



## Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Athletics & Recreation

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

Date: April 8, 2021

Time: 9:30 am – 11:00am  
Location: Zoom - Meeting

### AGENDA:

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

<ol style="list-style-type: none"> <li>1. Vote in Co-Chairs</li> <li>2. Confirm Committee membership with renewal of ToR and keep up to date on the UBC Safety Committee Website</li> <li>3. Improve clarity of meeting minutes and documentation of JOHSC activities</li> </ol>
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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"/>
Rastislav Kolesar		Aquatics	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Robin D'Abreo	Varsity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
James Tait	Facility Maintenance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Resources/Guests	Work Location	Present	Regrets	Absent
Kavie Toor	Athletics & Rec	<input type="checkbox"/>	<input checked="" 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"/>



**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)*

[March minutes](#)                      **Moved by: James Tait**                      **Seconded by: Becky Wilder**

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

- Discussion on JOHSC Evaluation that took place last week.
- Welcome to Rastislav
- Yearly vote for Co-Chairs – on a 2 Year Term  
**Moved by: James Tait      Seconded by: Brian Busenius**

**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><b>Incident ID:</b> 127458 <b>Incident Date:</b> 2021-03-16 <b>Submission Date:</b> 2021-03-17</p>	C	<p><b>Description</b></p> <ul style="list-style-type: none"> <li>• Aquatic centre worker hit on head by a closing door handle.</li> </ul> <p><b>Root</b></p> <ul style="list-style-type: none"> <li>• Speed of door and reduced awareness due to fatigue</li> </ul> <p><b>Corrective Action 1</b></p> <ul style="list-style-type: none"> <li>• Reduce door closing speed</li> </ul> <p><b>Corrective Action 2</b></p> <ul style="list-style-type: none"> <li>• Reminder to staff to call OFA for workplace injuries</li> </ul> <p><b>Resolved</b></p> <ul style="list-style-type: none"> <li>• Door closer was adjusted to reduce closing speed</li> </ul> <p><b>Root Cause Follow Up</b></p> <ul style="list-style-type: none"> <li>• 3<sup>rd</sup> part observation that worker had been working hard over an extended period of time, which listed fatigue have been a contributing factor. We need to identify in CAIRS that a 3<sup>rd</sup> party observer was the one that noted this.</li> </ul> <p><b>ACTION:</b> Corrective action needs to be put into CAIRS. Go back too investigation and ask the worker these questions. Address it with the individual. Whether fatigue was a factor to the worker themselves or not. Whether it was work related or personal. Then best approaches for addressing fatigue to minimize fatigue related injuries.</p> <p><b>Notes</b></p>	Andy M	<b>May 2021</b>	IP



**5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:**

		<ul style="list-style-type: none"> <li>As part of the admin process whoever responds first needs to address the point that we as JOHSC and facility managers is to review what info is up in our work rooms. Make sure there is notification to phone OFA.</li> <li>At the top of all things all injuries to staff need to make these calls. If they are filling out the form they need to inform OFA. Supervisor should be phoning first aid.</li> </ul>			
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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"/> <b>War Memorial Gym</b> <ul style="list-style-type: none"> <li>Back Gym Doors now locking properly. Reminder was given to pull them closed and check before you leave. Service Request has been complete. - <b>Complete</b></li> <li>Tape added across broken doors to prevent use - <b>Complete</b></li> <li>Some high objects to bring down - <b>IP</b></li> </ul>	Becky	May 2021	IP
	E	<input checked="" type="checkbox"/> <b>UBC Aquatic Centre</b> <ul style="list-style-type: none"> <li>Documentation to be updated, pool safety plan.</li> </ul>	Andy	May 2021	IP
2021/02/26 2021/03/01	E	<input checked="" type="checkbox"/> <b>Thunderbird Park, Stadium, Tennis, NSDC, Old Rugby Pavilion, Baseball</b> <ul style="list-style-type: none"> <li>Door latching properly – SR to locksmith – <b>Complete</b></li> <li>Power bars and cords on floor – remove cords - <b>Complete</b></li> <li>Tidy up camps and softball storage - <b>Complete</b></li> </ul>	Jenny	Apr 2021	C



6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
		<ul style="list-style-type: none"> <li>• Clean minor waste stains on ceiling - <b>Complete</b></li> <li>• Temporary fence moved – Cara moved back and Jenny to monitor - <b>Complete</b></li> <li>• Items stored at height – Jenny to work with staff to move heavy items down low and move tripping hazards - <b>Complete</b></li> <li>• Cords on ground – move cords - <b>Complete</b></li> </ul>			
	E	<input type="checkbox"/> <b>Student Recreation Centre, Bird Coop, ARC</b> <ul style="list-style-type: none"> <li>• 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. - <b>Complete</b></li> <li>• James to send a note out to everyone for awareness of vehicle inspections. - <b>Complete</b></li> <li>• Working on relationship with the ARC – <b>IP</b></li> </ul>	Jason	May 2021	IP
	E	<input type="checkbox"/> <b>Arena</b> <ul style="list-style-type: none"> <li>• Empty propane cannisters outside on loading bay and inside entry of loading bay are sitting openly. – <b>Complete</b></li> <li>• Fire extinguisher and defibrillator in the hallway by room 134B have both expired and needs to be replaced. - <b>Complete</b></li> <li>• 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. - <b>Complete</b></li> <li>• 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. - <b>Complete</b></li> <li>• Glass broken on fire extinguisher box by the Varsity dressing rooms has been removed and now extinguisher sits open. – <b>IP</b></li> </ul>	Brian	May 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	All members of JOHSC and LST encouraged to continue their training which is available through SRS. Contact Linda with any questions. - Nico McEown –Admin Training – Complete	Nico Linda	<b>Apr 2021</b>	<b>C</b>
04/08/2021	E	- Nico McEown – JOHSC Training – In Progress - Rastislav Kolesar – JOHSC Training – In Progress	Nico Rastislav	<b>May 2021</b>	<b>IP</b>

\* 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	<b>First Aid Risk Assessment</b> <ul style="list-style-type: none"> <li>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.</li> <li>Jason &amp; Linda available as resources.</li> </ul> <b>First aid for participants and then first aid for staff (OFA)</b>	James Michael	<b>May 2021</b>	<b>IP</b>
2019/12/10-05	C	<b>Job Safety Reviews</b> <ul style="list-style-type: none"> <li>Linda to aid with a job safety review for camps programs. Template is available. Additional departments to be considered.</li> </ul> <b>Review to be completed prior to January meeting and finalized prior to the end of January.</b> <ul style="list-style-type: none"> <li>Michael to work with Linda</li> <li>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.</li> </ul>	Michael	<b>May 2021</b>	<b>IP</b>



8. ONGOING BUSINESS – Status of Action Items					
		<p><b>Job Safety reviews to be posted in Teams file by May 11<sup>th</sup>, 2021 for everyone to review and provide feedback.</b></p> <ul style="list-style-type: none"> <li>A general JSR is in place. Position specific JSRs will be done once feedback has been received from Spring Break Camp Leaders. Now that spring break camps are done Michael will consult with leaders.</li> </ul>			
2019/10/08	C	<p><b>Health and Safety Program Manual</b></p> <ul style="list-style-type: none"> <li>Safety &amp; Risk Services (SRS) has updated the <a href="#">Health and Safety Program Manual Template</a>. 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 <a href="mailto:safety.programs@riskmanagement.ubc.ca">safety.programs@riskmanagement.ubc.ca</a></li> <li>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.</li> <li>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.</li> </ul>	James	May 2021	IP
03-20/09/09	E	<p><b>Workers Working Alone or in Isolation</b></p> <ul style="list-style-type: none"> <li>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 <a href="mailto:safety.programs@ubc.ca">safety.programs@ubc.ca</a> 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"> <li>To work in circumstances where assistance would not be readily available to the worker</li> </ul> </li> </ul>	Robin Linda	May 2021	C





8. ONGOING BUSINESS – Status of Action Items					
		<ul style="list-style-type: none"> <li>In case of an emergency, or</li> <li>In case the worker is injured or in ill health</li> </ul> <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"> <li>A&amp;R taking part in the mobile trial. There has been a delay in start date while adjustments are made to the software.</li> <li>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.</li> <li>James and Andy to double back.</li> </ul> <p>Closing this as we are currently working in existing system and awaiting UBC SRS to have updates. Pending UBC SRS development A&amp;R will review and determine system to be used.</p>			

\* 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><b>Letter to Management from JOHSC re Staff Safety</b></p> <ul style="list-style-type: none"> <li>Letter was sent regarding safe spaces</li> <li>The employer has informed a director will lead a group on this.</li> <li><a href="#">JOHSC-Recommendation-Letter-PublicInteractionSafety012721_Feb18.pdf</a></li> </ul>	Jason	Apr 2021	<b>May 2021</b>	IP



9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)

- [JOHSC Letter Response Update – April 1<sup>st</sup>](#)

Areas identified for review: Aquatics desk, SRC desk, ARC desk, WMG desk and admin, Boathouse, Camps desk at NSDC, Baseball desk, Proshop desk at the arena, Tennis desk, Arena Admin clerk desk  
Possibly Bird coop, Nico’s desk

- (timeline: completed)
- Of the spaces reviewed, 4 have been identified for further review: Birdcoop, WMG Reception Desk, Camp’s office at NSDC, Boat House
- SRS Resource to assist

A worker representative from each of the location mentioned and a JOHSC member (Gary) to review the space based on the criteria list (timeline: completed)

Running in conjunction with the above audit and review of spaces all A&R managers will be requested to review and recommend any potential changes to the Violence in the Workplace Plans (venue specific plans) that were most recently updated late 2019/early 2020; all A&R managers will be requested to re-take the UBC Violence in the Workplace training as a refresher course; and, where needed, and develop additional required staff training.

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- Those who are located in the facilities of concern will be needed to assist with this. We do this in conjunction with the staff in the building.



9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
<p><b>Date:</b> JAN 25 2021 – <b>IR#:</b> 202117752008A</p> <p>WORKSAFEBC FORESTRY HIGH RISK STRATEGY</p>	C	<p><b>WSBC Forestry High Risk Strategy</b></p> <ul style="list-style-type: none"> <li>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).</li> <li>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.</li> <li>As a result of inspection, they met all requirements.</li> </ul> <p><b>JOHSC/LST General Learnings/Discussion Points:</b></p> <ul style="list-style-type: none"> <li>Reminder for supervisors to be aware of and compliant with regulations surrounding their work. <a href="#">Safety Supervision at UBC</a> details the responsibilities of a supervisor and how they are carried out.</li> <li> <ul style="list-style-type: none"> <li>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 <a href="#">SRS website</a></li> <li>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 <a href="https://srs.ubc.ca/health-safety/safety-programs/first-aid/">https://srs.ubc.ca/health-safety/safety-programs/first-aid/</a></li> </ul> </li> <li>The landscaping group we work with was actually looped in on this and are making sure they address the requirements.</li> </ul>	ALL	March 2021		C

\* REC – Recommendation Letter

10. NEW & OTHER BUSINESS
<ul style="list-style-type: none"> <li>General discussion items (list actionable items below)</li> </ul>



10. NEW & OTHER BUSINESS					
Item # (NB-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
04-08-2021	C	<b>Co-Chair Vote</b> <ul style="list-style-type: none"> <li>James nominates Andy</li> <li>Brian nominates Gary</li> <li>No other nominations. Andy and Gary have been voted the Co-Chairs of the A&amp;R JOHSC Committee on a 2-year period starting April 8<sup>th</sup>, 2021 – April 8<sup>th</sup> 2023.</li> </ul>	ALL	Apr 2021	C
04-08-2021	C	<b>Review of JOHSC Annual Evaluation Document</b> <ul style="list-style-type: none"> <li>We are getting consistent attendance at the meetings. We need to make sure that everyone buys in to find the time to attend this meeting.</li> <li>Having alternates is a good idea</li> <li>We have a set of goals we listed out last year which we accomplished. Evaluation period June 2019 – May 2020. Might be slightly out of sync of what we are seeing now.</li> <li>Increase Awareness – Completed</li> <li>Staff Contacts – Completed</li> <li>Incident Reporting within 48 Hours – Completed</li> <li>Ensure JOHSC members are supported by workers to attend and speak freely – Completed</li> <li>Create onboarding check list for new members – Completed</li> <li>Review membership and review alternates to remain quorum. – TBD</li> <li>We got good marks on achieving quorum. We got marked down for not having everybody show up so alternates will help with that.</li> <li>3 Goals Set for this last Period</li> <li>Cultures</li> <li>Committee Memberships and Updating on JOHSC Sharepoint</li> <li>We need to have everybody review and TOR voted on and approved.</li> </ul>	Gary Andy James	May 2021	IP



10. NEW & OTHER BUSINESS					
		<ul style="list-style-type: none"> <li>- Boathouse should be a part of LST, they don't need to have their own but which should they be a part of? Do they have a representative? Something to be addressed in TOR.</li> <li>- <b>ACTION:</b> James to help create Boathouse LST. Minimum 2 employer reps and 2 worker reps.</li> <li>- Improve clarity in meeting minutes – Completed and continuing improvement</li> <li>- Evaluation will be on Sharepoint</li> </ul>			
01/02/11	C	<p><b>New Staff Members for JOHSC</b></p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Aquatic Centre Worker Rep: Welcome Rastislav. He is checking out the committee and will let us know if he would like to be a part of it.</li> <li>• Varsity Coach Worker Rep: Robin to look into.</li> <li>• We could use more programmers &amp; administration reps.</li> <li>• With the return in the fall we should look at having a student rep. Concern around 8-month rep.</li> <li>• Is it possible to have a seasonal worker whose absence isn't a detriment in the summer?               <ul style="list-style-type: none"> <li>○ Yes</li> </ul> </li> <li>- Welcome to Rastislav as an official new member of the JOHSC Committee. Ras is a pool operator at the aquatics centre. Chemical balance, maintenance, mechanical sense, great value to our group.</li> <li>- Andy will be reach out in regards to orientation steps and trainings.</li> </ul>	ALL	May 2021	IP
01/02/11	C	<p><b>Terms of Reference</b></p> <ul style="list-style-type: none"> <li>• Review of JOHSC Terms of Reference for 2021/22 in preparation for discussion and possible vote of acceptance next meeting</li> <li>• To be sent out for committee review and vote for next meeting.</li> </ul>	Gary Andy	May 2021	IP



10. NEW & OTHER BUSINESS					
02/26/21	E	<b>TDG Alert</b> <ul style="list-style-type: none"><li>Transport Canada has notified Safety &amp; 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 <a href="mailto:Janet.Hankins@ubc.ca">Janet.Hankins@ubc.ca</a>. More information can be found in the attached pdf.</li></ul>	ALL	March 2021	C
02/26/21	E	<b>Daylight Savings Time starts Sunday March 14 at 2:00am</b> <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> <ul style="list-style-type: none"><li>Rest up: Go to bed earlier to get your usual amount of sleep so you can be well rested and alert</li><li>Plan ahead: Give yourself extra time to drive to and from work especially during the Monday commute</li><li>Step up the safety: Take extra safety precautions on days following the switch to help avoid workplace incidents</li></ul> <p>Consider scheduling particularly hazardous work later in the week (where possible) after employees have had more time to adjust their sleep schedules</p>	ALL	March 2021	C
		<b>Incident Reporting</b> <ul style="list-style-type: none"><li><a href="https://forms.recreation.ubc.ca/safety/incident-report/">https://forms.recreation.ubc.ca/safety/incident-report/</a> this is now the link for everyone in Athletics &amp; Recreation except for <i>Aquatic Centre, Boathouse and Varsity teams</i> with other specific incident reporting procedures.</li><li>Every other situation of incident reporting must use this link in A&amp;R.</li><li>This form is the first piece of documented information and covers everything across the board.</li></ul>	Jason James	April 2021	C



10. NEW & OTHER BUSINESS					
		<ul style="list-style-type: none"> <li>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.</li> <li>If it was a patron it was get reviewed under that area.</li> <li>It should be whitelisted. Can be accessed with no barriers.</li> <li>Jason to send out – this does not replace any paper steps that take place. Physical paper-based reports still precede this.</li> <li>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.</li> </ul> <p><b>This phase of the process has been completed. We are down to a single incident report.</b></p>			
03/25/2021	E	<p><b>Resumption of Fire Drills</b></p> <p>UBC Fire Life and Safety (FLS) and Vancouver Fire and Rescue Services have both confirmed that UBC can resume the scheduling of annual fire drills in occupied buildings on the campus. Non-medical masks must be worn during the drills in accordance with the <a href="#">Campus Rules</a> as occupants will be moving through common indoor spaces. To schedule a fire drill, please follow the instructions provided on page 30 of the <a href="#">BERP</a>. If you have any questions about conducting fire drills, email <a href="mailto:safety.programs@ubc.ca">safety.programs@ubc.ca</a>.</p> <p><i>Please remember: During an actual emergency event, as stated in the <a href="#">BERP Amendment</a>, physical distancing is not required as the primary objective is ensure all occupants evacuate the building in an swift and orderly fashion.</i></p> <p><i>Contact James for scheduling annual drill.</i></p>	All	<b>May 2021</b>	<b>IP</b>



10. NEW & OTHER BUSINESS					
03/25/2021	E	<b>Respirator Fit Testing Course going Live April 1</b> The hierarchy of controls should always be implemented when protecting against airborne hazards. Respirators should only be considered when other more effective controls are not available or feasible. Prior to using any tight-fitting respirators, at the workplace, a fit successful fit test must be completed as per WorkSafeBC regulations. On April 1st, SRS will be re-launching an online registration system for enrolling into a fit test session through <a href="#">WPL</a> . N95's are also respirators and must be fit tested annual to ensure the best fit as there are different makes and models.	All	<b>May 2021</b>	E
03/25/2021	E	<b>CAIRS</b> CAIRS support and instructional downloads are now available <a href="#">online</a> to assist CAIRS Administrators and Supervisors with understanding CAIRS. For continued CAIRS support, please email <a href="mailto:UBC.Cairs@ubc.ca">UBC.Cairs@ubc.ca</a>			E
03/25/2021	E	<b>Substance use or Addictions</b> HR is piloting two programs that promote employee health and wellbeing, providing funded treatment for problematic substance use or addictions. You can learn about the two programs, ALAViDa TRAiL and Boreal on the <a href="#">HR website</a> .			E
03/25/2021	E	<b>Day of Mourning – April 28</b> Across Canada, April 28 has been designated as the Day of Mourning. It is a day to remember those who have lost their lives to work related incidents or occupational disease and to renew our commitment to creating healthy and safe workplaces. Please visit <a href="https://www.dayofmourning.bc.ca/">https://www.dayofmourning.bc.ca/</a> on April 28 at 10:30 am for a moment of silence and a video recognizing those we've lost.			E





11. NEXT MEETING	
Date:	May 13 <sup>th</sup>
Time:	9:30-11:00am
Location:	Zoom

12. MEETING ADJOURNED	
Time:	10:52am

**LEGEND**

PRIORITY:		STATUS:	
<b>A</b>	Critical/Life threatening/high probability	<b>N</b>	New
<b>B</b>	Urgent/moderate probability of re-occurrence	<b>R</b>	Repeat
<b>C</b>	Important/low probability of re-occurrence	<b>C</b>	Complete
<b>D</b>	Reminders	<b>IP</b>	In Progress
<b>E</b>	Information	<b>RF</b>	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](mailto:ubcsafety.committee@ubc.ca)
- Posted on any Safety Bulletin Boards (if applicable)