



## Joint Occupational Health & Safety Committee Meeting Minutes

<b>Name of Committee:</b>	UBC Building Operations Trades Joint Occupational Health & Safety Committee	<b>Worker Co-Chair:</b>	Todd Mullin
		<b>Employer Co-Chair:</b>	Mike Paley (chair)
<b>Date:</b>	September 10th, 2019	<b>Time:</b>	1:00 pm – 3:15 pm
		<b>Location:</b>	USB Room 1020 Main Conference Room

### AGENDA:

<ol style="list-style-type: none"> <li>1. Roll Call</li> <li>2. Determination of Quorum</li> <li>3. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes</li> <li>4. Additional Agenda Items, Review Actionable Items from Local Safety Team (LST) Minutes &amp; Approval of Agenda</li> <li>5. Review Central Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents             <ul style="list-style-type: none"> <li>• Monthly Incident List &amp; Statistical Summary Report</li> <li>• Accident/Incident Further Follow-up on Listed Incidents</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)</li> <li>7. Review Education and Training</li> <li>8. Ongoing Business – Status of Action Items</li> <li>9. JOHSC Recommendation Letters (Correspondence)</li> <li>10. New and Other Business</li> <li>11. Follow-up Business – Status of Closed Items</li> <li>12. Next Meeting</li> <li>13. Meeting Adjournment</li> </ol>
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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 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"/>
Vacant	IUOE 115	Mechanical Trades – Mechanical Maintenance	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employer Representatives	Work Location	Present	Regrets	Absent
Kevin Morris	P&P Manager, Architectural Trades	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Denise Pearce (alternate)	Director, Trades	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jason Wright	P&P Manager, Mechanical Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>
Nicolas Banquero	Clerical	<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)*

<ul style="list-style-type: none"> <li>Move to adopt minutes. Moved by: <u>Kevin Morris</u> Seconded by: <u>Todd Mullin</u></li> </ul>		
<ul style="list-style-type: none"> <li>Are the minutes approved?</li> </ul>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

**4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA**

- (List additional agenda items)
  - Co-Chair monthly email from SRS
  - UBC Confined Space Entry Program - DRAFT

**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
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5. REVIEW CENTRAL ACCIDENT/INCIDENT REPORTING SYSTEM						
125141	B	2019-08-01	<ul style="list-style-type: none"> <li>Incident reviewed. No new recommendations.</li> </ul> <p>Worker was investigating a leak, needed to move a cabinet-style fixture to access piping and in the process pinched fingers on right hand between cabinet &amp; counter-top</p> <p><b>Root Cause:</b> Worker, while pulling a cabinet out, pinched finger between removable cabinet and fixed countertop.</p> <p><b>All Corrective Actions Complete</b></p> <p><b>Corrective Action Identified:</b> Worker could have asked for assistance to pull the cabinet out.</p> <p><b>Estimated Completion Date:</b> 2019-08-13</p> <p><b>Final Actions Taken:</b> Discussed with worker, Crew talk</p> <p><b>Date Completed:</b> 2019-08-14</p>			C
125250	B	2019-08-21	<ul style="list-style-type: none"> <li>Incident reviewed. Committee recommended Shop Talk informing crew of metal edge in vehicle. Kevin Morris will attach photo.</li> </ul> <p>The worker was reaching for the seat belt in their work vehicle - newer model ford transit - when he struck his elbow on the section of the headache rack that has square holes cut in it for ventilation on the door side of the driver's seat. The worker sustained a cut on his elbow from the sharp edge. Worker was treated at first aid. We are submitting this report to inform others of the potential for this injury.</p> <p><b>Root Cause:</b> Due to a previous right shoulder injury and the constrained cab, the worker was reaching back for the seatbelt using his left hand putting the elbow further back to strike the headache rack. The laser cut holes in the aluminum are slightly sharp.</p> <p><b>Corrective Action 1</b></p> <p><b>Corrective Action Identified:</b> Shop talk to all crews that there is a potential to strike the area with the vent holes on these racks.</p> <p><b>Estimated Completion Date:</b> 2019-09-11</p> <p><b>Corrective Action 2</b></p> <p><b>Corrective Action Identified:</b> As rehab on shoulder continues and range of motion improves the worker is coached to use their right hand as much as possible to reach across the body with their right hand to grasp the seat belt</p> <p><b>Estimated Completion Date:</b> 2019-08-30</p> <p><b>Final Actions Taken:</b> Worker coached</p> <p><b>Date Completed:</b> 2019-08-30</p> <p><b>Corrective Action 3</b></p> <p><b>Corrective Action Identified:</b> In this worker's vehicle, the worker will apply some vinyl from the sign shop over the lower holes to soften the area until his shoulder improves.</p> <p><b>Estimated Completion Date:</b> 2019-09-11</p>			C
125261	B	2019-08-23	<ul style="list-style-type: none"> <li>Incident reviewed and it was noted that "air movers" were brought to the job site. Worker was exposed to lingering smoke only. No additional recommendations.</li> </ul>			C



5. REVIEW CENTRAL ACCIDENT/INCIDENT REPORTING SYSTEM						
			<p>The worker responded to an electrical fire in the basement of the CIRS building. The fire was put out but there was no visible smoke present. The smell of burnt electrical equipment was quite strong. The fire department had said it was safe to enter the area. The worker entered the area to access and make safe any potential electrical hazards present because of the fire. During this time the worker inhaled fumes from the burnt electrical equipment. The worker developed a sore throat and headache.</p> <p><b>Root Cause:</b> root cause was worker inhaling fumes from burnt equipment from electrical fire in the basement of the CIRS.</p> <p><b>Corrective Action Identified:</b> Mention at crew talk to mask up when near burnt electrical equipment.</p> <p><b>Estimated Completion Date:</b> 2019-11-20</p>			
125285	B	2019-08-24	<ul style="list-style-type: none"> <li>• <b>Incident Reviewed. Electrical Subhead spoke with crew prior to job advising them of safety procedures. No additional recommendations.</b></li> </ul> <p>Had to pull large cables from one side of the room to the other and connect them. Using large split bolts, tightening with wrenches, drilling through metal, strapping up cables, working in secondary electrical gear making temporary connections. Workers were doing this work for approximately 19 hours over a day and half. Workers were instructed to take micro breaks through the shift(s) to get fresh air and avoid strains.</p> <p><b>Root Cause:</b> The task required moving and manipulating of large, awkward cables.</p> <p>All Corrective Actions Complete</p> <p>Corrective Action Identified: Recommend and remind staff to stretch, especially if you have had soreness in the past and especially if you are doing work that you don't normally. (eg. more intense lifting moving, torquing)</p> <p><b>Estimated Completion Date:</b> 2019-11-14</p> <p><b>Final Actions Taken:</b> The information was shared at the shop talk and discussed with the crew.</p> <p><b>Date Completed:</b> 2019-08-28</p>			C
125119	B	2019-07-26	<ul style="list-style-type: none"> <li>• CAIRS investigation complete. No additional recommendations</li> <li>• CAIRS report needs to be completed with all corrective actions.</li> <li>• Sean Roe and Jason Wright investigating</li> <li>• Actions considered are: locking door to washroom, shut off water supply</li> </ul> <p><b>Re plumbing a sanitary line from 3rd washrooms. 3rd floor 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</b></p>			C



5. REVIEW CENTRAL ACCIDENT/INCIDENT REPORTING SYSTEM					
			fecal matter after occupant flushed toilet as worker was working on the exposed drainage system from the floor below.		

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)					
<i>Attach inspection checklist(s) and report(s) to these meeting minutes and use this table to record discussion and new recommendation(s)-17</i>					
Item # (Use Inspection #)	Priority	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status
GI-METAL-35	A	<ul style="list-style-type: none"> <li>Sheetmetal - some electrical cords are wearing out at male end. Recommend Electrician walk through asap and fix.</li> </ul>	Jason Wright	2019-10	N
GI-METAL-34	B	<ul style="list-style-type: none"> <li>Committee agreed to close this item and re-open as new Business Item NB-19/09/10-950 assigned to Jason Wright and Kevin Morris. Closed</li> <li>There doesn't seem to be a maintenance inspection program in place. Recommend creating a program to document proper maintenance of equipment.</li> </ul>			C
GI-METAL-33	A	<ul style="list-style-type: none"> <li>Raymond Lum will submit SR. In progress.</li> <li>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.</li> </ul>	Raymond Lum	2019-10	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)					
GI-CARP-32	B	<ul style="list-style-type: none"> <li>Extension cord is now working properly. Item closed.</li> <li>Extension cord needed for one vacuum as a circuit was affected during renovations. Recommend SR submitted to Maintenance Electric. Kevin to follow up</li> </ul>			C
GI-CARP-31	C	<ul style="list-style-type: none"> <li>Committee agreed to close this item and re-open as new Business Item NB-19/09/10-950 assigned to Jason Wright and Kevin Morris. Closed</li> <li>Maintenance logs are not up to date. Recommend reaffirming format for log and frequency of inspection. Ian Maclean developing new form.</li> </ul>			C
GI-PAINT-30	C	<ul style="list-style-type: none"> <li>Light replaced. Item closed.</li> <li>Burnt out light. SR 199803 generated</li> </ul>			C
GI-CARP-29	C	<ul style="list-style-type: none"> <li>Acme completed maintenance of these fire extinguishers. Item closed.</li> <li>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.</li> </ul>			C
GI-CARP-28	C	<ul style="list-style-type: none"> <li>Recommendation still in progress. Email sent to W. Kinch. In progress.</li> <li>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</li> </ul>	Kevin Morris	2019-10	IP
GI-METAL-26	B	<ul style="list-style-type: none"> <li>SR submitted. Item in progress.</li> <li>Doors from 0003H through to main stores hallway needs a window installed on west side.</li> </ul>	Jason Wright	2019-10	IP
GI-PAINT-20	C	<ul style="list-style-type: none"> <li>To date light fixture not replaced. Neil Ram to follow up. In progress.</li> <li>Light fixture needs to be replaced. Another SR submitted.</li> <li>In progress.</li> <li>SR has been submitted. In progress.</li> <li>SR to be generated to re-lamp light fixture</li> </ul>	Neil Ram	2019-10	IP
GI-MECH-15	C	<ul style="list-style-type: none"> <li>Work in progress with Electrical Crew. Neil Ram to follow up.</li> <li>Ballast have been flagged. Work in progress.</li> </ul>	Neil Ram	2019-10	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"> <li>• Service requests are with Utility Workers to replace all burnt out lights. In progress.</li> <li>• Several fluorescent light bulbs burnt out on ballast. Submit SR to Utility Workers to replace tubes/bulbs.</li> </ul>			
GI-CARP-9	C	<p><i>Lockout for Equipment in Carpentry Shop</i></p> <ul style="list-style-type: none"> <li>• <b>Labelling completed. Item closed.</b></li> <li>• Todd Mullin will contact Kevin Morris to see if labelling is complete. In progress.</li> <li>• Labelling not complete. In progress.</li> <li>• Stickers have been made, but have not been applied yet. In progress.</li> <li>• In progress.</li> <li>• Kevin Morris will contact Sign Shop to have “Remember to Lockout” stickers made.</li> <li>• 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 e-check the lock out procedures. In progress.</li> <li>• No update. In progress.</li> <li>• Fred Stander and Neil Malmquist will discuss various lock-out procedures to determine best fit for scissors.</li> <li>• 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</li> </ul>			C

\* 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"> <li>• <b>19/09/10: Part 1 complete. Todd registered for Part 2.</b></li> <li>• 19/08/13: Todd still needs to complete Part 2.</li> <li>• 19/07/09: Todd still needs to complete Part 2.</li> <li>• 19/06/11: Todd still needs to complete Part 2.</li> <li>• 19/05/14: Todd Mullin completed Part 1. Needs to complete Part 2.</li> <li>• Todd Mullin joined April 9, 2019. Has until October 2019 to complete 8hr JOHSC training.</li> </ul>	Todd Mullin	2019-10	IP
ED-19/04/09-02	C	<ul style="list-style-type: none"> <li>• <b>19/09/10: Part 1 complete. Curtis registered for Part 2.</b></li> <li>• 19/08/13: Curtis still needs to complete Part 1 and 2.</li> <li>• 19/07/09: Curtis still needs to complete Part 1 and 2.</li> <li>• 19/06/11: Curtis still needs to complete Part 1 and 2</li> <li>• 19/05/14: Curtis Spencer needs to complete Part 1 and 2.</li> <li>• Curtis Spencer joined April 9, 2019. Has until October 2019 to complete 8hr JOHSC training.</li> </ul>	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
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8. ONGOING BUSINESS – Status of Action Items					
E.g. NB-17/04/11 -811	E	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			
NB-19/07/07/942	B	<p><i>Confined Space Rescue Equipment</i></p> <ul style="list-style-type: none"> <li>19/09/10: The confined space trailer can now be booked through Outlook. Crews have been notified of the new procedure. Trailer key is only accessible by the confined space rescue members, which is locked up in the Prox safe. The committee agreed to follow up on this item to ensure it is effective. See Agenda #11 Follow-up Business – Status of Closed Items. Item closed.</li> <li>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 looking at getting the trailer key locked up in Prox safe and only confined space rescue team members can access the key</li> <li>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/Tool crib will inspect and certify equipment annually. Confined space rescue team members to inspect equipment prior to use and put equipment back after use.</li> </ul>			C
NB-19/07/07-939	B	<p><i>Radio Dead Zones</i></p> <ul style="list-style-type: none"> <li>19/09/10: Marine tower was upgraded. No single owner for radio coverage due to multiple groups/jurisdiction. At present, Bops doesn't have a funding model in place. Darko Jelic has been assigned to prioritize what needs to be upgraded. Committee agreed that they have discussed and action is now with Darko Jelic to prioritize. Committee agreed to follow up on this item to ensure it is effective. See Agenda #11 Follow-up Business – Status of Closed Items. Item closed.</li> </ul>			C



8. ONGOING BUSINESS – Status of Action Items					
		<ul style="list-style-type: none"> <li>19/08/13: Mike Paley and Marcus Droznik are reviewing sharing the list of Radio Dead Zones. In progress.</li> <li>19/07/08: Mike Paley will share the Electrician’s Radio Dead Zone list. Location to be determined.</li> </ul>			
NB-19/05/04-933		<p><i>Terms of Reference Template</i></p> <ul style="list-style-type: none"> <li>19/09/10: Committee reviewed and unanimously approved 2019/2020 TOR. Item closed.</li> <li>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.</li> <li>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.</li> <li>19/06/11: No update. In progress.</li> <li>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.</li> </ul>			C
NB-19/04/09-929	B	<p><i>Working Alone Risk Assessment and Work Procedures</i></p> <ul style="list-style-type: none"> <li>19/09/10: The status of a potential University-wide Working Alone app will be reviewed at a later date under Agenda #11 Follow up. Building Ops crew will continue to use the current after hour procedure. Mike Paley is reviewing the current after hours procedure and retraining will need to be provided to those affected. All groups to complete SRS’ Working Alone Risk Assessment Template and work procedures. In progress.</li> <li>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.</li> </ul>			IP



8. ONGOING BUSINESS – Status of Action Items					
		<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>19/05/14: Kevin Morris will bring up item at the next Managers Meeting to action. In progress.</li> <li>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: <a href="http://rms.ubc.ca/health-safety/safety-programs/personal-safety/6969-2/">http://rms.ubc.ca/health-safety/safety-programs/personal-safety/6969-2/</a>. Existing working alone risk assessments and work procedures are saved on Shared drive S:\Policies &amp; Procedures\Safety\Working Alone or in Isolation.</li> </ul>			
NB-19/03/12-922	B	<p><i>Crosswalk to be Painted at LSC</i></p> <ul style="list-style-type: none"> <li><b>19/09/10: In progress.</b></li> <li>19/08/13: Lines will be painted after construction in the area complete as per Krista Faulkner. In progress.</li> <li>19/07/07: Mike Paley will speak with Jenniffer Sheel for the project timeline.</li> <li>19/06/11: Service request is with Jenniffer Sheel. No update. In progress.</li> <li>19/05/14: Jenniffer Sheel and Krista Faulkner will determine when the lines are to be painted. In progress.</li> <li>19/04/09: Jason Wright to view photos and make a recommendation. In progress.</li> <li>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.</li> </ul>	Jason Wright	2019-10	IP



8. ONGOING BUSINESS – Status of Action Items					
NB-19/03/12-921	B	<p><i>Seismic Guidelines</i></p> <ul style="list-style-type: none"> <li>• <b>19/09/10: Kevin Morris is reviewing with Michael Cunningham. Item in progress.</b></li> <li>• 19/08/13: Kevin Morris and Mike Paley reviewed the resources available and suggested the following:               <ul style="list-style-type: none"> <li>○ BC Building Code courses for crews</li> <li>○ Michael Cunningham and Kevin Morris to give presentation on the BC Building Code</li> </ul> </li> <li>• 19/07/07: Kevin Morris will update committee next month. In progress.</li> <li>• 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.</li> <li>• 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.</li> <li>• 19/04/09: Kevin Morris to set up meeting with Mike Thayer for further discussion on seismic guidelines. In progress.</li> <li>• 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.</li> </ul>	Kevin Morris	2019-10	IP
NB-18/11/13/905	B	<p><i>Job Safety Reviews</i></p> <ul style="list-style-type: none"> <li>• <b>19/09/10: Committee agreed to have all updated JSRs completed this month and emailed to SRS. In progress.</b></li> <li>• 19/08/13: Committee was advised that all updated JSRs are to be sent to RMS. In progress.</li> <li>• 19/07/07: In progress. RMS has not received any updated JSRs yet.</li> <li>• 19/06/11: Not all Job Safety Reviews have been completed. In progress</li> </ul>	ALL	2019-10	IP



8. ONGOING BUSINESS – Status of Action Items					
		<ul style="list-style-type: none"> <li>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.</li> <li>19/04/09: Neil Malmquist and Kevin Morris are still reviewing the JSR's for the upholstery and carpentry shops. On-going.</li> <li>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.</li> <li>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 &amp; Procedures\Safety\Job Safety Reviews</li> <li>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.</li> <li>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.</li> </ul>			
NB-18/10/09-894	C	<p><i>I-B-21 Welding, Cutting and Allied Processes</i></p> <ul style="list-style-type: none"> <li><b>19/09/10: Final draft was vetted by the Committee. Mike Paley added Smoke and Heat Detectors as well as Hot Works section. Peter McLoughlin will forward the final draft to Jason Wright to see if Facility Managers should be part of the process to be notified. In progress.</b></li> <li>19/08/13: Draft reviewed and Mike Paley to add a reference to "fire alarm devices being bypassed" and reference applicable shutdown".</li> <li>19/07/07: Lee McCormick sent the draft to Mike Paley. Mike will send draft I-B-21 to all members for review.</li> </ul>	Peter McLoughlin / Jason Wright	2019-10	IP



8. ONGOING BUSINESS – Status of Action Items					
		<ul style="list-style-type: none"> <li>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.</li> <li>19/05/14: Bryan Archibald will be advised to send Draft I-B-21 to committee members before next month's meeting. In progress.</li> <li>19/04/09: Draft I-B-21 will be vetted by the committee at the Trades JOHSC meeting. Bryan Archibald to send out.</li> <li>19/03/12: Still in progress.</li> <li>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.</li> <li>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.</li> <li>18/12/12: I-B-21 sent out Oct 28<sup>th</sup> 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.</li> <li>18/11/13: Incident 122580: Presently I-B-21 is in draft form and needs to be updated.</li> <li>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.</li> </ul>			
NB-18-06-12-873	C	<p><i>Prescription Safety Eyewear</i></p> <ul style="list-style-type: none"> <li>19/09/10: Jose Teres is in the process of reviewing the terms of the document with Michelle McArthur. Jose will meet with BC Doctors of Optometry to better understand logistics before launching the trial.</li> </ul>	Jose Teres/Lori Takenaka	2019-10	IP



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

		<p><b>Committee recommended trial should encompass various crews within the Trades portfolio. In progress.</b></p> <ul style="list-style-type: none"> <li>• 19/08/13: Jose Teres volunteered to take the lead. Lori Takenaka to forward initial BC Doctors of Optometry documentation to Jose.</li> <li>• 19/07/07: A project leader has yet to be determined. Mike to follow-up.</li> <li>• 19/06/11: A project leader hasn't been assigned to manage the safety eyewear trial. On-going.</li> <li>• 19/05/14: Mike Paley will update next month. In progress.</li> <li>• 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.</li> <li>• 19/03/12: Mike Paley advised that the review may take several months as the funding has to be vetted by Legal. In progress.</li> <li>• 19/02/12: Mike Paley is in discussion with Michelle McArthur regarding the eyewear pilot study. They are reviewing costs. Item in progress</li> <li>• 19/01/08: Mike Paley will follow-up with Denise Pearce as to doing the prescription eyewear pilot study. In progress.</li> <li>• 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.</li> <li>• 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.</li> <li>• 18/10/09: Subcommittee met with BC Optometry. Funding has been approved for pilot group to trial program. Matthew to update at next meeting.</li> </ul>			
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8. ONGOING BUSINESS – Status of Action Items					
		<ul style="list-style-type: none"> <li>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 20<sup>th</sup> with a guest speaker from BC Optometry attending.</li> <li>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.</li> <li>18/07/10: On going.</li> <li>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.</li> </ul>			
NB-17-04-11-844	B	<p><i>Water Intrusion Response and Remediation Policy</i></p> <ul style="list-style-type: none"> <li><b>19/09/10: Mike Paley sent finalized draft to BOLT for adoption. In progress.</b></li> <li>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.</li> <li>19/07/07: A separate meeting on Thursday, July 11<sup>th</sup>, has been scheduled to discuss the policy further. Update next meeting.</li> <li>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.</li> <li>19/05/14: Policy to be resent as some new members have not had the chance to review and give their feedback. In progress</li> <li>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.</li> <li>19/03/12: Carpentry has sent feedback to Kishani Gibbons for final approval. In progress.</li> <li>19/02/12: Carpentry shop will discuss further the topic of drywall contamination at the next meeting. In progress.</li> </ul>	Mike Paley	2019-10	IP



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

		<ul style="list-style-type: none"> <li>• 19/01/08: Further discussion regarding removal of drywall and subsequent contamination. In progress.</li> <li>• 18/12/12: Kevin Morris will contact Dustin Szeto to voice his concerns from an architectural point of view. Still under review.</li> <li>• 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).</li> <li>• 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.</li> <li>• 18/09/11: Under review. In progress.</li> <li>• 18/08/14: Under review. Mike will advise next month as to K. Gibbon’s response.</li> <li>• 18/07/10: The Water Intrusion Policy is with Kishani Gibbons for review. Mike P. to follow-up with Kishani G.</li> <li>• 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.</li> <li>• 18/05/08: The flood policy was presented to BOLT. Custodial JOHSC is currently reviewing.</li> </ul>			
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\* ED – Education and Training    \* GI- General Inspection    \*NB – New Business

**9. 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		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				



9. JOHSC RECOMMENDATION LETTERS & WORLSAFE BCCORRESPONDENCE						
		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.				
IR#201913063009A	B	<p><a href="#">WorkSafeBC Inspection Report: IR#201913063009A</a> Hand-arm vibration testing of workers by WSBC at Thunderbird Residence</p> <ul style="list-style-type: none"> <li>WSBC Ergonomists met with SHHS to measure hand-arm vibration while a worker demonstrated power washer under various conditions. A report detailing the vibration results will be provided to SHHS.</li> <li>Workers exposed to hand-arm or whole body vibration should contact Abigail Overduin (UBC Ergonomics Program Lead) for more information on how to protect themselves from injury</li> </ul>		July 22, 2019		E
#201913063010A	B	<p><a href="#">WorkSafeBC Inspection Report: IR#201913063010A</a> Hand-arm vibration testing of workers by WSBC at University Services Building</p> <ul style="list-style-type: none"> <li>WSBC Ergonomists met with Building Operations to measure hand-arm vibration while a worker demonstrated a variety of landscaping equipment. A report detailing the vibration results will be provided to Building Operations.</li> <li>Workers exposed to hand-arm or whole body vibration should contact Abigail Overduin (UBC Ergonomics Program Lead) for more information on how to protect themselves from injury</li> </ul>		July 22, 2019		E
#201913063011A	B	<p><a href="#">WorkSafeBC Inspection Report: IR#201913063011A</a> Hand-arm vibration testing of workers by WSBC at Student Union Building</p> <ul style="list-style-type: none"> <li>WSBC Ergonomists met with Building Operations to measure hand-arm vibration while a worker demonstrated a variety of floor cleaning equipment.</li> </ul>		July 22, 2019		E



9. JOHSC RECOMMENDATION LETTERS & WORLSAFE BCCORRESPONDENCE						
		<p>A report detailing the vibration results will be provided to SHHS.</p> <ul style="list-style-type: none"> <li>Workers exposed to hand-arm or whole body vibration should contact Abigail Overduin (UBC Ergonomics Program Lead) for more information on how to protect themselves from injury</li> </ul>				
#201917354057A	B	<p><a href="#">WorkSafeBC Inspection Report: IR#201917354057A</a> <a href="#">UBC-O JOHSC Variation Request</a></p> <ul style="list-style-type: none"> <li>UBC-O requested that they go from 1 JOHSCs to 3 JOHSCs and they were approved.</li> </ul>		August 9, 2019		E
#201914696012A	B	<p><a href="#">WorkSafeBC Inspection Report: IR#201914696012A</a> <a href="#">Asbestos Risk Assessment</a></p> <ul style="list-style-type: none"> <li>VGH Heather Pavilion is a building owned by Vancouver Coastal Health, but occupied by UBC staff in the Faculty of Medicine. UBC staff expressed concerns related to potential asbestos and mold exposure. External consultant hired to conduct an indoor air quality investigation and determined contaminants were not affecting IAQ.</li> <li>WSBC asked that a qualified person to conduct risk assessment on asbestos containing material and ensure inventory is maintained.</li> <li>Asbestos Information specific to UBC-Vancouver is available at <a href="http://www.srs.ubc.ca">www.srs.ubc.ca</a></li> </ul>		August 13, 2019		E

10. NEW & OTHER BUSINESS					
<ul style="list-style-type: none"> <li>General discussion items (list actionable items below)</li> </ul>					
Item # (NB-yy/mm/dd-01)	Priority	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
E.g.:		For new items that are not currently in "ongoing business".			



NB-17/09/19-01		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-19/09/10-953	C	<p><i>UBC Confined Space Entry Program - DRAFT</i></p> <ul style="list-style-type: none"> <li>19/09/10: Lori Takenaka requested the committee and shops to review the updated UBC Confined Space Entry Program. Feedback is to be sent to Lori Takenaka no later than Oct 31<sup>st</sup>, 2019. Ellen to send draft out to committee.</li> </ul>	ALL	2019-10	N
NB-19/09/10-952	B	<p><i>Work Zone and Pedestrian Control at Job Sites</i></p> <ul style="list-style-type: none"> <li>19/09/10: Jose Teres will write up a crew talk on marking off work zones and pedestrian control at job sites</li> </ul>	Jose Teres	2019-10	N
NB-19/09/10-951	C	<p><i>IUOE 115 Worker Representation</i></p> <ul style="list-style-type: none"> <li>19/09/10: Brian Archibald has stepped down from the JOHSC Committee. IUOE 115 worker rep to be replaced. Todd Mullin was voted in to fill the co-chair responsibilities.</li> </ul>	Peter McLoughlin	2019-10	N
NB-19/09/10-950	B	<p><i>Preventative Maintenance Program</i></p> <ul style="list-style-type: none"> <li>19/09/10: JOHSC inspections identified the doesn't seem to be a maintenance inspection program in place and maintenance logs are not up to date. Jason Wright and Kevin Morris having been speaking with Wende Kinch to create a maintenance inspection program (e.g. 3<sup>rd</sup> party to conduct inspections of equipment/tools).</li> </ul>	Jason Wright/ Kevin Morris	2019-10	N
NB-19/09/10-949	C	<p><i>Funding Available to Reduce Overexertion Injury Risks</i></p> <p>Overexertion injuries (lifting, carrying, pushing and pulling) continue to be one of the most frequent and costly time loss injuries at the university. In an effort to reduce the risk of over exertion injuries Workplace Health Services is piloting an Ergo Fund to help reduce the barrier of cost to departments. This fund is particularly intended for new and innovative solutions that have not been trialed before. Examples of past projects include specialized dollies, lift trucks, and portable lifts.</p> <p>This fund is not intended for individual office equipment; departments will continue to be responsible for the purchase of</p>	ALL	INFO	E



		everyday office equipment such as chairs, height adjustable desks, keyboard trays, etc. See our <a href="#">website</a> for more information on Office Ergonomics. Please see attached for more details.			
NB-19/09/10-948	C	<b><i>Safety Day Agenda</i></b> Please find attached the Safety Day Agenda. Please distribute to your JOHSC and LST members. You can sign up for Safety Day here: <a href="https://events.eply.com/SafetyDay20192862627">https://events.eply.com/SafetyDay20192862627</a>	ALL	INFO	E
NB-19/09/10-947	C	<b><i>Risk Management Services is now Safety &amp; Risk Services</i></b> Risk Management Services has joined with Campus Security to create a new department at UBC – Safety & Risk Services (SRS) for more information, visit the <a href="#">website</a> .	ALL	INFO	E
NB-19/09/10-946	C	<b><i>Safety Day Award Nominations</i></b> This year’s Safety Day Award category is “Innovative Promotion of Safety Culture” Please note that 2 JOHSCs and 2 LSTs will win awards under this category. You can nominate JOHSCs and LSTs for the award using this link: <a href="https://ubc.ca1.qualtrics.com/jfe/form/SV_aXykKwbUcYO2nRj">https://ubc.ca1.qualtrics.com/jfe/form/SV_aXykKwbUcYO2nRj</a> . The deadline for the nominations is <b><i>Friday September 13, 2019.</i></b>	ALL	INFO	E

**11. FOLLOW-UP BUSINESS – Status of Action Items**

<i>Original Item #</i>	<i>Priority</i>	<i>Action Plan (Actions Taken/Need to be taken)</i>	<i>Assigned To</i>	<i>Follow up: Date Pending</i>	<i>Status</i>
NB-18/03/13-856	B	<b><i>Confined Space Rescue Trailer:</i></b> <ul style="list-style-type: none"> <li>19/09/10: The confined space trailer can now be book through Outlook. Crews have been notified of the new procedure. Trailer key is only accessible by the confined space rescue members, which is lock up in the Prox safe.</li> <li>Ronin to complete Audit of existing rescue equipment.</li> </ul>	Sean Roe/ Mike Paley	INFO	C



11. FOLLOW-UP BUSINESS – Status of Action Items					
		<ul style="list-style-type: none"> <li>E&amp;W has agreed to allow Building Operations (if it doesn't impact their operations) to use their rescue truck until such time procedures are in place.</li> <li>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.</li> </ul>			
NB-19/07/07-939	B	<p><i>Radio Dead Zones</i></p> <ul style="list-style-type: none"> <li>19/09/10: Marine tower was upgraded. No single owner for radio coverage due to multiple groups/jurisdiction. At present, Bops doesn't have a funding model in place. Darko Jelic has been assigned to prioritize what needs to be upgraded. Committee agreed that they have discussed and action is now with Darko Jelic to prioritize. Committee agreed to follow up on this item to ensure it is effective.</li> </ul>	Mike Paley	2019-11	IP
NB-19/04/09-929	B	<p><i>Working Alone APP</i></p> <ul style="list-style-type: none"> <li>19/09/10: The status of a potential University-wide Working Alone app is currently being reviewed by SRS.</li> </ul>	Lori Takenaka	2020-01	IP

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](mailto:ubcsafety.committee@ubc.ca)

12. NEXT MEETING	
Date:	October 8th, 2019
Time:	1:00– 3:15 pm
Location:	Main Conference Room 1020
13. MEETING ADJOURNED	
Time:	3:22 pm