



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Athletics & Recreation

Worker Co-Chair: Gary Bartley
Employer Co-Chair: Andy Miller (Chair)

Date: March 11, 2021

Time: 9:15 am – 10:45am
Location: Zoom - Meeting

AGENDA:

<ol style="list-style-type: none"> 1. Roll Call 2. Determination of Quorum 3. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes 4. Additional Agenda Items, Review Actionable Items from Local Safety Team (LST) Minutes & Approval of Agenda 5. Review Centralized Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents <ul style="list-style-type: none"> • Monthly Incident List & Statistical Summary Report 	<ol style="list-style-type: none"> 6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers) 7. Review Education and Training 8. Ongoing Business – Status of Action Items 9. JOHSC Formal Recommendation Letters & Regulatory Inspections 10. New and Other Business 11. Next Meeting 12. Meeting Adjournment
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GOALS FOR 2020/2021

<ol style="list-style-type: none"> 1. Committee to increase awareness on how to contact JOHSC members 2. Committee to develop communication about the importance of reporting incident/accidents within 48 hours. 3. Committee to ensure all JOHSC members are supported by their workers to carry out JOHSC functions and meetings and that they are encouraged to speak freely at meetings. 4. Create an onboarding checklist for new members. 5. Review membership and obtain alternates to ensure full attendance and quorum. 6. Job Safety Reviews



1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Becky Wilder	AAPS	Varsity/WMG	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brian Busenius	AAPS	Thunderbird Sports Centre	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chris Smythe	AAPS	SRC / ARC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gary Bartley	CUPE 116	Fields	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mike Sommer		Varsity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Nico McEown	CUPE 2950	Admin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheri Clarke	CUPE 116	Aquatics	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Employer Representatives	Work Location	Present	Regrets	Absent
Andrew Miller	Aquatics	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jason McManus	Recreation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jenny Black	Thunderbird Park	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michael Carroll	Camps	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Robin D'Abreo	Varsity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Resources/Guests	Work Location	Present	Regrets	Absent
James Tait	Facility Maintenance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kavie Toor	Athletics & Rec	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda Roseborough	Safety and Risk Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lori Tanaka	Safety and Risk Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tariq Din	Safety and Risk Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rastislav Kolesar (Potential Worker Rep)	Aquatics	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



2. DETERMINATION OF QUORUM

- a. A minimum of 4 members;
- b. Worker representatives (faculty and staff workers who do not exercise managerial functions) and employer representatives (management workers who exercise managerial functions);
- c. At least half of the members must be worker representatives;

Is there quorum for this meeting? <i>* 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.</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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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)

[February minutes](#)

Moved by: Jason McManus

Seconded by: Brian Busenius

Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

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4 A. REVIEW ACTIONABLE ITEMS FROM LST MINUTES (if applicable)

Place actionable items under Accident/Incident Investigation, Safety Inspections, Correspondence, New Business etc. as applicable and assign proper item # for further discussion/action.

Additional items on incident reporting structure in our internal process. A&R is moving to a single source incident report. From there it will stem up to CAIRS.

No actionable items noted .

Is the agenda approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

See attached incident report:

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

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

Item # (Use CAIRS Incident ID # and Incident Date)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
<p>Incident ID: 127286 Incident Date: 2021-01-28 Submission Date: 2021-02-01</p>	B	<p>Description:</p> <ul style="list-style-type: none"> • Ice maker was moving the edger onto the ice. He did one full pass with the edger which shoots debris of fluffy ice. Near the Zamboni doors, the ice builds every time you go on and off with the Zamboni. Usually they’ll pull it back to set up their next line. As he was pulling the edger back he slipped on some of the loose debris, causing the edger to tip and him to tilt the edger handle down. The sharp edge of the handle cut him on the scrotum. He made his way to another arena and a coworker helped him shut down the arena. Then he went to the hospital and was later checked out by a specialist. <p>Causes for Concern:</p> <ul style="list-style-type: none"> • OFA was not called for this • The individual did not contact first aid or call 911. • They did not demonstrate an understanding/awareness of our emergency protocols and procedures. • They applied paper towel to themselves and walked to another arena to tell their coworker and ask for help. 	Brian B	Mar 2021	C



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

		<ul style="list-style-type: none">• This person got very lucky that they did not sever an important artery.• The worker did not have their radio on them.• The worker was wearing track pants. <p>Corrective Action 1</p> <ul style="list-style-type: none">• Ice makers to wear more durable pants/coveralls. <p>Corrective Action 2</p> <ul style="list-style-type: none">• Mandatory ice shoes for all workers on ice at all times. <p>Corrective Action 3</p> <ul style="list-style-type: none">• Mandatory radios on worker whenever on ice. <p>Corrective Action 4</p> <ul style="list-style-type: none">• Look at a consistent check in process for workers working alone. Possibly 15-minute radio checks, or the use of an app. <p>Corrective Action 5</p> <ul style="list-style-type: none">• Re-examine the machine itself. Add a covering to the sharp edge, a rubber ball or extensive amount of tape so future incidents might be a bruise vs. puncture more serious injury. <p>Resolved</p> <ul style="list-style-type: none">• James has had 2 meetings with icemakers. Addressed everything in the CAIRS corrections. Additional safety concerns. Hard to have a radio because it kept falling out of the pocket so we are looking to get new equipment for anybody who has to carry a radio on a consistent basis. Discussed use of safety line.• We have put a temporary solution of hockey tape around the handle so that it is a blunt object opposed to a sharp object.			
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5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
		<ul style="list-style-type: none"> • Updates are more detailed in minutes from CAIRS reports. • James updated CAIRS today with the corrective actions. When going in be sure to amend/revise the corrective action if it was decided to go with another corrective action instead. 			
Incident ID: 127358 Incident Date: 2021-02-16 Submission Date: 2021-02-19	C	Description <ul style="list-style-type: none"> • Icemaker, walked off curb and twisted his right ankle. He was coming back from an annual hearing check from USB. He was not wearing his corrective glasses at the time. Glasses were fogging up due to wearing mask. • Went to hospital and was treated. • Was away from work for 3 days. Corrective Action 1 <ul style="list-style-type: none"> • Meeting with all ice makers to review the first aid and incident reporting protocol Corrective Action 2 <ul style="list-style-type: none"> • Review with the crew the safety concerns of walking without the correct prescription glasses if required Corrective Action 3 <ul style="list-style-type: none"> • Review with crew the importance of using safe walking path cross at cross walk for not only safety walking but traffic Resolved <ul style="list-style-type: none"> • In meeting with ice makers discussed the corrective actions above. All has been completed and noted with everyone. 	Brian B	Mar 2021	C
Incident ID: 127376 Incident Date: 2021-02-23 Submission Date: 2021-02-25	C	Description <ul style="list-style-type: none"> • Mowing NSDC Grass Fields for 6 hours. During the night the staff member developed muscle tightness in right leg to the point on having difficulty in bending leg and walking properly without discomfort. They were on a ride on. Root Cause:	Gary B	Mar 2021	C



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

		<ul style="list-style-type: none"> Worker did not take adequate number of breaks that would have helped change the body actions. Did not take time to change the range of motion. <p>Resolved</p> <ul style="list-style-type: none"> Corrective Action Identified: Make sure staff take breaks from any work that has repetitive motions or motions that require a stagnant repetitive position. 			
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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)

Distribute inspection checklist(s) and report(s) for meeting and use this table to record discussion and new recommendation(s)

JOHSC has reviewed the below facility inspections for the month and has found the below items.

No actionable items noted

Item # (Use Inspection #)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
GI-WMG-21/02/19	E	<input checked="" type="checkbox"/> War Memorial Gym <ul style="list-style-type: none"> Back Gym Doors aren't locking properly. Reminder to pull them closed and check before you leave. Service Request has been entered. Tape to be added across broken doors to prevent use Potential Phase 2.5 for varsity sport near end of month Safework procedures still in progress. 	Becky	March 2021	IP
	E	<input checked="" type="checkbox"/> UBC Aquatic Centre <ul style="list-style-type: none"> No notes. 			
2021/02/26 2021/03/01	E	<input checked="" type="checkbox"/> Thunderbird Park, Stadium, Tennis, NSDC, Old Rugby Pavilion, Baseball <ul style="list-style-type: none"> Door not latching properly – SR to locksmith Power bars and cords on floor – remove cords 	Jenny	March 2021	IP



6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
		<ul style="list-style-type: none"> • Tidy up camps and softball storage • Clean minor waste stains on ceiling • Temporary fence moved – Cara moved back and Jenny to monitor • Items stored at height – Jenny to work with staff to move heavy items down low and move tripping hazards • Cords on ground – move cords 			
	E	<ul style="list-style-type: none"> ☑ Student Recreation Centre, Bird Coop, ARC • Inspection Report with Vehicles that many sat in one place for months on end. So that pre-inspection/post-inspection becomes vital. 3 of our vehicles have only been driven a handful of times. • James to send a note out to everyone for awareness of vehicle inspections. 	James	March 2021	IP
	E	<ul style="list-style-type: none"> ☑ Arena • Empty propane cannisters outside on loading bay and inside entry of loading bay are sitting openly. • Fire extinguisher and defibrillator in the hallway by room 134B have both expired and needs to be replaced. • First aid was walking around the other day and checking the AED's. Should be part of a standardized process. Occasionally ACME will return if they are a month out. • Glass broken on fire extinguisher box by the Varsity dressing rooms. • Haven't done an emergency drill for ammonia or fire in a while, so we'll check on that and current protocols with those drills. Even just a refresher if not a full drill. 	Brian	March 2021	IP

* GI- General Inspection



7. REVIEW EDUCATION AND TRAINING

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

Item # (ED-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
I-19/01/15	E	<p>All members of JOHSC and LST encouraged to continue their training which is available through SRS. Contact Linda with any questions.</p> <ul style="list-style-type: none"> The JOHSC and LST training were unavailable for a short period of time but both courses have been updated and are available. Linda to follow up with a list of committee members who need to complete the 8 hours of additional training. <ul style="list-style-type: none"> - Nico McEown –Admin Training – Complete - Nico McEown – JOHSC Training – In Progress 	Nico Linda	Mar 2021	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
2019/11/06-02	C	<p>First Aid Risk Assessment</p> <ul style="list-style-type: none"> Concerns regarding off site locations. What is the process if there is a major first aid? Boathouse has a plan in place, events is covered, and camps needs to be reviewed. Jason & Linda available as resources. <p>First aid for participants and then first aid for staff (OFA)</p>	James Michael	Apr 2021	IP
2019/12/10-05	C	<p>Job Safety Reviews</p> <ul style="list-style-type: none"> Linda to aid with a job safety review for camps programs. Template is available. Additional departments to be considered. <p>Review to be completed prior to January meeting and finalized prior to the end of January.</p> <ul style="list-style-type: none"> Michael to work with Linda 	Michael Linda	May 2021	IP



8. ONGOING BUSINESS – Status of Action Items					
		<ul style="list-style-type: none"> There isn't any additional feedback but if there is, please send it his way. He will do the rest of them for the camp coordinator. <p>Job Safety reviews to be posted in Teams file by May 11th, 2021 for everyone to review and provide feedback.</p> <ul style="list-style-type: none"> A provisional one is in place but we need to have more formal ones done after feedback has been received. 			
2019/04/09	B	<p>Violence Risk Assessment Ensure all facilities have had violence in the workplace risk assessments completed.</p> <ul style="list-style-type: none"> Primary group – Operations staff: completed. Secondary group – Officials, trainers, travel risks etc. to still be completed <p>Upload primary group to Share Point. Once second group is complete it will then be added to Share Point.</p> <ul style="list-style-type: none"> A 21-day letter has been sent to the employer as per section 9 of the minutes. We will now mark this as completed because further steps will be reflected in section 9. 	James	Mar 2021	C
2019/10/08	C	<p>Health and Safety Program Manual</p> <ul style="list-style-type: none"> Safety & Risk Services (SRS) has updated the Health and Safety Program Manual Template. 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 1 manual will be created to provide consistency for all facilities. A 1-page template will then be completed by each facility to provide individual facility information. Linda and SRS have stepped up to move our current manual to the new SRS format. We will work together to identify deficiencies and make that update. 	James	Apr 2021	IP



8. ONGOING BUSINESS – Status of Action Items					
03-20/09/09	E	<p>Workers Working Alone or in Isolation</p> <ul style="list-style-type: none"> The SRS team is currently working on a mobile app to help improve safety on the Vancouver campus. One way it will do this is by providing faculty and staff who work alone a way of “checking-in” to inform their check-in designate that they are safe. Please help us identify potential app users by emailing safety.programs@ubc.ca and letting us know the name of your department and the number of workers who work alone or in isolation that could make use of this feature. Remember working alone or in isolation means: <ul style="list-style-type: none"> To work in circumstances where assistance would not be readily available to the worker <ul style="list-style-type: none"> In case of an emergency, or In case the worker is injured or in ill health <p>Linda and James met about all that was taken on with Dan’s departure. If we could put April down for all of those items that are still in progress we will make sure we get through those.</p> <ul style="list-style-type: none"> A&R taking part in the mobile trial. There has been a delay in start date while adjustments are made to the software. A portion of the app is in place. What is currently working is a COVID check. Utilized just within SRS as a self launch. Working Alone or in Isolation is still working the company on tech guidance. James and Andy to double back. 	Robin Linda	May 2021	IP

*ED – Education and Training *GI- General Inspection *NB – New Business



9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
Item #	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status
01/02/11	C	<p>Letter to Management from JOHSC re Staff Safety Update on the letter to Management re staff Safety We received feedback with Kavie, we have it in calendar to follow up the day before it's due.</p> <ul style="list-style-type: none"> Given the fact that this is going to happen between this meeting and our next meeting. Response comes back to committee and you can provide that ahead of time. It then must be discussed by the committee as a whole. You can call an extra meeting for this discussion or wait until the next meeting is held for discussion. The employer has informed a director will lead a group on this. JOHSC-Recommendation-Letter-PublicInteractionSafety012721_Feb18.pdf 	Jason	Mar 2021	May 2021	IP
<p>Date: JAN 25 2021 – IR#: 202117752008A</p> <p>WORKSAFEBC FORESTRY HIGH RISK STRATEGY</p>	C	<p>WSBC Forestry High Risk Strategy</p> <ul style="list-style-type: none"> 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. As a result of inspection, they met all requirements. <p>JOHSC/LST General Learnings/Discussion Points:</p> <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> Hazard Assessments, Risk Assessments and written safe work procedures should exist where applicable and 	ALL	March 2021		E



9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)					
		<p>be periodically reviewed and updated. Templates can be found on the SRS website</p> <ul style="list-style-type: none"> ○ 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/ • The landscaping group we work with was actually looped in on this and are making sure they address the requirements. 			

* REC – Recommendation Letter

10. NEW & OTHER BUSINESS					
<ul style="list-style-type: none"> • General discussion items (list actionable items below) 					
Item # (NB-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
01-21/201/21	E	<p>Guy Champagne, Asbestos Program Coordinator</p> <p>Presentation</p> <ul style="list-style-type: none"> • Lead for Building Asbestos Operations and Procedures • Issue outside of the stadium offices. We thought it'd be a good idea to have Guy come in and talk about what our buildings look like, processes to follow with building changes, new buildings and asbestos discovery. <p>Thunderbird Stadium</p> <ul style="list-style-type: none"> • The big white chalky material that everyone was afraid of was not asbestos. It was the taping compound behind that was seen to have it. Exposure wise you could not measure it. You would have to disturb a lot of it for it to be measurable. It's naturally occurring material so you are inhaling it everywhere every day. It's the massive 	Gary Andy	Feb 2021	C



10. NEW & OTHER BUSINESS

		<p>release of asbestos when you have the air born concern. With gypsum board, any place with popcorn ceiling it's almost guaranteed asbestos content and it's not bound in the mixture. When they started to close the mine in 1980 they just started dumping asbestos in the product to get rid of it.</p> <ul style="list-style-type: none"> • Thunderbird has a bit of it in the gypsum board compound. • We have some floor tiles that have it. But very little of it overall. <p>War Memorial Gym</p> <ul style="list-style-type: none"> • The whole ceiling is made of asbestos boards, but that's not the end of the world. You would need a massive earthquake to actually disturb it. Otherwise it's actually a strong building and the asbestos isn't a real concern. All of the samples that have been taken are not asbestos. Some mechanical boards. The glazing putty on the window has some asbestos. <p>Rugby Pavilion</p> <ul style="list-style-type: none"> • They used some gypsum boards in the showers. So that's one. <p>All the rest of our buildings are new and don't contain asbestos.</p> <ul style="list-style-type: none"> • Thank you, Guy, for the presentation and getting Gary, James' office sorted out asap. • Any concern please report it right away. When you go to the internet and it says that 1 fiber kills you is total nonsense. You are inhaling fiber's all the time. It scares people for no reason. • If you are doing any work on an old building just call Guy and he will check it out with no fee involved. <p>Robin</p> <ul style="list-style-type: none"> • Really appreciate the information. Is there any ability to hold or distribute the information you just shared? So, we can say what is happening and what the risks or non-risks are in our work environments. There is always concern around the unknown. So, if people think WMG is filled with it. Is there any concern with us sharing the information you just shared with us? 			
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10. NEW & OTHER BUSINESS

- Confirmed, Guy will do a general asbestos memo for each building that gives general information. That’s material you can see and access and know about. If we do a big renovation you will likely discover more, but otherwise it’s not a concern and will not be included in the memo.
- We will be specific in the information and you can keep it in the building. Please do not use this memo to get work done in the building.

Andy

- My understanding is that if it’s bound into a material, concrete, or insulation and it’s encapsulated somehow, there’s no danger until something gets disturbed or mechanically ripped apart?
- Yes, you have to physically do something to it. You need a lot of air movement going around.
- What happened at Thunderbird Stadium, there’s wind blowing through there all the time, so if anything did get disturbed, it’s long gone, it’s not around anymore.
- If you do a World Health Organization they do measurements worldwide and UBC was done in 1998.
- It’s good to know that it’s ubiquitous in the environment.
- Guy will send us some links about the background measurements in every day environment.
- We always do the first check in the facility and then a measurement outside of the building to see if anything is flowing.
- Send Guy an email with all the questions and comments we would like to be included in the FAQ he is putting together for us.
- Any asbestos in the arena?
- Nope, it’s underneath the arena. But none in the arena.
- 2 Weeks before Guy can send us those memos.

Thank you to James, Jenny, for sharing information and bringing to light and for Linda for arranging this.



10. NEW & OTHER BUSINESS					
01/02/11	C	Future Meeting Dates <ul style="list-style-type: none"> Creation of a Survey Monkey / Poll to get a new day so as to avoid conflicts with Varsity and other Management Meetings. 2nd Thursday Every Month 9:30-11:00am - Starting April 8 	Gary Andy	Mar 2021	C
01/02/11	C	New Staff Members for JOHSC <ul style="list-style-type: none"> With the departure/leave of absence/change of status of several Staff members from the JOHSC we need to recruit new staff members for JOHSC Welcome Rastislav. He is checking out the committee and will let us know if he would like to be a part of it. We need to get Varsity Coaches. Robin to look into. We could use more programmers & administration reps. With the return in the fall we should look at having a student rep. Concern around 8-month rep. Is it possible to have a seasonal worker whose absence isn't a detriment in the summer? <ul style="list-style-type: none"> Yes 	ALL	May 2021	IP
01/02/11	C	Terms of Reference <ul style="list-style-type: none"> Review of JOHSC Terms of Reference for 2021/22 in preparation for discussion and possible vote of acceptance next meeting 	Gary Andy	April 2021	N
02/11/2021	C	Safety & Reporting Priority <ul style="list-style-type: none"> Look at the culture of safety processes across the department. We need to go back and adjust how everyone engrains those policies in their work. A safety meeting to go through it, plus address in every single meeting. To create a slide deck for standard distribution to RAFT, VLT and all sub-level staff meetings <ul style="list-style-type: none"> Reporting of Incidents (immediate and documentation) Mandatory Safety Training <ul style="list-style-type: none"> ex. Violence in the Workplace Response Resources 	Jason Robin James	Apr 2021	C



10. NEW & OTHER BUSINESS					
		<ul style="list-style-type: none"> ▪ ex. OFA Team, 911, Communication Tools <p>Completed in all-staff meeting.</p>			
02/26/21	E	<p>Electrical Panel Clearance</p> <ul style="list-style-type: none"> • Building Operations’ crews have noticed during their regular electrical infrastructure inspections, that in many buildings on campus the working space of 1 meter is not being maintained in front of electrical panels. The relevant inspection checklists have been updated to emphasize the 1-meter clearance requirement. Please contact your facilities manager if you have any questions. 	ALL	March 2021	C
02/26/21	E	<p>Wearing Non-Medical Masks in Shared Vehicles</p> <ul style="list-style-type: none"> • 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. If using shared vehicles while at work, follow the COVID-19 Use of Shared UBC Vehicle Guidelines. 	ALL	March 2021	C
02/26/21	E	<p>TDG Alert</p> <ul style="list-style-type: none"> • 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	March 2021	IP
02/26/21	E	<p>Daylight Savings Time starts Sunday March 14 at 2:00am</p> <p>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:</p>	ALL	March 2021	IP



10. NEW & OTHER BUSINESS					
		<ul style="list-style-type: none"> • 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 <p>Consider scheduling particularly hazardous work later in the week (where possible) after employees have had more time to adjust their sleep schedules</p>			
		<p>Incident Reporting</p> <ul style="list-style-type: none"> • https://forms.recreation.ubc.ca/safety/incident-report/ this is now the link for everyone in Athletics & Recreation except for <i>Aquatic Centre, Boathouse and Varsity teams</i> with other specific incident reporting procedures. • Every other situation of incident reporting must use this link in A&R. • This form is the first piece of documented information and covers everything across the board. • Supervisors would get this report and it's the responsibility of the facility to appropriately assign to the correct systems. For example, flowing to CAIRS and then JOHSC. • If it was a patron it was get reviewed under that area. • It should be whitelisted. Can be accessed with no barriers. • Jason to send out – this does not replace any paper steps that take place. Physical paper-based reports still precede this. • We will try to send this out in all-staff communications as well as get this posted up in lunch rooms and offices. This is in addition to CAIRS/before CAIRS. Discussed with Joseph but there is no way to link it with CAIRS system. It is not where we are going to end but it is where we are at right now. • 	Jason James	April 2021	IP



11. NEXT MEETING	
Date:	April 8 th
Time:	9:30-11:00am
Location:	Zoom

12. MEETING ADJOURNED	
Time:	10:40am

LEGEND

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

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

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