Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: UBC Building Operations Municipal Joint Occupational Health & Safety Committee
Worker Co-Chair: Dillon Duckworth (chair)
Employer Co-Chair: Tamas Weidner

Time: 12:30 p.m. – 2:30 p.m.
Location: USB Room 1020 Main Conference Room

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
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>Brendan Elder</td>
<td>CUPE 116</td>
<td>Landscape</td>
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<tr>
<td>Jeff Bosworth (ALT)</td>
<td>CUPE 116</td>
<td>Landscape</td>
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<tr>
<td>Issac Poku</td>
<td>CUPE 116</td>
<td>Waste Management</td>
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<td>Martin Go (ALT)</td>
<td>CUPE 116</td>
<td>Waste Management</td>
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<tr>
<td>Barry Jones (co-chair)</td>
<td>CUPE 116</td>
<td>Street and Operations Support</td>
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<tr>
<td>Joyce Ingram (ALT)</td>
<td>CUPE 116</td>
<td>Street and Operations Support</td>
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<td>Winston Feliciano</td>
<td>CUPE 116</td>
<td>Stores</td>
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<td>Adam Rosenthal (ALT)</td>
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<td>Dillon Duckworth</td>
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<td>Garage</td>
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<tr>
<td>Andy Russell (ALT)</td>
<td>CUPE 116</td>
<td>Garage</td>
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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>
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<tr>
<td>Tamas Weidner (co-chair)</td>
<td>Manager, Municipal Waste Mgt &amp; Garage</td>
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<tr>
<td>Calvin Cheung</td>
<td>Manager, Municipal, Labor Division</td>
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<tr>
<td>Dale Low</td>
<td>Manager, Municipal Soft Landscape</td>
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<tr>
<td>Jeff Nulty (ALT) (Alt co-chair)</td>
<td>Manager, Municipal Landscape Architect</td>
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<tr>
<td>Jenniffer Sheel (ALT)</td>
<td>Superintendent, Municipal Services</td>
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<tr>
<td>Paul Harris</td>
<td>Manager, Stores</td>
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<td>Senior Manager, Fleet and Procurement</td>
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<td>Resources/Guests</td>
<td>Work Location</td>
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<td>Regrets</td>
<td>Absent</td>
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<tr>
<td>Ellen Grande</td>
<td>Clerical Pool</td>
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<tr>
<td>Lori Takenaka</td>
<td>SRS</td>
<td>☑️</td>
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3. APPROVAL OF PREVIOUS JOHSC MEETING MINUTES
   (Statement to indicate minutes of previous meeting have been read & acknowledged and to record any corrections to it)

Move to adopt minutes. Moved by: Tamas Weidner Seconded by: Jeff Nulty

List amendments to minutes:

Are the minutes approved? Yes ☑️ No ☐️
4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

- List additional agenda items
- Co-Chair monthly email from SRS

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. VIEW 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>
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<tr>
<td>126128</td>
<td>B</td>
<td>2020-01-30</td>
<td>• No further recommendation. Incident closed Worker was moving a cabinet with three other crew members, from the 1st floor to the 2nd floor. When the worker was about to reach the top of the 2nd floor, the worker felt a cramp on the left leg. The worker sat down and stretched out their left leg once they reached the 2nd floor. The leg cramp lessoned afterwards. The worker continued to perform additional moving tasks afterwards. At 10:30 am, the worker felt a mild pain on their left leg (not continuous</td>
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</table>
pain), and continued to work after notifying other crew members on the same task. The crew members advised the worker to seek first aid. Worker decided to not seek first aid at that time. After lunch 12:00pm, the worker decided to see first aid, and informed the subhead. First aid indicated that the injury was a muscle spasm and recommended the worker to remain at work with modified duties. First Aid recommended the worker to follow up on Feb 3, 2020 at 7:30am.

Root Cause: The move was completed with a crew of four. The cabinet was not overly heavy and the crew has followed all appropriate procedures.

All Corrective Actions Complete

Corrective Action 1
Corrective Action Identified: Head labourer to remind worker to stop work and proceed to first aid right away and notify supervisor immediately, on on-set of pain/injury.
Estimated Completion Date: 2020-01-31
Final Actions Taken: Head labourer to remind worker to stop work and proceed to first aid right away and notify supervisor immediately, on on-set of pain/injury.
Date Completed: 2020-01-31

Corrective Action 2
Corrective Action Identified: Head Labourer to remind all staff to do stretches before and after moves
Estimated Completion Date: 2020-01-31
Final Actions Taken: Head La and after moves
Date Completed: 2020-01-31

Employee had dragged tarp of leaves/sticks into bin, as they walked backwards out they stepped on the ramp which flipped sideways and hit them on the inside of the left knee. When employee got home from work they noted that they had a bruise.

- Dale Low to do follow-up. In progress.
<table>
<thead>
<tr>
<th>Date</th>
<th>Employee</th>
<th>Location</th>
<th>Root Cause</th>
<th>Corrective Action Identified</th>
</tr>
</thead>
</table>
| 2020-01-10 | B        | East sidewalk on West Mall going towards U Blvd in front of Ponderosa Annex B | Employee misjudged clearance between garden bed and rock. | **Corrective Action 1**  
Remind employees to be aware of surroundings while they are working  
**Estimated Completion Date:** 2020-02-20 |
|          |          |                      | Root Cause: Employee misjudged clearance between garden bed and rock. | **Corrective Action 2**  
Corrective Action Identified: Make note of tight spots on priority routes, make landscape adjustments as necessary. Discuss at Lesson Learned Workshop following snow season  
**Estimated Completion Date:** 2020-03-01 |
<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Date</th>
<th>Incident Description</th>
<th>Root Cause</th>
</tr>
</thead>
<tbody>
<tr>
<td>126035</td>
<td>2020-01-10</td>
<td>Employee reported tendinitis problem on right elbow to first aid (likely from leaf blowing in Fall) during week of Jan 6th. Employee shoveled snow Friday, Monday, Tuesday, and Wednesday which further aggravated tendinitis in elbow, also pulled muscle in right shoulder, and aggravated existing injury in upper back (from previous accident in 2011). On Thursday morning employee went to shovel snow at their own home and was unable to do it, so they called in sick on Thursday and Friday. <strong>Root Cause:</strong> Employee had existing injuries that aggravated while performing irregular duties of shoveling snow.</td>
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<tr>
<td>125971</td>
<td>2020-07</td>
<td>Worker was changing a tire on one of the Hino wheels. Because the Hino wheel/tire is too big for the machine in the shop the removal and reinstall of the new tire had to be done manually. Worker did seek out assistance from coworker for the task. When putting on new tire, worker lubed up the rim and was anticipating that the new tire will be difficult to fit back on the rim. While holding on the edge of the rim and fitting on the first bead it slipped off very easily causing right hand two fingers to get caught between tire and rim edge with workers weight pushing down on them, worker felt pain in those fingers as a result. Worker report incident right away and attended first aid. First aid recommended a hospital visit which worker attended and then returned to work with no modification to tasks required. It was concluded in the incident investigation that purchasing a larger tire machine for the shop would not be recommended as the shop very rarely replaces this size of tire/wheel. It was also concluded in the investigation that gloves are not normally required for this particular task, and because of the nature of the injury it would not have prevented the incident. <strong>Root Cause:</strong> Worker was installing a new tire on a large rim, worker was expecting the tier to go on the rim with high force.</td>
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</table>
**While pushing on the tire and rim, it slipped on very easily, when it slipped on worker was applying force causing two fingers to get caught between rim and tire. It was concluded in the incident investigation that purchasing a larger tire machine for the shop would not be recommended as the shop very rarely replaces this size of tire/wheel.**

**All Corrective Actions Complete**

**Corrective Action Identified:** When installing larger tires on wheels, grab the tire on the outside with hands and spin it on the rims instead of holding the inside where the rim meets the tire.

**Estimated Completion Date:** 2020-01-07

**Final Actions Taken:** Discussed recommendation with worker, head and safety rep present. Worker acknowledged and will

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| 125882      |          | 2019-12-06 | • Standard practice to lower bin when repositioning/moving vehicle. Incident shop talked. CAIRS updated. Incident closed.  
• Calvin Cheung completed the CAIRS report and will update Committee next months as to the corrective actions.  
Worker was taking green waste to Enviro Smart facility in Ladner. When on site worker proceeded to empty roll-off truck bin contents in the designated bay at the facility. While tipping the bin, worker had to re position the vehicle which was half way backed up into the bay. During reposition the tipped bin, it contacted the overhead roll up door of the bay that the vehicle was in. No damage to vehicle but, some damage was observed to overhead door. |

| 125873      |          | 2019-12-06 | • Incident occurring at Auditorium Annex. Recommended stretches before start of job. CAIRS updated. Incident closed.  
• Calvin Cheung completed the CAIRS report and will update Committee next months as to the corrective actions.  
Worker carrying boxes up and down stairs and felt a gradual stiffness and mild discomfort in RT shoulder blade.  
Root Cause: pending incident investigation  
Corrective Action Identified: pending incident investigation  
Final Actions Taken: pending incident investigation |


| 125798 | B | 2019-11-20 | • Plumbers were asked to take into consideration smaller size tanks if similar scope takes place. SOS Head discussed with Plumbing Head. Incident closed.  
• Head to speak with the Mechanical crew to advise that 2 smaller expansion tanks would be safer than moving one large expansion tank through the door. In progress  
• CAIRS Report needs to be completed in a timely manner. Follow-up required.  
Worker was moving a ~200lb-300lb expansion tank with a sled when a portion of the tank collided with the worker’s left foot, pinching their foot between the tank and step. Co-worker was also injured in a similar manner. Workers were lifting the tank up several flights of steps using a wheeled skid, possible ergonomic risk. Worker attended first aid at 10:25am on the same day.  

**Root Cause:** Pending incident investigation  
**Corrective Action Identified:** pending incident investigation  
**Final Actions Taken:** pending incident investigation |
| 124978 | B | 2019-07-03 | • No updates. In progress.  
• Calvin Cheung working on a list of questions that can be incorporated into the Service Request. It was also suggested that workers scout out site before preforming the job. In progress.  
• No updates. In progress.  
• In progress. No new updates.  
• Calvin Cheung in the process of creating a list of questions. In progress.  
• Recommend client give more information on Service Request, i.e. photos of item to be moved. Calvin to create list of questions and check with Joey-Lee if it can be incorporated into the SR.  
Worker was tasked with moving a 125 lbs. table top with a partner. Worker lifted the top corner of the table top with their left hand (one-hand lift) to set the table top vertical and prepare for the move. Co-worker was lifting the table from the bottom and onto the
moving bin. During the lift, the worker noticed something giving way in their left hand/wrist. The worker noticed that their left hand/wrist was painful during certain movements afterwards. Worker kept on working until lunch break and proceeded to seek First Aid assistance after lunch. First Aid provided the worker with a tensor bandage and ice. Worker was asked by First Aid to follow up the next day. Modified duties were provided the same day to prevent re-aggravation of injury. Worker and Head to monitor condition/progress.

**Root Cause:** planning and communication inadequate

**All Corrective Actions Complete**

**Corrective Action 1**

Corrective Action Identified: Better planning and communication prior to the move

Estimated Completion Date: 2019-07-04

Final Actions Taken: Spoke with workers and agreed upon scoping out job in more details.

Date Completed: 2019-07-04

**Corrective Action 2**

Corrective Action Identified: Plan and use appropriate equipment for move. In this case, the use of a drywall dolly would have prevented the need to lift higher than necessary.

Estimated Completion Date: 2019-07-04

Final Actions Taken: Spoke with the workers.

Date Completed: 2019-07-04

**WestPoint Building Vehicle Accident**

- **Labor Shop have installed signage. Incident closed.**
- Calvin to send photos of sign to Strata. In progress
- Strata has not responded. Calvin Cheung to follow-up with FM. In progress.
- No new updates. Calvin Cheung will follow up with FM
- Strata said yes to sign, but wants to know what it will look like. Calvin Cheung to follow up with Joyce Ingram so that she can advise what is to be installed. In progress.
- Strata has requested further information on what is going to be installed and the dimensions. In progress.
- Tamas Weidner waiting for confirmation from either the FM or the Strata. In progress.
- Tamas Weidner emailed FM to ask Strata to reply
- Item is with the Strata. In progress.
- No update. In progress.
- Calvin Cheung to contact strata in regards to adhering a reflective strip to column. In progress.
- Worker backing up vehicle hit concrete column. Recommend putting an identifying reflective strip on the column. Committee will ask Calvin Cheung to contact FM.

### 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>Action Plan (Actions Taken/Need to be taken)</th>
<th>Assigned To</th>
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<tr>
<td>GI-MRF-237</td>
<td>B</td>
<td>• Light over bin washers need to be replaced. SR submitted.</td>
<td>Tamas Weidner</td>
<td>2020-03</td>
<td>IP</td>
</tr>
<tr>
<td>GI-Garage-236</td>
<td>B</td>
<td>• Light over vehicle bay needs to be replaced. SR submitted.</td>
<td>Tamas Weidner</td>
<td>2020-03</td>
<td>IP</td>
</tr>
<tr>
<td>GI-S. Campus Warehouse-235</td>
<td>B</td>
<td>• In progress. • Plywood floor on 2nd of S. Campus Warehouse chipping off in certain areas. SOS to submit SR to carpentry shop to inspect and provide recommendation</td>
<td>Calvin Cheung</td>
<td>2020-03</td>
<td>IP</td>
</tr>
<tr>
<td>GI-HeaderHse/Nursery-231</td>
<td>B</td>
<td>• Dale went to site and noticed work not complete. Dale to follow-up with Plumbers. In progress.</td>
<td>Dale Low</td>
<td>2020-03</td>
<td>IP</td>
</tr>
</tbody>
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☐ No actionable items noted
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| GI-S. Campus Warehouse-228| - Dale Low or Brendan Elder will go to site to see whether the mount has been installed. In progress.  
- Recommend mount up against wall so source is not on floor. Mount hose to wall. SR219786 has been submitted. Note: Additionally, the tap is close to electrical panels.  
- Service request submitted. Dale Low to follow up.  
- Hose in corner of green house or ground. Mount up against wall so source is not on floor. Mount hose to wall |
| GI-SOS/Wasteman-226       | - Overheads lights have been replaced. Inspections closed  
- In progress.  
- SR has been submitted to the Utilities workers. In progress.  
- In progress  
- 6 banks of overhead lights need to be replaced. Utility worker to replace. |
| GI-SOS/Wasteman-223       | - Work in progress.  
- Demarcation of SOS shop PPE Zone in progress.  
- SOS to redo the demarcation of the PPE Zone. In progress.  
- In progress  
- Re-demarcate PPE Zone. SOS to follow up. |
| GI-HEADER-218             | - Inspection item is under discussion. In progress  
- Still looking at the feasibility of installing an eye wash station. In progress  
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- In progress  
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- Header house employees requested an eye wash station be installed – they currently are provided eyewash bottle (W. Kinch inspection) |
| GI-SCNursery-215          | - Ladder has arrived and work on new shelving will begin February 11th. In progress.  
- Recommend re-organizing and consider new shelving. In progress  
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- Recommend re-organizing and consider new shelving. In progress  
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| GI-SCNursery-213 | C | • Pending Nursery renovation and new shelter installation  
• Shelf reorganized, no ladder ordered. In progress.  
• No information whether ladder has been ordered. In progress.  
• New shed to be built, in the interim reorganize shelf and order new ladder replacement.  
• Objects precarious on upper shelves, ladder not put away. Recommend reorganizing and/or consider new shelving. | Dale Low/ Barry Jones | 2020-03 | IP |
| GI-GARAGE-205 | B | • Eyewash station has been ordered. Once it arrives, Plumbers to install. In progress.  
• Tamas has sourced a stainless-steel eye wash station with foot pedal. Waiting for procurement. In progress.  
• New eyewash work station has been ordered. Plumbers will install once it arrives. In progress.  
• Tamas met with plumbers and decision was made to have the eye wash/shower replaced with stainless steel unit. A replacement unit has been sourced and a requisition to install has been placed. Brochure attached.  
• Tamas sent email to Head Plumber in regards to installing PEX piping, but have not heard back. Tamas will send follow up email. In progress.  
• Dillon confirmed water is still rusty after flushing weekly. Need permanent solution to the rusty water. Committee recommended replacing existing pipes with PEX piping. Tamas to contact Jason Wright to discuss options. In progress. | Tamas Weidner | 2020-03 | IP |
Joint Occupational Health & Safety Committee
Meeting Minutes

- Dillon Duckworth has been flushing eyewash stations once a week and will inform Tamas Weidner whether the water is rusty or not.
- Committee and Dillon Duckworth agreed Dillon would flush once a week at end of day and report back if water is rusty or not. Tamas to ask Plumbers why water is rusting.
- Eyewash station waste is rusty indicates not inspected. Is it being flushed once a month?

| GI-MRF-196 | B | No response to date. In progress. A response form the City of Vancouver has not been received for the repurposing of the granite blocks. In progress. A response form the City of Vancouver has not been received for the repurposing of the granite blocks. Item is still in discussion. In progress. Calvin Cheung will speak with Jenniffer Sheel to discuss disposal of granite. In progress. No update. Jenniffer Sheel will reach out to the City of Vancouver to see if the granite can be repurposed. In progress. No update. Granite blocks stacked behind trailer at MRF are unstable. Jeff Nulty asked Shiraz to refresh caution tape. Jeff will email photos to Wende Kinch to see if the granite slabs can be sold. | Calvin Cheung/Jenniffer Sheel | 2020-03 | IP |

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-yr/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>
</table>
| ED-2020-02-12-02       | B        | Incident/Accident Investigation Training 
As a response to Goal 1 & 4 in the 2nd Annual JOHSC Evaluation, all Municipal JOHSC members are invited to attend I/A Investigation Training. Training will | ALL        | 2020-03               | N      |
### 7. REVIEW EDUCATION AND TRAINING

**be held on Tuesday, February 18, 2020 from 9am – 11am in Swing Space Room 105.**

| ED-2020-01-08-01 | B | • Martin Go to complete Part 1 and Part 2 training.  
  • Martin Go joined January 8, 2020 as a worker alternate for Waste Management. Has until July 2020 to complete 8hr JOHSC training. Tamas to send link to JOHSC Fundamentals Training sessions. | Martin Go | 2020-07 | 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 |
|-----------------|----------|---------------------------------|-------------|-------------------------|--------|
| NB-2020-01-08-402 | B | **Floor Warden Training**  
  • Feb 12/20: Isaac and John have accepted their new position as floor wardens and will be trained accordingly. Tamas to follow-up with them to ensure they are trained. In progress  
  • Jan 8/20: Issac Poku and John Mann are floor wardens for In-Vessel site. Tamas to arrange for them to take online Floor Warden Training. | Tamas Weidner | 2020/03 | IP |
| NB-19/12/18-396 | B | **Modified Duties - Garage**  
  • Feb 12/20: Tamas Weidner has given Dillon Duckworth the list of modified duties. Item closed.  
  • Jan 8/20: Lori Takenaka will forward link to clerk. Link will be sent out with minutes. In progress  
  • Dec 18/19: A list of modified duties are on file on the S: drive. Linda Roseborough will forward link to clerk to send out with minutes. Dillon Duckworth and Tamas to review. | | | C |
| NB-19/11/26-389 | C | **Ability Scooter Injury Roll-over**  
  • Feb 12/20: To date no response from Campus and Community Planning.  
  • Jan 8/20: Calvin to schedule time to speak with Karen Russell, CC&P. In progress.  
  • Dec 18/19: Calvin Cheung to review SLP to see whether modifications can be made for better mobility for scooter and or wheelchairs along pathway. | Calvin Cheung | 2020-03 | IP |
8. ONGOING BUSINESS – Status of Action Items

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov 26/19: Person on ability assistance scooter sustained injury after scooter left path at University Blvd and Lower Mall. Soil had eroded from edge of paved path and grade was such that the person rolled over then hit their head on bench close by. The soil bed has been raised since the incident however unlikely to be firm enough to support the weight of a person on a scooter. Committee recommended wheelchair stops or a low curb to help keep ability assistance vehicles on path. Calvin to follow up with C&amp;CP on installing wheelchair stops on problematic areas, as indicated. Calvin will submit an SLP, contingent on C&amp;CP’s response about the issue.</td>
<td></td>
</tr>
</tbody>
</table>

**NB-19/11/26-383**

- **Health and Safety Program Manual**
  - Feb 12/20: Feedback collection is now complete. Updated manual will be sent to John Metras to sign and will be distributed accordingly. JOHSC role in reviewing this is now complete. Item complete.
  - Jan 8/20: Lori Takenaka advised Committee to email feedback of the Safety Program Manual by January 31st.
  - Dec 18/19: Health and Safety Program Manual has been updated and will be sent to the committee. Members to review and email feedback to Lori Takenaka by January 31st.
  - Nov 26/19: Lori is updating and compared existing H&S program manual with new template and recognized certain topics is not in new template (e.g. asbestos, WHMIS). Will update and send to committee for review once done.

Safety & Risk Services (SRS) has updated the [Health and Safety Program Manual Template](mailto:safety.programs@riskmanagement.ubc.ca). This document will assist Administrative Heads of Unit develop their Health and Safety Program. You are encouraged to modify the document based on the work being performed. However, any major modifications to the document will require review from SRS and should be sent to safety.programs@riskmanagement.ubc.ca

All members to review the template. Lori Takenaka to assist in filling out the template for UBC Facilities. Once complete, she will send to JOHSC for review.
### 8. ONGOING BUSINESS – Status of Action Items

<table>
<thead>
<tr>
<th>NB-19/09/11-381</th>
<th>B</th>
<th><strong>New Employee Orientation Checklist and Training</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>Feb 12/20:</strong> Calvin Cheung is waiting for additional information from the Shop Labor Head. Item in progress.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Jan 8/20:</strong> Calvin Cheung is formalizing the “Seasonal Orientation Checklist”. In progress.</td>
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<tr>
<td></td>
<td></td>
<td><strong>Dec 18/19:</strong> No update. Item in progress.</td>
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<tr>
<td></td>
<td></td>
<td><strong>Nov 26/19:</strong> “Seasonal Orientation Checklist” still under development. No updates.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Oct 9/19:</strong> Calvin Cheung is preparing a “Seasonal Orientation Checklist”. In progress.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Sept 11/19:</strong> Discussion on how best to enhance New Employee and Seasonal Orientation Training. Calvin Cheung is preparing a “Seasonal Orientation Checklist”. When complete he will forward to committee for review.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NB-19/08/14-374</th>
<th>C</th>
<th><strong>2nd Annual JOHSC Evaluation</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>Feb 12/20:</strong> Goal 1 &amp; 4 is now documented under Section 7 Education &amp; Training to action. Goal 2 was completed already. Goal 3 is in progress and will be documented as a new business item. Committee agreed to close this item. Item closed.</td>
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<tr>
<td></td>
<td></td>
<td><strong>Jan 8/20:</strong> Goal #3 – New subcommittee formed and will meet January 16th to discuss ways to get members more engaged in safety. Goal 1: Tamas to meet with Peter Joseph on January 14th to discuss CAIRS training.</td>
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<tr>
<td></td>
<td></td>
<td><strong>Dec 18/19:</strong> It was suggested for the last, Goal #3, that a subcommittee be formed by both workers and employer reps. Issac Poku and Dillion Duckworth volunteer as worker reps and Tamas Weidner and Dale Low will be the employer reps. The subcommittee will help implement better ways to communicate safety culture at Building Ops. In progress.</td>
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<tr>
<td></td>
<td></td>
<td><strong>Nov 26/19:</strong> Tamas Weidner contacted Peter Joseph on available Incident and Investigation and CAIRS training for JOHSC committee members. Calvin Cheung presented the committee with an email of options on what training modules are available. The options were reviewed and the committee decided that option #8 (2hr JOHSC Investigation Training) would meet goal #1. SRS will be the workshop facilitator. Tamas Weidner to follow up with Peter Joseph on setting a time and date.</td>
</tr>
</tbody>
</table>
## 8. ONGOING BUSINESS – Status of Action Items

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td><strong>Oct 9/19:</strong> New general inspection schedule created for Goal 2. Goal 1 &amp; 4 will be met by holding an Incident/Accident Investigation training for all Municipal JOHSC members including alternates, similar to a team building event. Lori to reach out to Peter Joseph in training request. In progress.</td>
<td></td>
</tr>
<tr>
<td><strong>09/11/19:</strong> Committee reviewed Goal 2 general inspection schedule and agreed to inspect own areas on a monthly basis and the South Campus and MRF site inspections will be on a rotation schedule. Ellen to send out new inspection schedule and will be in effect October 2019. Committee will have further discussion at next meeting on goals 1, 3 and 4. In progress.</td>
<td></td>
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<tr>
<td><strong>Aug 14/19:</strong> Lori Takenaka reviewed with the JOHSC Committee the annual evaluation. Auditor made the following suggestions as GOALS:</td>
<td></td>
</tr>
<tr>
<td>1. Improve incident/accident investigations (e.g. sequence of events, root causes, contributing factors, corrective actions)</td>
<td></td>
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<tr>
<td>2. Review and improve general inspection schedule</td>
<td></td>
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<tr>
<td>3. Improve communications between JOHSC and workers in the area</td>
<td></td>
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<tr>
<td>4. Develop a plan to encourage members to be more empowered and proactive with health and safety in their areas.</td>
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</tr>
<tr>
<td><strong>Ellen 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.</strong></td>
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</table>

### Purchase of New Rain Gear

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td><strong>Feb 12/20:</strong> Chipper operation was reviewed. Risk assessment still identifies that loose clothing (e.g. hoods, PPE) cannot be worn when operating the chipper. Committee agreed the safety portion has been reviewed and will now leave it with Dale and Stores to bring in appropriate samples for crews to trial. Committee agreed to close this item. Item closed.</td>
<td>B</td>
</tr>
<tr>
<td><strong>Jan 8/20:</strong> Dale Low and Lori Takenaka to review chipper operation and Dale to bring in rain gear sample for crews to see. In progress.</td>
<td></td>
</tr>
<tr>
<td><strong>Dec 18/19:</strong> Risk assessment identified that loose clothing (e.g. hoods, PPE) cannot be worn when operating the chipper. Dale will bring in appropriate rain gear. Quote for the rain gear has been received. A purchase requisition needs to be submitted. Paul Harris to follow up with Dale Low.</td>
<td>C</td>
</tr>
</tbody>
</table>
### 8. ONGOING BUSINESS – Status of Action Items

- **Nov 26/19**: Dale Low, Brendan Elder and Jeff Bosworth met with Lori Takenaka to assess potential raingear hazards. Hoods were identified as a concern for being pulled into machinery. Two samples were found suitable and will be brought in for trial.
- **Oct 09/19**: Adam Rosenthal is bringing 4 samples of rain gear for feedback. In progress.
- **Sep 11/19**: Item on hold while waiting for contract to be in place. In progress and will be revisited in November.
- **Aug 14/19**: Jenniffer to provide specifications of what the rain gear should have to Adam. In progress.
- **Jul 29/19**: Adam Rosenthal and Jenniffer Sheel to source. In progress.
- **Jun 12/19**: New PPE (rain gear) needs to be purchased and the question came up as to whether or not hoods are allowed or not. JOHSC discussed the potential hazard that hoods may cause (e.g. caught in machinery/equipment with moving parts), JOHSC also discussed and agreed that hoods are not a requirement as part of rain gear as there are other means of protecting the head. Jenniffer Sheel will summarize specifications of what the rain gear should have (e.g. hoodless, breathable, flexible, etc.) and will forward specifications to Adam Rosenthal to source.

<table>
<thead>
<tr>
<th>ID</th>
<th>Date</th>
<th>Description</th>
<th>Status</th>
<th>Contact</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>NB-19/06/12-363</td>
<td>B</td>
<td><strong>Contract for Propane Tank Supply and Disposal</strong>&lt;br&gt;- <strong>Feb 12/20</strong>: Adam Rosenthal advised the committee that the smaller green and yellow tanks are not being picked up and is unclear if they should be or not as per the contract. Adam to follow-up with Wende to find out what is included in contract&lt;br&gt;- <strong>Jan 8/20</strong>: Wende Kinch did an analysis and will continue using Superior Propane for propane needs. Any empty canisters are to be returned to Stores and we will work with the supplier to pick up from Stores. Paul Harris is trying to find a suitable location to store the empties. In progress.&lt;br&gt;- <strong>Dec 18/19</strong>: Most of the propane tanks are single use and a preventative maintenance schedule is being developed by Wende Kinch, Calvin Cheung and Barry Jones. The refillable propane tanks should be returned to Stores. Wende Kinch to review contracts for propane and advise committee of any additional information. In progress.</td>
<td></td>
<td>Adam Rosenthal/Wende Kinch</td>
<td>2020-03</td>
</tr>
</tbody>
</table>
## 8. ONGOING BUSINESS – Status of Action Items

<table>
<thead>
<tr>
<th>NB-19/04/15-357</th>
<th>B</th>
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</thead>
<tbody>
<tr>
<td><strong>Fire Extinguisher Program</strong></td>
<td></td>
</tr>
<tr>
<td>Feb 12/20: Wende Kinch sent “approved” fire extinguishers in vehicles list. Clerk to re-send this list to committee members. Dale to request Wende Kinch to attend crew talk. In progress.</td>
<td></td>
</tr>
<tr>
<td>Jan 8/20: An “approved” fire extinguishers in vehicles list will be emailed with January’s minutes. This list is an appendix to the Fire Extinguisher contract and inspections included. All new requests must be made to Wende Kinch or the Contract manager for approval first. Dale to request Wende Kinch to attend crew talk. In progress.</td>
<td></td>
</tr>
<tr>
<td>Dec 18/19: Wende Kinch crew talked the Fire Extinguisher Program with Garage. Soft Landscape and Municipal have not scheduled a time with Wende Kinch to date. Note: the Fire Extinguisher Program was originally sent out by Newsletter. Committee will confirm with Michelle McArthur as to the full scope of the Fire Extinguisher Program since this item only deals with Fleet Policy. In progress.</td>
<td></td>
</tr>
<tr>
<td>Nov 12/19: Updates not available</td>
<td></td>
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<tr>
<td>Oct 9/19: Wende Kinch to be invited to crew talk the update I-C-07 Fleet Policy. In progress.</td>
<td></td>
</tr>
<tr>
<td>Sep 11/19: Municipal crews to contact Wende Kinch so that she can crew talk the updated I-C-07 Fleet Policy. In progress.</td>
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</tbody>
</table>

| Dale Low/Wende Kinch | 2020-03 | IP |
8. ONGOING BUSINESS – Status of Action Items

- Aug 14/19: Wende Kinch will crew talk the updated I-C-07 Fleet Policy and will include a communication piece on fire extinguishers. Managers to schedule Wende.
- Jul 29/19: Tamas Weidner will contact Wende Kinch and Paul Harris regarding the communication.
- Jun 12/19: A communication piece in the Newsletter to communicate that Wende Kinch maintains and catalogues all Acme fire extinguishers.
- May 13/19: Stores will not rent out fire extinguishers. Fire extinguishers in vehicles are catalogued and maintained by Acme and the vehicles are inventoried by Stores. Paul H to send communication piece out to all departments reminding them that if they have fire extinguishers, to ensure they notify Wende K. who will ensure ACME inspects their fire extinguishers annually, including Energy & Water. In progress.
- Apr 15/19: Buildings and dedicated vehicles are equipped with fire extinguishers that ACME inspects and replaces annually. Question arose as to how fire extinguishers are obtained and maintained for work related jobs (e.g. torching). Paul H. to follow-up with Wende K. to review current process and or potential options.

9. JOHSC RECOMMENDATION LETTERS & WORKSAFEBC (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 Complete</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>IR#201918273122A</td>
<td></td>
<td>Training for Hazardous Substances</td>
<td>ALL</td>
<td>19/12/20</td>
<td>Info</td>
<td>E</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Description:</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>✤ Workers reported deficiencies in training, implementation protocols and a lack of understanding of the potential risks associated to a hazardous substance being used.</td>
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<td></td>
<td>✤ 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 related waste.</td>
<td></td>
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</tbody>
</table>
9. JOHSC RECOMMENDATION LETTERS & WORKSAFEBC (CORRESPONDENCE)

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

JOHSC/LST Discussion Points:

- This inspection report highlights the importance of the role of the supervisor in the development and communication of risk assessments and safe work procedures in the workplace.
- Supervisors have a responsibility under WCA 117(2)(a)(i) to "ensure that worker(s) under his or her direct supervision are made aware of all known or reasonably foreseeable health and safety hazards in the area where they work"
- SRS has created tools and resources for supervisors to conduct risk assessments (see links below) and develop safe work procedures for potentially hazardous tasks in the workplace.
- The order also identifies the importance for supervisors to ensure that all staff members they oversee have completed all training for their assigned tasks and associated hazards, and the records of this training are diligently maintained. Refer to the task specific training documentation template for assistance.
- Supervisors can learn more about their roles and responsibilities for safety in the workplace by taking the Safety Supervision at UBC course.
- If you have any further questions about this WorkSafeBC Inspection Report or related safety requirements for your area, please send an email to safety.programs@ubc.ca.

IR#201916973117A

<table>
<thead>
<tr>
<th>Fire in Waste Bin</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description:</strong></td>
</tr>
<tr>
<td>A waste bin had some welding repairs and was placed back in service as part of the overall system.</td>
</tr>
</tbody>
</table>

| ALL | 20/12/20 | Info | E |
9. JOHSC RECOMMENDATION LETTERS & WORKSAFEBC (CORRESPONDENCE)

- A few days later, the system stopped working and there was smell of smoke. It was determined that the vacuum producer pump had failed.
- A contractor began repairs on the system and found it was full of tar and soot as if a fire had happened.
- The fire may have started in the container when the welders did the repairs.
- This inspection report confirmed the receipt of the 30-day full investigation report.

- JOHSC/LST Discussion Points:
  - This inspection report highlights the importance of having procedures for tasks (including infrequent tasks) where hazards are present. Procedures should incorporate hazards, risks and controls into each step when they are written. A template for writing a Safe Work Procedure is available on the Safety & Risk Services website.

* REC – Recommendation Letter

10. NEW & OTHER BUSINESS

General discussion items (list actionable items below)

<table>
<thead>
<tr>
<th>Item # (NB-yy/mm/dd-01)</th>
<th>Priority</th>
<th>Discussion and/or Action Items</th>
<th>Assigned To</th>
<th>Date to be Completed</th>
<th>Status</th>
</tr>
</thead>
</table>
| NB-2020-02-12-409       |          | **2nd Annual JOHSC Evaluation – Goal 3:**
  - Feb 12/20: Subcommittee met to discuss ways to improve communications between JOHSC and workers in the area and proposed revamping the existing safety boards. Subcommittee to meet to discuss design and what to include. In progress. | Tamas Weidner/ Issac Poku/ Dillon Duckworth/ Dale Low | 2020-03 | N |
### 10. NEW & OTHER BUSINESS

<table>
<thead>
<tr>
<th>Code</th>
<th>Type</th>
<th>Item Description</th>
<th>Responsible</th>
<th>Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>NB-2020-02-408</td>
<td>B</td>
<td><strong>Working Alone Procedures for After Hours</strong>&lt;br&gt;• Tamas Weidner presented the proposed Working Alone During After Hours procedure as requested by Mike Paley through the Trades JOHSC. Committee reviewed and had no questions/concerns. Tamas will respond back to Mike Paley. Committee agreed their review is complete and to close this item. Item closed.</td>
<td></td>
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</tr>
<tr>
<td>NB-2020-02-407</td>
<td>C</td>
<td><strong>New SOS Worker Safety Rep Required</strong>&lt;br&gt;• Feb 12/20: Barry Jones stepped down as worker safety representative. A new worker rep for SOS will need to be elected. Also, a new worker co-chair for the JOHSC will need to be elected.</td>
<td></td>
<td>2020-03</td>
<td>N</td>
</tr>
<tr>
<td>NB-2020-02-12-406</td>
<td>C</td>
<td><strong>Pink Shirt Day</strong>&lt;br&gt;On February 26, wear pink to show your support for an end to bullying and harassment in our communities. At UBC, we strive to provide a safe, respectful and productive environment for our faculty, staff and students. The UBC Respectful Environment Statement outlines our principles about creating a respectful environment for all. Visit <a href="http://www.pinkshirtday.ca">www.pinkshirtday.ca</a> for more information.</td>
<td></td>
<td>INFO</td>
<td>E</td>
</tr>
<tr>
<td>NB-2020-02-12-405</td>
<td>C</td>
<td><strong>Move UBC</strong>&lt;br&gt;February is Move UBC month to reduce the time spent sitting and increase overall health and wellbeing. There are a wide range of activities offered at various times of the day and majority of them are free! Visit <a href="https://move.ubc.ca/">https://move.ubc.ca/</a> to see a full list of activities.</td>
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<td>INFO</td>
<td>E</td>
</tr>
<tr>
<td>NB-2020-02-12-404</td>
<td>C</td>
<td><strong>Accident/Incident Investigation Training Course</strong>&lt;br&gt;The “Accident/Incident Investigation Training” course will no longer be available as much of the content is covered in the “Safety Supervision at UBC” course. Effective April 1, 2020 it will be removed from our SRS course list. An in-person Accident Investigation course is being finalized, stay tuned for the official launch date.</td>
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<td>INFO</td>
<td>E</td>
</tr>
<tr>
<td>NB-2020-02-12-403</td>
<td>C</td>
<td><strong>Safety Day Registration</strong>&lt;br&gt;Safety Day Registration is now open! All JOHSC and LST members are encouraged to attend. Details about the event can be found on the attached poster. Please distribute the poster solely to JOHSC and LST</td>
<td></td>
<td>INFO</td>
<td>E</td>
</tr>
</tbody>
</table>
10. NEW & OTHER BUSINESS

members. A complete agenda will be sent out once the speakers have been confirmed. You can register here or by visiting the Safety Day Tab of the safetycommittees.ubc.ca website. Register early! Last year the event reached maximum capacity more than 2 weeks in advance of the actual day! Here are some comments we received on the Safety Day 2019 Feedback Survey:

- “A fantastic event that help me improve the safety in both my work and personal life!”
- “Fun, chill, inclusive, engaging, delicious--best-disguised safety training ever!”
- “Safety Day was a great opportunity to network with colleagues, learn new skills, and feel recognized for the work we do in this area. I would attend again in a second!”
- “Safety Day introduces me to many safety-related departments at UBC that I was not aware of previously and all the talks have increased my knowledge regarding safety.”

*NB – New Business*

11. NEXT MEETING

Date: 2020-03-19
Time: 12:30 PM
Location: USB Room 1020 Main Conference Room

12. MEETING ADJOURNED

Time: 2:25 PM

LEGEND

<table>
<thead>
<tr>
<th>PRIORITY:</th>
<th>STATUS:</th>
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<tbody>
<tr>
<td>A</td>
<td>N</td>
</tr>
</tbody>
</table>

Critical/Life threatening/high probability | New
### Monthly Distribution and Posting of Approved Meeting Minutes (Required):
- Responsible VP
- Responsible Managing Director/Dean
- All JOHSC members
- Internal Communications Person
- Safety & Risk Services [ubcsafety.committee@ubc.ca](mailto:ubcsafety.committee@ubc.ca)

<table>
<thead>
<tr>
<th>PRIORITY</th>
<th>STATUS</th>
<th>Description</th>
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<tbody>
<tr>
<td>B</td>
<td>R</td>
<td>Urgent/moderate probability of re-occurrence</td>
</tr>
<tr>
<td>C</td>
<td>C</td>
<td>Important/low probability of re-occurrence</td>
</tr>
<tr>
<td>D</td>
<td>IP</td>
<td>Reminders</td>
</tr>
<tr>
<td>E</td>
<td>RF</td>
<td>Information</td>
</tr>
</tbody>
</table>