Joint Occupational Health & Safety Committee Meeting Minutes

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

Time: 12:30 p.m. – 2:30 p.m.
Location: Zoom Teleconference

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. Follow Up Business
12. Next Meeting
13. 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>Adriano Pucci (co-chair ALT)</td>
<td>CUPE 116</td>
<td>Landscape</td>
<td>☑️</td>
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<tr>
<td>Brendan Elder (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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<tr>
<td>Martin Go (ALT)</td>
<td>CUPE 116</td>
<td>Waste Management</td>
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<td>Sandy Hutchinson</td>
<td>CUPE 116</td>
<td>Street &amp; Operations Support</td>
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</tr>
<tr>
<td>Dean Bains (ALT)</td>
<td>CUPE 116</td>
<td>Street &amp; Operations Support</td>
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<tr>
<td>Pravin Kumar</td>
<td>CUPE 116</td>
<td>Stores</td>
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<tr>
<td>Joyce Ingram (ALT)</td>
<td>CUPE 116</td>
<td>Stores</td>
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<tr>
<td>Adam Rosenthal (ALT)</td>
<td>CUPE 116</td>
<td>Stores</td>
<td>☑️</td>
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</tr>
<tr>
<td>Andy Russell (co-chair)</td>
<td>CUPE 116</td>
<td>Garage</td>
<td>☑️</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dillon Duckworth (ALT)</td>
<td>CUPE 116</td>
<td>Garage</td>
<td></td>
<td>☑️</td>
<td></td>
</tr>
</tbody>
</table>
Joint Occupational Health & Safety Committee
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Employer Representatives | Work Location                                      | Present | Regrets | Absent |
----------------------------|---------------------------------------------------|---------|---------|--------|
Tamas Weidner               | Manager, Municipal Waste Mgt & Garage             | ☑       | ☐       | ☐      |
Calvin Cheung (co chair ALT)| Manager, Municipal, Labor Division                | ☑       | ☐       | ☐      |
Dale Low (co-chair)         | Manager, Municipal Soft Landscape                 | ☑       | ☐       | ☐      |
Jeff Nulty (ALT)            | Manager, Municipal Landscape Architect            | ☐       | ☐       | ☑      |
Jenniffer Sheel (ALT)       | Superintendent, Municipal Services                | ☐       | ☐       | ☑      |
Paul Harris                 | Manager, Stores                                   | ☑       | ☐       | ☐      |
Wende Kinch (ALT)           | Senior Manager, Fleet and Procurement             | ☐       | ☐       | ☑      |

Resources/Guests | Work Location | Present | Regrets | Absent |
Ellen Grande               | Clerical Pool                                     | ☑       | ☐       | ☐      |
Lori Takenaka              | SRS                                               | ☑       | ☐       | ☐      |

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.

Yes ☑ No ☐

3. APPROVAL OF PREVIOUS JOHSC MEETING MINUTES

Move to adopt minutes. Moved by: Tamas Weidner Seconded by: Brendan Elder
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. 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>127343</td>
<td>B</td>
<td>2019-09-23</td>
<td>Incident discussed. No further actions. Closed. Approximately Sept 3rd, 2019 employee was in vehicle looking backwards to load roll-off bin into truck, motion didn’t feel natural and felt tear on right side of neck. Employee modified the way they look</td>
<td></td>
<td></td>
<td>C</td>
</tr>
<tr>
<td>Incident ID</td>
<td>Type</td>
<td>Date</td>
<td>Details</td>
<td></td>
<td></td>
<td></td>
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<td>-------------</td>
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</tr>
</tbody>
</table>
| 127356      | B    | 2021-02-14 | Employee over their shoulder and continued to perform normal functions 2019-10-03. Employee reported to first aid 2021, Early February performing lots of repetitive tree work which involved dragging and moving branches 2021-02-11. Employee was performing tree work, after lunch employee felt searing pain in neck and shoulder on right side. Employee reported to first aid. 2021-02-12 Employee was working at MOA dragging tree branches when they felt a tear on the right side of their neck/shoulder. Employee took a break then went to see a doctor for an unrelated issue. 2021-02-19 Employee submitted medical note from Doctor dated Feb 19, excusing them from work until Mar 5.

**Root Cause:** Dragging branches that are too heavy and uneven weight.

**Corrective Action Identified:** Talk to Arborist about cutting branches into smaller pieces before dragging away.

**Estimated Completion Date:** 2021-03-15 |

<table>
<thead>
<tr>
<th>Incident ID</th>
<th>Type</th>
<th>Date</th>
<th>Details</th>
</tr>
</thead>
</table>
| 127356      | B    | 2021-02-14 | Incident crew talked to be aware of driving habits of on-site Contractors. Incident closed. Employee was turning truck around in the Salmo Court parking area by doing a 3 point turn into empty parking spots. As they were backing up into spots a grey compact car came in fast and employee had to stop as car was approaching quickly, employee honked horn and signaled to slow down then proceeded to reverse. As they were reversing the grey car cut off the employee and took spot that employee was backing into. Employee got out of truck and told driver to slow down and not to drive behind him as he is reversing. Driver apologized and said didn't see reverse lights. Employee got back into truck and started reversing again. As employee was doing this a black truck came in behind him forcing him to stop and took other parking spot. Employee was then able to finish turn and proceeded to leaf pile on Salmo Court

**Root Cause:** Unknown person driving poorly

**Corrective Actions Complete**

**Corrective Action Identified:** Notify Campus Planning and Project Manager.

**Estimated Completion Date:** 2021-02-19 |
<table>
<thead>
<tr>
<th>Issue Number</th>
<th>Status</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>127369</td>
<td>B</td>
<td>2021-02-23</td>
</tr>
</tbody>
</table>

**Final Actions Taken:** Project Coordinator confirmed that the following points were addressed with onsite workers:
- Speed limit in this area and safe operation of vehicles and machinery
- Priority to UBC Municipal vehicles, daycare drop offs, and general flow of traffic
- Clearly marked pedestrian routes
- Delineated works zones
- TCP on all machinery movements given this area is full of children

**Date Completed:** 2021-02-19

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**Incident discussed. No further actions. Closed.**

Employee was pushing a wheelbarrow up ramp into the roll off bin of the truck. The roll off bin was on the ground so the ramp was only about 6” in height. At the top of the ramp the bottom lifted (like a teeter-totter) and employee kicked bottom of ramp. Ramp is used for wheelbarrows on a frequent basis and this doesn't normally happen. The bin was on paved irregular ground, this could have been why the ramp lifted. Employee then sat down at a bench and told immediate supervisor and called first aid.

**Root Cause:** Ramp lifted when it wasn't supposed to.

All Corrective Actions Complete

**Corrective Action Identified:** Manager to meet with other employees and take closer look at ramp to see how it could have happened.

**Estimated Completion Date:** 2021-02-26

**Final Actions Taken:** Ramp tilts if goes off to the side, Employee said this was not the case Manager will enquire with sheet metal shop as they originally built the ramp.

**Date Completed:** 2021-02-23
<table>
<thead>
<tr>
<th>127031</th>
<th>B</th>
<th>2020-11-09</th>
<th>Calvin Cheung waiting for Head to gather from crew any edits to the JSR. In progress</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>After item was crew talked, there was consensus to make changes to the JSR. Calvin will revise and edit the JSR and send updates to Lori Takenaka. In progress.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Calvin Cheung and crew will review the language in the JSRs for salt task and removal of hot water tanks. Lori Takenaka will send link to JSRs to him. In progress.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Discussion about removal of hot water tank re-iterated the importance of reviewing the Job Safety Review to educate workers for the task. SOS JSR is to be reviewed to ensure tank removal is included. Next two incidents similar in nature, but different workers.</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>Nov 9: Worker was moving 50 bags of salt, 50lbs each. 10 trips up 4 flights of stairs. After this task, the worker was tasked with cleaning 4 mech rooms in same building (e.g. removal of garbage, motors, canisters etc.) until the end of day. Worker noticed right hip and leg, both shoulders and arms were aching after the work at EOD. Worker didn’t attend 1st aid as they just thought it was normal aches after working.</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>Nov 10: Worker taking hot water tank from housing stores to Acadia. Worker moved one new tank up and removed old tank down. Moving the tanks up and down the curved stairs was awkward as there was not enough footing on the steps. Worker also had to remove a 3rd water tank which was old and was not emptied and was leaking. Tank was estimated to be 175 lbs. - 200lbs. Worker felt pain on the right hip and leg, both shoulders and arms were aching after the work at EOD. Worker didn’t attend 1st aid on day as they thought it was normal aches after a work day.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Nov 11: worker noticed right and left shoulders were frozen, and right leg and hip frozen. Nov 12 and 13: Worker off on vacation. worker did stretches at home and didn’t go to doctor. Nov 16: Worker attended 1st aid at 7:00a, but 1st aid said they will call the Fire Dept to assist because they were attending to another site. Worker decided to go back to 1st aid later at 9am. 1st aid recommended they should not lift heavier than 25lbs, to not lift higher than shoulder height, and not to bend at the hips, and perform light duties. 1st aid said they will come by the shop on Nov 23rd to see how work is recovering.</td>
</tr>
</tbody>
</table>
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**Root Cause:** root cause was moving heavy load in awkward and tight stair case. Workers used proper equipment and moving procedures.

All Corrective Actions Complete

**Corrective Action Identified:** Heads to ensure:
1. client drain tanks prior to move
2. need 2 crew members on the top and 2 crew members on the bottom to move the tanks
3. rotate crew after heavy moves
4. For salt bags moving, assign more workers to lighten the load.

**Estimated Completion Date:** 2020-11-17

**Final Actions Taken:** Heads to ensure:
1. client drain tanks prior to move
2. need 2 crew members on the top and 2 crew members on the bottom to move the tanks
3. rotate crew after heavy moves
4. For salt bags moving, assign

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<table>
<thead>
<tr>
<th>#</th>
<th>Date</th>
<th>Description</th>
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</thead>
</table>
| 126570 | 2020-07-02 | • Since flail mower won’t be used until later in Spring, wait until attachment is on then bring to Garage to check. Dale Low and Andy Russell will discuss follow-up. In progress.  
• Investigation completed and Dale Low recommended the creation of a document for Standard Operation Procedure. Dale to reach out to Garage to see if any modifications can be made to the flail mower and/or window to prevent them from contacting each other and offer their recommendations. In progress  
• Incident investigation required. Incident in progress. Employee was raising flail mower and it hit the rear window the tractor causing the window to shatter.  
Root Cause: Employee did not know that flail mower would reach window of the tractor.  
Corrective Action Identified: tbd |
| Dale Low/ Andy Russell | 2021-04 | IP |

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### 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)

<p>| ☐ No actionable items noted |</p>
<table>
<thead>
<tr>
<th>Item # (Use Inspection #)</th>
<th>Priority</th>
<th>Description of Hazard: (specific location and/or equipment, nature of hazard)</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>GI-Garage-281</td>
<td>C</td>
<td>Fire extinguisher needs to be replaced</td>
<td></td>
<td>Tamas Weidner</td>
<td>2021-04</td>
<td>N</td>
</tr>
<tr>
<td>GI-Compost-280</td>
<td>C</td>
<td>Lights replaced. Inspection closed</td>
<td></td>
<td></td>
<td></td>
<td>C</td>
</tr>
<tr>
<td>GI-SCWarehouse-278</td>
<td>C</td>
<td>Fire extinguisher replaced. Inspection complete.</td>
<td>SR submitted for inspection. In progress</td>
<td></td>
<td></td>
<td>C</td>
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<tr>
<td></td>
<td></td>
<td>Fire extinguishers have expired. Tamas Weidner to send Scott Runquist’s contact information to Calvin Cheung for follow up.</td>
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<tr>
<td>GI-Nursery-276</td>
<td>C</td>
<td>Lights have been replaced. Inspection complete.</td>
<td>Dale Low submitted SR and will follow-up to see if it is complete. In progress. SR submitted by Dale Low. Lights at the Nursery burnt out. Find out if they are required to stay on. Have lights replaced.</td>
<td></td>
<td></td>
<td>C</td>
</tr>
<tr>
<td>GI-HeaderHse/Storage-275</td>
<td>B</td>
<td>Dale Low to forward information to Calvin Cheung for removal of tanks. In progress. Work in progress. Dale Low to advise next meeting. SOS to remove tanks. Unknown bottles near Storage Area requested SOS to remove. As well a propane tank near Header House needs to be removed.</td>
<td>Calvin Cheung</td>
<td>2021-04</td>
<td>IP</td>
<td></td>
</tr>
<tr>
<td>GI-PesticideShed-274</td>
<td>A</td>
<td>Need to review with employees to see if head lamps would work. Discussion on other options on going. In progress. No update on recommendations. In progress. Electricians indicated light can’t be installed due to fire or explosion hazard and suggested the use of a flashlight or head lamp. Committee discussed other options to consider (e.g. light fixtures or portable lights that are intrinsically safe). Dale will investigate other options. In progress. Soft Landscape Pesticide Shed requires light to be installed. SR Submitted.</td>
<td>Dale Low</td>
<td>2021-04</td>
<td>IP</td>
<td></td>
</tr>
<tr>
<td>GI-SCWarehouse-271</td>
<td>B</td>
<td>Lights replaced. Inspection closed.</td>
<td>SR submitted for light replacement. In progress. 1st floor 4 banks of overhead lights are out. Submitted SR. 2nd floor 7 banks of overhead lights are out. Submitted SR</td>
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<td>C</td>
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<tr>
<td>Project</td>
<td>Room</td>
<td>Action</td>
<td>Status</td>
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<tr>
<td>GI-Nursery-269</td>
<td>B</td>
<td>Review done for Nursery and plans now need to be put into BOPS Safety Plan. In progress. Dale Low to contact Linda Roseborough on guidance on occupancy. In progress. No occupancy signage at Greenhouse. Dale to send plans to Joey-Lee Rebelo to add to COVID Plan and to put up signage.</td>
<td>Dale Low</td>
<td>2021-04</td>
<td>IP</td>
<td></td>
</tr>
<tr>
<td>GI-Garage-250</td>
<td>B</td>
<td>Area has been paved with cement rather than asphalt. Inspection closed. Work stalled for better weather to asphalt. In progress. Work has begun waiting for asphalt. In progress. Calvin Cheung has submitted SR to fix damage bollard. In progress. No status updates. Calvin to follow up. In progress. Calvin to follow up. Dillon will forward photos of damage to Calvin Cheung. Outdoor bollard near NE cement pad was damaged by contractors. Dillon to send picture to Calvin Cheung to see if SOS can repair.</td>
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<td>C</td>
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</tbody>
</table>
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>
<tbody>
<tr>
<td>ED-21-03-10-03</td>
<td>B</td>
<td>Adriano Pucci – New member. Adriano Pucci joined March 10, 2021 as a worker representative for Landscape group. Adriano Pucci to complete UBC JOHSC 8-hour training by September 2021.</td>
<td>Adriano Pucci</td>
<td>2021-04</td>
<td>N</td>
</tr>
<tr>
<td>ED-21-03-10-02</td>
<td>B</td>
<td>Joyce Ingram – New member. Joyce Ingram joined March 10th, 2021 as a worker alternate representative for Stores group. Joyce Ingram has completed UBC JOHSC 8-hour training in the past and will not be required to take the training again at this time.</td>
<td></td>
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<td>E</td>
</tr>
<tr>
<td>ED-21-03-10-01</td>
<td>B</td>
<td>Pravin Kumar – New member. Pravin Kumar joined March 10, 2021 as a worker representative for Stores group. Pravin Kumar to complete UBC JOHSC 8-hour training by September 2021.</td>
<td>Pravin Kumar</td>
<td>2021-04</td>
<td>N</td>
</tr>
</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>
</table>
| NB-2020-01-21-485 | B        | **Terms of Reference**  
• Mar 10/20: Tamas Weidner reviewed the Terms of Reference for 2021-2022 with the committee, highlighting minor changes. Committee voted to accept the 2021 TOR. Item closed.  
• Feb 11/21: Tamas Weidner has completed the edits and will review with Committee next meeting. In progress.  
• Tamas Weidner and Dillon Duckworth with review and make revision to the Terms of Reference for 2021-2022. |             |                                        | C      |
**Safety Driving Stats**
- **Mar 10/21**: Dale Low to contact Wende Kinch to get detailed stats for Soft Landscape. SOS review is complete.
- **Feb 11/21**: Landscape and SOS will review the Safety Driving Stats with the crews before next monthly meeting. In progress.
- **Jan 20/21**: Tamas Weidner reviewed the Safety Driving Stats recommending all workers to follow safety practices. Item to be shoptalked.

**Water fountain at Swing Space**
- **Mar 10/21**: No update.
- **Feb 11/21**: Dale Low will contact the Facility Manager for further information on the use of water fountains. In progress.
- **Jan 20/21**: Coolers have been removed at Swing Space and workers have been advised to use water fountains. Now that students are also using Swing Space workers feel this is a safety concern. Committee discussed and BOPS Safety Plan as well as UBC Facilities website states all water fountains are to be taped off and not to be used. Dale to follow-up with Facility Manager to ensure workers have access to safe drinking water.

**JOHSC 2019-2020 Annual Evaluation**
- **Mar 10/21**: Goal 1, 2, and 3 have completed. Note new section in Follow-up Business regarding on-going topics for plexiglass inserts. Item closed.
- **Feb 11/21**: Goal 1: Review of TOR and vote new Co-chairs next month. Goal 2: Awareness was raised about reporting and increase compliance with 48 hr. investigation at the Municipal Leadership meeting and will be promoted on table top plexiglass inserts. Goal 3: All correspondence relating to JOHSC to be sent out before meeting so that members are more familiar with the topics and new Follow-Up section added to minutes.
- **Jan 20/21**: Tamas Weidner reviewed the 2019-2020 Annual JOHSC Evaluation with the committee. He will forward copies to Committee for further review. New recommended goals for JOHSC were as follows:
  1. Upon next review of TOR, vote in Co-Chairs and ensure outcome is documented in the meeting minutes.
  2. Develop and send out communications to raise awareness about reporting and compliance with 48hr preliminary investigations.
  3. Identify possible solutions and create a plan to try to shorten Committee meetings.
Joint Occupational Health & Safety Committee
Meeting Minutes

2 Year Nominations of Worker Reps and Co-Chairs

• Mar 10/21: Nominations are complete. Election results as follows:
  Landscape
    ○ Safety Rep – Adriano Pucci
    ○ Safety Alternate – Brendan Elder
  SOS
    ○ Safety Rep – Alexander Hutchinson
    ○ Safety Alternate – Dean Bains
  Waste Management
    ○ Safety Rep – Issac Poku
    ○ Safety Alternate – Martin Go
  Stores
    ○ Safety Rep – Pravin Kumar
    ○ Safety Alternate – Joyce Ingram
  Garage
    ○ Safety Rep – Andy Russell
    ○ Safety Alternate – Dillon Duckworth

JOHSC worker reps elected Andy Russell and Adriano Pucci as the new worker co-chair and worker co-chair alternate, respectively.

JOHSC employer reps elected Dale Low and Calvin Cheung as the new employer co-chair and employer co-chair alternate, respectively. Item closed.

• Feb 11/21: Committee members were reminded to have voting completed by next month. All new members are to be invited to the March meeting. In progress.

• Jan 20/21: Requirement for new worker reps to be nominated. Committee agreed to plan for nominations in January and February and voting to be held in March. New worker reps will be invited to the March JOHSC Meeting at which time worker and employer co-chairs will be elected.

2nd Annual JOHSC Evaluation – Goal 3A:

• Mar 10/21: In progress.
• Feb 11/21: Comment boxes purchased for Shop-boards need to be put up. Item has been moved to NB-2020-02-409A.
### 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>E.g.: CODE-REC-2017-01</td>
<td></td>
<td>For all JOHSC Recommendation Letters (correspondence) make sure to refer to any applicable incident, investigations or other related occurrences by item #. DO NOT MOVE OUT OF THIS SECTION – this section is to be used to ensure employer is responding within 21 calendar days. Once correspondence is complete item can be removed. NOTE: Item # that correspondence pertains to should remain in the &quot;Ongoing Business&quot; and updated with any additional information until fully resolved.</td>
<td></td>
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</tr>
</tbody>
</table>
| WSR202117752008A             | B        | WorkSafeBC Inspection Report Summary Description: This inspection report is the result of a WorkSafeBC Forestry High Risk Strategy – Hand Falling Team Initiative to reduce the number of serious injuries and fatalities in this sector (Forestry).  
  - A WSBC officer inspected the falling activities at 150 Mile House (UBC is the licensee/owner for this work site) and discussed various regulatory requirements pertaining to falling of trees.  
  - There were (0) orders issued to the university  
  JOHSC/LST General Learnings/Discussion Points:  
  - Reminder for supervisors to be aware of and compliant with regulations surrounding their work. Safety Supervision at UBC details the responsibilities of a supervisor and how they are carried out.  
  - Hazard Assessments, Risk Assessments and written safe work procedures should exist where applicable and be periodically reviewed and updated. Templates can be found on the SRS website  
  - All workers should be aware of how to contact first aid (For Point Grey Campus: 604-822-4444, or 2-4444 from a university landline). Questions around First Aid? Visit https://srs.ubc.ca/health-safety/safety-programs/first-aid/ | All             | N/A             | E              |

* 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-2021-03-10-497        | B        | *Bops Landscape’s Tree Falling Procedures*  
Mar 10/21: As a result of the WSBC IR WSR202117752008A, Soft Landscape and Lori Takenaka will be reviewing their existing Tree Falling procedures. | Lori Takenaka/Dale Low/Adriano Pucci | 2021-04 | N |
| NB-2021-03-10-497        | B        | *TDG Alert Certification*  
• Mar 10/21: In reference to the TDG Alert in the SRS Newsletter, employees who handle, ship and receive Dangerous Goods must ensure their training records are up to date and accessible during inspection by Transport Canada. Stores and SOS members will have to be re-certified. Transportation of Dangerous Goods by Ground and Air training is available on Canvas | Paul Harris/Calvin Cheung | 2021-04 | N |
| NB-2021-03-10-496        | B        | *Green Waste Pile*  
• Mar 10/21: Green waste pile has become increasing large due to rain water pooling in the access area. Site visit planned to look at how to mitigate the rain water issue. | Tamas Weidner | 2021-04 | N |
| NB-2021-03-10-495        | B        | *TDG Alert*  
Transport Canada has notified Safety & Risk Services (SRS) of their intention to conduct “Zoom” inspections of UBC locations that ship or receive Dangerous Goods. These inspections can take place any time this year. If you are contacted and want SRS to attend as back-up, you can send a request to Janet.Hankins@ubc.ca. More information can be found in the attached pdf. | All | Info | E |
| NB-2021-03-10-494        | B        | *JOHSC/LST Training*  
The JOHSC and LST training were unavailable for a short period of time but both courses have been updated and are available using the hyperlinks provided. | All | Info | E |
| NB-2021-03-10-493        | B        | *Electrical Panel Clearance*  
Building Operations’ crews have noticed during their regular electrical infrastructure inspections, that in many buildings on | All | Info | E |
## Joint Occupational Health & Safety Committee  
### Meeting Minutes  

**NB-2021-03-10-492**  
**B**  
**Wearing Non-Medical Masks in Shared Vehicles**  
The BC Centre for Disease Control recommends the use of non-medical masks when people travel together in the same vehicles. While commuting to work is not considered a work task, UBC recognizes some employees rely on carpooling to come to campus. If you need to carpool, please follow these guidelines from the [BC Centre for Disease Control](https://www.bccdc.ca). If using shared vehicles while at work, follow the [COVID-19 Use of Shared UBC Vehicle Guidelines](https://www.ubc.ca/health-and-safety/covid-19/restrictions/vehicle-use).  

**NB-2021-03-10-491**  
**B**  
**Daylight Savings Time starts Sunday March 14 at 2:00am**  
On March 14, set your clocks forward one hour. In anticipation of losing one hour of sleep, here are some tips to ease the effects of the switch:  
- **Rest up**: Go to bed earlier to get your usual amount of sleep so you can be well rested and alert  
- **Plan ahead**: Give yourself extra time to drive to and from work especially during the Monday commute  
- **Step up the safety**: Take extra safety precautions on days following the switch to help avoid workplace incidents  
  - Consider scheduling particularly hazardous work later in the week (where possible) after employees have had more time to adjust their sleep schedules  

---  

\*NB – New Business*
## 11. FOLLOW-UP BUSINESS

Gene5al 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>
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<th>Date to be Completed</th>
<th>Status</th>
</tr>
</thead>
</table>
| NB-2020-02-12-409        | C        | **2nd Annual JOHSC Evaluation – Goal 3:**  
• Mar 10/21: New committee members to be added to inserts. In progress.  
• Feb 11/21: Plexiglass Inserts have been created and reviewed with the Committee. Tamas Weidner to distribute to respective Managers to put on table tops. Item NB-2020-02-12-409 moved to Follow-up Business. | Tamas Weidner | 2021-04 | IP |
| NB-2020-09-09-455        | C        | **Access to The Centre**  
• Jan 20/21: Item will be reviewed in May.  
• Nov 25/20: Due to new COVID restriction item has been moved to Section 11. “Follow Up Business”.  
• Oct 15/20: Linda Roseborough is actively looking into opening The Centre. In order to provide sufficient space and occupancy without putting anyone at risk including the physio clinic. Considering the use of at least one of the training rooms once the trainings rooms are free at the end of Planon training. Once The Centre is open information will be communicated to all shops. Committee agreed a 21 day letter at this time is not necessary and will wait to hear from Linda.  
• Sep 9/20: Committee members would like to know if The Centre will be opening up for staff to use gym equipment. Due to COVID-19, there are concerns higher risks of injuries may occur due to lowered physical activity. Use of The Centre also aids with mental health. Committee will send letter to Jen Sheel to voice concerns. Calvin to draft letter for Committee to review. | All | 2021-05 | IP |
<table>
<thead>
<tr>
<th>Topic</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eyewash Station at Nursery</td>
<td>• Mar 10/21: Dale to provide update at next meeting. In progress.</td>
</tr>
<tr>
<td></td>
<td>• Pesticides have been moved to the Nursery. Eyewash station will be a long-term project. Inspection item has been moved to Section “Follow-up Business.”</td>
</tr>
<tr>
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<td>• Lori and Dale’s assessment completed. Dale to proceed with recommendations. In progress.</td>
</tr>
<tr>
<td></td>
<td>• Dale and Lori to work on assessment. In progress.</td>
</tr>
<tr>
<td></td>
<td>• Chris Longford has completed list. Dale Low will complete risk assessment. In progress.</td>
</tr>
<tr>
<td></td>
<td>• Chris Longford is still preparing the list of pesticides. In progress.</td>
</tr>
<tr>
<td></td>
<td>• Dale is creating list of pesticides first and then will complete risk assessment. In progress.</td>
</tr>
<tr>
<td></td>
<td>• Dale Low will complete a risk assessment to help determine requirements for emergency washing facilities for Soft Landscape group. In progress.</td>
</tr>
<tr>
<td></td>
<td>• Suggested having an eyewash added to the current sink. Potential option to add another sink. Further discussion needed. In progress.</td>
</tr>
<tr>
<td></td>
<td>• Inspection item is under discussion. In progress.</td>
</tr>
<tr>
<td></td>
<td>• Still looking at the feasibility of installing an eye wash station. In progress</td>
</tr>
<tr>
<td></td>
<td>• Looking at feasibility of installing eyewash station. In progress.</td>
</tr>
<tr>
<td></td>
<td>• In progress</td>
</tr>
<tr>
<td></td>
<td>• Looking at feasibility of installing eyewash station. In progress.</td>
</tr>
<tr>
<td></td>
<td>• Header house employees requested an eye wash station be installed – they currently are provided eyewash bottle (W. Kinch inspection)</td>
</tr>
</tbody>
</table>

Dale Low 2021-04 IP
11. NEXT MEETING
Date: April 14th, 2021
Time: 12:30 PM
Location: TBD

12. MEETING ADJOURNED
Time: 2:35 p.m.

LEGEND

<table>
<thead>
<tr>
<th>PRIORITY:</th>
<th>STATUS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>N</td>
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<tr>
<td>B</td>
<td>R</td>
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<tr>
<td>C</td>
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<td>D</td>
<td>IP</td>
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<tr>
<td>E</td>
<td>RF</td>
</tr>
</tbody>
</table>

- A: Critical/Life threatening/high probability
- B: Urgent/moderate probability of re-occurrence
- C: Important/low probability of re-occurrence
- D: Reminders
- E: Information

- N: New
- R: Repeat
- C: Complete
- IP: In Progress
- RF: Referred forward

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