: none"> • 19/08/13: Committee to complete RMS' Working Alone Risk Assessment template. Lori Takenaka will ask RMS what the status is of a University-wide Working Alone APP. In progress. • 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. 	Mike Paley/Lori Takenaka	2019-09	IP



		<ul style="list-style-type: none"> 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. 			
NB-19/03/12-922	B	<p><i>Crosswalk to be Painted at LSC</i></p> <ul style="list-style-type: none"> 19/08/13: Lines will be painted after construction in the area complete as per Krista Faulkner. In progress. 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	2019-09	IP
NB-19/03/12-921	B	<p><i>Seismic Guidelines</i></p> <ul style="list-style-type: none"> 19/08/13: Kevin Morris and Mike Paley reviewed the resources available and suggested the following: <ul style="list-style-type: none"> BC Building Code courses for crews Michael Cunningham and Kevin Morris to give presentation on the BC Building Code 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 	Kevin Morris	2019-09	IP



		<p>Committee noted: the “Transition Team” is being revitalized and the Engineer on Record will likely be Michael Cunningham.</p> <ul style="list-style-type: none"> • 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. 			
NB-18/11/13/905	B	<p><i>Job Safety Reviews</i></p> <ul style="list-style-type: none"> • 19/08/13: Committee was advised that all updated JSRs are to be sent to RMS. In progress. • 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 	ALL	2019-09	IP



		<ul style="list-style-type: none"> • 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. 			
NB-18/10/09-894	C	<p><i>I-B-21 Welding, Cutting and Allied Processes</i></p> <ul style="list-style-type: none"> • 19/08/13: Draft reviewed and Mike Paley to add a reference to “fire alarm devices being bypassed” and reference applicable shutdown”. • 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 incorporate the changes and send to committee for final review. In progress. • 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 	Lee McCormick/ Mike Paley	2019-08	IP



		<p>Jason Wright feedback as well. Send feedback to Peter McLoughlin. In progress.</p> <ul style="list-style-type: none"> 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"> 19/08/13: Jose Teres volunteered to take the lead. Lori Takenaka to forward initial BC Doctors of Optometry documentation to Jose. 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. 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. 	Jose Teres/Lori Takenaka	2019-09	IP



		<ul style="list-style-type: none"> • 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. • 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"> • 19/08/13: Policy has a chart Mike Paley is not sure if it needs to be there. Mike Paley will send to Lori to double-check. In progress. • 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. 	Mike Paley/ Lori Takenaka	2019-09	IP



	<ul style="list-style-type: none"> • 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 JOHSC meeting. In progress. Item has been condensed from April 2017 to April 2018 inclusive. • 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. 			
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* 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"> Managers and Heads can book the Rescue Truck on line. Mike Paley determining where to keep the key for the truck. Also, Ronin to complete assessments on 2 winches. E&W has agreed to allow Building Operations to use their rescue truck until such time procedures are in place. 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/ Mike Paley	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 removed. NOTE: Item # that correspondence pertains to should remain in the “Ongoing Business” and updated with any additional information until fully resolved.</i></p>				

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		<p>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</p>			
NB-19/08/13/945	C	<i>Sit Stand Desks</i>	ALL	INFO	E



		<p>There has been a recall on some adjustable workstations sold in Canada through the distributor Knappe and Vogt. Desks can malfunction when more than the recommended amount of weight is placed on the desk. List of recalled desks are available here: https://www.knappeandvogt.com/sites/default/files/verify-product.pdf</p> <p>NOTE: The recall does not apply to the ones on the UBC Ergonomics Program List</p>			
NB-19/08/13/944	C	<p><i>Indoor Air Quality</i></p> <p>Many of us have indoor jobs that require us to stay indoors. If you are concerned about poor indoor air quality at your workstation, please go through the following steps:</p> <p>Step 1 – Identify the source, if possible</p> <p>Step 2 – Determine if the source is building related (e.g. temperature, relative humidity, or lighting issues)</p> <p>Step 3a – If the source is building related, please fill-out the following IAQ Referral Form (PDF) and forward the completed form to the Occupational Hygiene Advisor</p> <p>Step 3b – If the cause is not building related please fill-out the IAQ Referral Form (PDF) and forward the completed form to the Occupational Hygiene Advisor</p> <p>Step 4 – The appropriate site visits and follow-up will take place</p>	ALL	INFO	E
NB-19/08/13/943	C	<p><i>Worker Outdoors in the Heat</i></p> <p>As we continue to experience a nice warm summer, it is important for those working outdoors to be able to identify the signs and symptoms of any heat related illnesses. The attached pdf provides information on the common signs and symptoms of heat exhaustion and heat stroke and the relevant actions to take.</p>	ALL	INFO	E



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:	September 10, 2019
Time:	1:00– 3:15 pm
Location:	Main Conference Room 1020
13. MEETING ADJOURNED	
Time:	2:56 pm