Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: JOHSC - Dentistry

Worker Co-Chair: Keenan Kwong

Employer Co-Chair: Ben Chan

Date: January 16, 2020

Time: 9:30 a.m.

Location: JBM 347

AGENDA:
1. Roll Call
2. Determination of Quorum
3. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes
4. Additional Agenda Items, Review Actionable Items from Local Safety Team (LST) Minutes & Approval of Agenda
5. Review Central Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents
   • Monthly Incident List & Statistical Summary Report
6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)
7. Review Education and Training
8. Ongoing Business – Status of Action Items
9. JOHSC Recommendation Letters (Correspondence)
10. New and Other Business
11. Next Meeting
   • February 20, 2020 - JBM 347, 9:30 a.m.
12. Meeting Adjournment

1. ROLL CALL

<table>
<thead>
<tr>
<th>Worker Representatives</th>
<th>Association/Union</th>
<th>Work Location</th>
<th>Present</th>
<th>Regrets</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leon Xu</td>
<td>CUPE 116</td>
<td>Dental Clinic</td>
<td></td>
<td>☑️</td>
<td></td>
</tr>
<tr>
<td>Keenan Kwong</td>
<td>CUPE 116</td>
<td>JBM 156</td>
<td>☑️</td>
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<tr>
<td>Lari Hakkinen</td>
<td>Faculty Association</td>
<td>JBM 344</td>
<td>☑️</td>
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<tr>
<td>Nancy Ford</td>
<td>Faculty Association</td>
<td>PharmSci B211</td>
<td>☑️</td>
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<tr>
<td>Ross Bryant (Alternate)</td>
<td>Faculty Association</td>
<td>JBM 118</td>
<td></td>
<td>☑️</td>
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<tr>
<td>Jonathan Volne</td>
<td>CUPE 2950</td>
<td>OHC 238</td>
<td></td>
<td>☑️</td>
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<tr>
<td>Kathy Pitt</td>
<td>CUPE 116</td>
<td>OHC 232</td>
<td>☑️</td>
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</tbody>
</table>
2. **DETERMINATION OF QUORUM**
   a. A minimum of 4 members;
   b. Worker representatives (faculty and staff workers who do not exercise managerial functions) and employer representatives (management workers who exercise managerial functions);
   c. At least half of the members must be worker representatives;

   Is there quorum for this meeting
   * If quorum is not met, the meeting does not qualify as a monthly meeting. The monthly meeting will need to be rescheduled within the same month.*

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>☑</td>
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</tbody>
</table>

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: Keenan Kwong Seconded by: Ben Chan
3. APPROVAL OF PREVIOUS JOHSC MEETING MINUTES

Are the minutes approved? Yes ☑ No ☐

4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

- No new items, but PJ did mention that there will be a JOHSC evaluation survey at the end of the meeting.

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? RB approved and BC seconded. Yes ☑ No ☐

5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

See attached incident report:

- Monthly Incident List & Statistical Summary Report (make note of trends etc. For any general CAIRS information that requires discussion or action, please record under “New Business”. Any incident specific items and follow up requests are to be listed below)

(* See Legend at end for Priority and Status Codes)

<table>
<thead>
<tr>
<th>Item # (Use CAIRS Incident ID #)</th>
<th>Priority</th>
<th>Date</th>
<th>Action Plan (Actions Taken/Need to be taken)</th>
<th>Assigned To</th>
<th>Follow up: Date Pending</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>125820</td>
<td>C</td>
<td>22-11-19</td>
<td>Right Shoulder Strain Incident</td>
<td>KP/AE</td>
<td>16-01-20</td>
<td>C</td>
</tr>
</tbody>
</table>

- **Cause:** An employee in the MCD sustained a right shoulder strain while pulling a heavy cart/trolley with only the right arm.
- **Preventive/Corrective Action:** All staff will be reminded about practicing safe pushing and pulling procedures in the next staff meeting.
5. **REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Code</th>
<th>Incident Type</th>
<th>Description</th>
<th>Preventive/Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>17-12-19</td>
<td>125921</td>
<td><strong>Left Shoulder Injury Incident</strong></td>
<td>An employee in the DSB sustained a left shoulder injury due to over using the left side of their body while lifting an instrument cassette.</td>
<td>The employee will continue to perform modified duties as per a discussion from a previous incident sustained in Sept/Oct.</td>
</tr>
<tr>
<td>16-01-20</td>
<td>KM</td>
<td>125921</td>
<td>KM 16-01-20 C</td>
<td>KM 16-01-20 C</td>
</tr>
<tr>
<td>17-12-19</td>
<td>125956</td>
<td><strong>Potential Eye Injury</strong></td>
<td>A work-learn student in the LSC sustained a potential eye injury due to being sprayed in the face with compressed air by a grad student who was only playing a joke on the student with the intention of surprising her (not hurting her) and did not expect the air to cause any harm.</td>
<td>Both the work-learn student and grad student have been interviewed by Katherine (Research Technician) regarding the incident. This incident served as a learning opportunity for the grad student who was reminded to be respectful of others at all times and that the lab is a work environment.</td>
</tr>
</tbody>
</table>
### 5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

<table>
<thead>
<tr>
<th>Item</th>
<th>E</th>
<th>16-01-20</th>
<th>2019 CAIRS Incidents Statistical Summary Report</th>
<th>KK</th>
<th>20-02-20</th>
<th>IP</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJ suggests doing it next meeting to encapsulate a full year’s worth of data. Item deferred to next meeting.</td>
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</table>

### 6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)

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

<table>
<thead>
<tr>
<th>Item # (Use Inspection #)</th>
<th>Priority</th>
<th>Discussion/Comments/Recommendations</th>
<th>Assigned To</th>
<th>Follow up: Date Pending</th>
<th>Status</th>
</tr>
</thead>
</table>
| GI – 19/12/31 | GI | Office checks will be completed by next month’s meeting. Lab checks are scheduled for May/June 2020.  
**December 2019:** Office checks have been completed, but the report hasn’t been put together and will be completed by next month’s meeting (BC).  
**January 2020:** Office checks have been completed. The report will be posted on SharePoint and discussed next meeting. | BC | 20-02-20 | 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 - General Inspection

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

<table>
<thead>
<tr>
<th>Item # (ED-yy/mm/dd-01)</th>
<th>Priority</th>
<th>Discussion/Comments/Recommendations</th>
<th>Assigned To</th>
<th>Follow up: Date Pending</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ED-19/10/17-01</strong></td>
<td>ED</td>
<td>Thoughts and suggestions regarding Safety Day (Oct 1, 2019) Safety Day was on Oct 1, 2019. Both JY and IE had attended Safety Day and was kind enough to provide us with their thoughts regarding the event (e.g. getting enough rest in order to better take care of oneself; what number to call the UBC Occupational First Aid Team; 24 hours a day, : 604-822-4444 or 2-4444 (UBC landlines); and being fatigued results in the body being impaired). The committee will explore how information about impact of sleep deprivation can be further communicated to the faculty via the intranet. A webpage about Safety Day 2019 where you can find information on all the presentations and more can be found via clicking on the following link: <a href="http://safetycommittees.ubc.ca/2019/10/10/did-you-miss-safety-day-2019-find-all-the-information-right-here/">http://safetycommittees.ubc.ca/2019/10/10/did-you-miss-safety-day-2019-find-all-the-information-right-here/</a> The above information will be communicated to the Faculty via Intranet.</td>
<td>JY &amp; IE</td>
<td>20-02-20</td>
<td>IP</td>
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</tbody>
</table>

* ED – Education and Training
## 8. ONGOING BUSINESS – Status of Action Items

<table>
<thead>
<tr>
<th>Original Item #</th>
<th>Priority</th>
<th>Action Plan (Actions Taken/Need to be taken)</th>
<th>Assigned To</th>
<th>Follow up: Date Pending</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>NB – 17/12/14-02</td>
<td>C</td>
<td><strong>November 2019 – January 2020:</strong> The Fire Wardens list has been updated and will be sent to the rest. <strong>October 2019:</strong> IE is waiting for KP to send her an updated Patient First Aid Attendants list and also an updated Fire Wardens list. No additional update available due to KP not being present for this meeting. <strong>August 2019 – September 2019:</strong> IE is waiting for KP (who was not present for the last 2 meetings) to send her the Health and Safety manual. <strong>June 2019 – July 2019:</strong> No update available – IE wasn’t present for both this and last month’s meetings. <strong>May 2019:</strong> IE has updated the members list which will be circulated and posted on the bulletin boards prior to the next meeting. <strong>April 2019:</strong> We are waiting on the Dentistry JOHSC most current members list and possibly other documents from KP, who wasn’t present for this meeting. The Dentistry JOHSC most current members list (along with the new ToR) will be circulated and reviewed prior to the next meeting and KP will provide an update regarding whether she has any additional documents that she would like to add to the Faculty’s Health and Safety Intranet website. <strong>March 2019:</strong> Updating of the Faculty’s Health and Safety Intranet website is still ongoing. The TST group, who will conduct the update, has been notified.</td>
<td>IE/KP</td>
<td>20-02-20</td>
<td>IP</td>
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</table>
8. **ONGOING BUSINESS – Status of Action Items**

<table>
<thead>
<tr>
<th>NB – 17/10/19</th>
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<tbody>
<tr>
<td><strong>February 2019:</strong> Updating of the <strong>Faculty’s Health and Safety Intranet website</strong> is currently in progress. The Fire Safety/Floor Warden Training has been completed and will be added to the website.</td>
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<tr>
<td><strong>December 2018 - January 2019:</strong> Need to update the <strong>Health and Safety data and documents</strong> on the Intranet website for the Faculty. KP has indicated that she can help IE with that.</td>
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<tr>
<td><strong>January 2020:</strong> KP will provide further information to the Committee so that other members can assist with the completion of this item.</td>
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<tr>
<td><strong>December 2019:</strong> No update is available – KP and KM weren’t present for this meeting.</td>
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<tr>
<td><strong>November 2019:</strong> Potential volunteers for this item need information on what needs to be done before this item can be allocated.</td>
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<tr>
<td><strong>July 2019 – October 2019:</strong> Due to the extensive list of offsite locations, this item is still in progress. No further update is available – KP wasn’t present. KM will follow up.</td>
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<td><strong>June 2019:</strong> The Geriatrics portion of the list is currently being worked on.</td>
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<tr>
<td><strong>May 2019:</strong> No update – This is still ongoing and there is currently nothing new to add to the status of this item thus far.</td>
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<tr>
<td><strong>March 2019 – April 2019:</strong> No update available – KP wasn’t present for both the March and April meetings.</td>
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<tr>
<td><strong>February 2019:</strong> Partial list of the offsite locations has been created. Further compiling of the list is in progress.</td>
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</table>

**KP/KM 20-02-20 IP**
<table>
<thead>
<tr>
<th>Date Range</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td>November 2019 – January 2020</td>
<td>This item is estimated to be at 50% completion.</td>
</tr>
<tr>
<td>October 2019</td>
<td>LH had sent his copy of the template to BC. No further update is available due to BC not being present for this meeting.</td>
</tr>
<tr>
<td>August 2019 – September 2019</td>
<td>LH will send their copy of the template to BC for further information.</td>
</tr>
<tr>
<td>July 2019</td>
<td>BC is still working on updating the FoD BERP.</td>
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<tr>
<td>June 2019</td>
<td>BC found the FoD BERP and will update it.</td>
</tr>
<tr>
<td>April 2019 – May 2019</td>
<td>No update available – BC wasn’t present for both the April and May meetings.</td>
</tr>
<tr>
<td>March 2019</td>
<td>BC is currently working on the BERP for JBM and states that due to the amount of work involved, it’s going to take a while for it to be completed.</td>
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<tr>
<td>February 2019</td>
<td>No update available – BC wasn’t present for this meeting.</td>
</tr>
<tr>
<td>December 2018 - January 2019</td>
<td>Building Emergency Response Plan (BERP) progress update for JBM. A blank BERP template from PJ has been received by BC who hasn’t gotten around to completing it yet.</td>
</tr>
<tr>
<td>January 2020</td>
<td>The document will be circulated to each work area. BC has</td>
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<tr>
<td></td>
<td>AE/BC/NF/</td>
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</tbody>
</table>

NB – 18/08/16-03

NB – 19/04/18
<table>
<thead>
<tr>
<th>8. ONGOING BUSINESS – Status of Action Items</th>
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</thead>
<tbody>
<tr>
<td><strong>– 05</strong></td>
</tr>
<tr>
<td>forwarded the document to NF. NF has revised as a separate section for the local area. PJ will check on how to assess low-risk, high security areas. Afterwards, the Committee will review the findings.</td>
</tr>
<tr>
<td><strong>December 2019:</strong> BC has reviewed the document and will forward it to NF for her to review.</td>
</tr>
<tr>
<td><strong>November 2019:</strong> The document has been completed from the Clinic perspective by AE. NF and BC will review that document and access the applicability of that document to other parts of the Faculty.</td>
</tr>
<tr>
<td><strong>October 2019:</strong> BC has yet to review and send the document to NF. No further update is available due to BC not being present for this meeting.</td>
</tr>
<tr>
<td><strong>September 2019:</strong> BC will review the document and then it will be handed to NF to circulate to the other parts of the Faculty in order to access applicability of that document to other parts of the Faculty.</td>
</tr>
<tr>
<td><strong>August 2019:</strong> AE has completed the Assessment document from the Clinic perspective and to the best of her ability and had also circulated that document to the rest of the Committee. She notes that Section 4 may require further information. BC will review the document in order to assess whether it needs editing regarding other parts of the Faculty.</td>
</tr>
<tr>
<td><strong>July 2019:</strong> No update available – AE wasn’t present for this meeting.</td>
</tr>
<tr>
<td><strong>June 2019:</strong> PJ sent AE the assessment template. No further update is available – AE wasn’t present for this meeting.</td>
</tr>
<tr>
<td><strong>May 2019:</strong> The Committee is waiting for PJ to send them a risk assessment template in order to initiate the risk assessment process.</td>
</tr>
</tbody>
</table>

<p>| PJ |  |  |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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</thead>
<tbody>
<tr>
<td>April 2019</td>
<td>The incident documented in the WSBC Inspection Report IR201918503006A (Email from Teela, March 28, 2019) brings to attention the necessity of completing a Violence in the Workplace Risk Assessment as it relates to members of the public and strangers in the work area and what protocol to follow when encountering strangers and other members of the public in the work area.</td>
</tr>
<tr>
<td>Internal and external inspections of the IRC and JBM buildings has been completed. The Committee is interested in having a risk assessment done and PJ will send the Committee a risk assessment template in order to initiate the risk assessment process.</td>
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</tr>
<tr>
<td>January 2020</td>
<td>KP was chosen to continue as the Committee’s Alternate Co-Chair.</td>
</tr>
<tr>
<td>December 2019</td>
<td>The Committee is waiting for KP to return to see if she either wants to continue as Alternate Co-Chair or inquire about who’s interested in taking over the Alternate Co-Chair position.</td>
</tr>
<tr>
<td>November 2019</td>
<td>LH has stepped down as the Worker Co-Chair and KK has self-nominated himself as the new Worker Co-Chair. A vote was taken and was passed. The Committee will now wait for KP to either continue as Alternate Co-Chair or inquire about who’s interested in taking over the Alternate Co-Chair position.</td>
</tr>
<tr>
<td>October 2019</td>
<td>BC will be the new Employer Co-Chair (in place of AE) and IE will be the alternate. As for the Worker Co-Chair candidates for the Committee’s election, they are still in progress.</td>
</tr>
<tr>
<td>September 2019</td>
<td>Preparation of List of Co-Chair candidates for the Dentistry JOHSC Committee election</td>
</tr>
</tbody>
</table>
8. **ONGOING BUSINESS – Status of Action Items**

| NB – 19/09/19 | E | A list of Co-Chair candidates will be compiled for the next JOHSC meeting. PJ will check in with the other JOHSC Committees in order to determine what are the most efficient way of gathering and distributing that list. | | AE/PJ | 20-02-20 | IP |

**January 2020:** The draft report of the results for the survey will be reviewed by the SRS. The Committee may get a summary regarding the results of the survey afterwards.

**November 2019 – December 2019:** PJ will follow up to see where the status of the results for that survey is at.

**October 2019:** No update available regarding the results of that survey.

A Health and Safety Perception Survey regarding safety in the workplace has been sent out by SRS (RMS) and the Faculty of Dentistry. The results of that survey will be made known to the Committee.

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

<table>
<thead>
<tr>
<th>Item # (use Recommendation #)</th>
<th>Priority</th>
<th>Discussion and/or Action Items</th>
<th>Assigned To</th>
<th>Date of Issue</th>
<th>Date to be Completed</th>
<th>Status</th>
</tr>
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* ED – Education and Training  * GI- General Inspection  *NB – New Business

10. **NEW & OTHER BUSINESS**

• General discussion items (list actionable items below)
## 10. NEW & OTHER BUSINESS

<table>
<thead>
<tr>
<th>Item #</th>
<th>Priority</th>
<th>Discussion and/or Action Items</th>
<th>Assigned To</th>
<th>Date to be Completed</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>NB-20/01/03-01</td>
<td>E</td>
<td><strong>Safety Day 2020 — Save the Date — Tuesday, October 6</strong> <em>(Email from Teela, Jan 3, 2020)</em></td>
<td>--</td>
<td>16-01-20</td>
<td>C</td>
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<tr>
<td></td>
<td></td>
<td>Safety Day 2020 will be held on Tuesday, October 6, 2020. Thank You to everyone who filled out the feedback survey. Our two lucky prize winners of that survey each received a fit bit!</td>
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<td>Based on the feedback, we have booked the Great Hall in the AMS Student Nest to allow for a more spacious venue and greater capacity. Registration will open in the upcoming months. A detailed agenda with topics will be released as soon as we finalize the speakers. Thank you for making Safety Day a huge success in the past years. We are looking forward to hosting another exciting event with speakers, vendors, prizes, and more.</td>
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<tr>
<td>NB-20/01/03-02</td>
<td>E</td>
<td><strong>First Aid on UBC Point Grey Campus</strong> <em>(Email from Teela, Jan 3, 2020)</em></td>
<td>AE</td>
<td>20-02-20</td>
<td>IP</td>
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<td></td>
<td></td>
<td>All faculty, staff and student-staff on UBC’s Vancouver Campus can now enlist the help of the UBC First Aid, 24 hours a day by calling <strong>604-822-4444</strong> or <strong>2-4444</strong> (UBC landline) and mobile first aid attendants will be dispatched to your location on campus. Attached is a FAQ sheet about this new system. For further questions or to invite the First Aid Advisor to speak at any of your departmental meetings to provide more information or clarification, contact Dustin Szeto.</td>
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<td></td>
<td>The Committee may need to contact Dustin Szeto to confirm the Dentistry Faculty’s First Aid situation.</td>
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</table>
### 10. NEW & OTHER BUSINESS

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Status</th>
<th>Date</th>
<th>Category</th>
</tr>
</thead>
</table>
| NB-20/01/03-03 | **Ice Prevention and Snow Removal** *(Email from Teela, Jan 3, 2020)*  
As we continue in the winter season, snow and ice are possible winter conditions. Building Operations’ fleet can brine the main roads at UBC in 4-4.5 hours, and they work on a priority basis. Visit [Building Operation’s snow plan webpage](#) for information regarding snow removal and their snow plow priority map.  

Building Operations’ custodial staff work in concert with our municipal services staff to clear and salt the main access to campus buildings, stairs, and their own external work areas such as loading docks. If you see slick or slippery paths, avoid those and choose the main access routes. | --     | 16-01-20 | C       |
| NB-20/01/13   | **WSBC IR 201918273122A (January 9)** *(Email from Teela, Jan 13, 2020)*  
Please note: "The WorkSafeBC Inspection Report associated with the following summary will not be distributed broadly as it contains sensitive information with the potential to compromise the safety and security of UBC faculty and staff working at the site."

Date of Inspection: December 20, 2019  
Delivery Date of IR: January 9, 2020  

Brief Description of Report: Workers reported deficiencies in training, implementation protocols and a lack of understanding of the potential risks associated to a hazardous substance being used. The report includes an order for the employer to provide evidence of information, instruction and training for all workers in the facility who may be at risk of exposure to the hazardous substance and | --     | 16-01-20 | C       |
10. NEW & OTHER BUSINESS

- related waste. The employer is to provide evidence of this training to WorkSafeBC no later than February 15, 2020.

*NB – New Business

11. NEXT MEETING

<table>
<thead>
<tr>
<th>Date:</th>
<th>20-02-2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time:</td>
<td>9:30 am</td>
</tr>
<tr>
<td>Location:</td>
<td>JBM 347</td>
</tr>
</tbody>
</table>

12. MEETING ADJOURNED

| Time:       | 10:30 am   |

LEGEND

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

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

- Responsible VP
- Responsible Managing Director/Dean
- All JOHSC members
- Internal Communications Person
- Risk Management Services ubcsafety.committee@ubc.ca
- Posted on any Safety Bulletin Boards (if applicable)