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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<td>Martin Go (ALT)</td>
<td>CUPE 116</td>
<td>Waste Management</td>
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<td>☑️</td>
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<tr>
<td>Sandy Hutchinson</td>
<td>CUPE 116</td>
<td>Street &amp; Operations Support</td>
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<tr>
<td>Dean Bains (ALT)</td>
<td>CUPE 116</td>
<td>Street &amp; Operations Support</td>
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<td>Pravin Kumar</td>
<td>CUPE 116</td>
<td>Stores</td>
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<td>Joyce Ingram (ALT)</td>
<td>CUPE 116</td>
<td>Stores</td>
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<td>Adam Rosenthal (ALT)</td>
<td>CUPE 116</td>
<td>Stores</td>
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<td>Andy Russell (co-chair)</td>
<td>CUPE 116</td>
<td>Garage</td>
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<tr>
<td>Dillon Duckworth (ALT)</td>
<td>CUPE 116</td>
<td>Garage</td>
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Joint Occupational Health & Safety Committee
Meeting Minutes

<table>
<thead>
<tr>
<th>Employer Representatives</th>
<th>Work Location</th>
<th>Present</th>
<th>Regrets</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tamas Weidner</td>
<td>Manager, Municipal Waste Mgt &amp; Garage</td>
<td>✔</td>
<td></td>
<td>☐</td>
</tr>
<tr>
<td>Calvin Cheung (co-chair ALT)</td>
<td>Manager, Municipal, Labor Division</td>
<td>✔</td>
<td></td>
<td>☐</td>
</tr>
<tr>
<td>Dale Low (co-chair)</td>
<td>Manager, Municipal Soft Landscape</td>
<td>✔</td>
<td></td>
<td>☐</td>
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<tr>
<td>Jeff Nulty (ALT)</td>
<td>Manager, Municipal Landscape Architect</td>
<td></td>
<td></td>
<td>✔</td>
</tr>
<tr>
<td>Jenniffer Sheel (ALT)</td>
<td>Superintendent, Municipal Services</td>
<td></td>
<td></td>
<td>✔</td>
</tr>
<tr>
<td>Paul Harris</td>
<td>Manager, Stores</td>
<td></td>
<td></td>
<td>✔</td>
</tr>
<tr>
<td>Wende Kinch (ALT)</td>
<td>Senior Manager, Fleet and Procurement</td>
<td></td>
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<td>✔</td>
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<tr>
<td>Resources/Guests</td>
<td>Work Location</td>
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<tr>
<td>Ellen Grande</td>
<td>Clerical Pool</td>
<td>✔</td>
<td></td>
<td>☐</td>
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<tr>
<td>Lori Takenaka</td>
<td>SRS</td>
<td>✔</td>
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</tbody>
</table>

2. DETERMINATION OF QUORUM

a. A minimum of 4 members;

b. Worker representatives (faculty and staff workers who do not exercise managerial functions) and employer representatives (management workers who exercise managerial functions);

c. At least half of the members must be worker representatives;

Is there quorum for this meeting?

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

Yes ✔
No  ☐

3. APPROVAL OF PREVIOUS JOHSC MEETING MINUTES

(Statement to indicate minutes of previous meeting have been read & acknowledged and to record any corrections to it)

Move to adopt minutes. Moved by: Tamas Weidner Seconded by: Dillon Duckworth

List amendments to minutes:
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>127400</td>
<td>B</td>
<td>2018-11-01</td>
<td>Incident discussed. No further action. Closed. Beginning about 2.5 years ago, employee started feeling pain in left hip when they walked. For the last 2.5 years that pain has</td>
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<td>C</td>
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</tbody>
</table>
been off and on. Recently the employee has had trouble putting any weight on their leg. On Mar 2, employee was fertilizing roses at ANSOC and moving fertilizer with wheel barrow. Around 2 pm employee was planting trees at ANSOC and pushed shovel into the ground with left leg. As they did this they felt a sharp pain in their left hip. Employee continued to work but didn't use left leg to push shovel into the ground.

Root Cause: Physical demands on job

Corrective Action 1
Corrective Action Identified: Recommend to person involved: Employee to avoid lifting heavy weight, use other side of body as much as possible. Discuss with Doctor about exercises for reducing pain.
Estimated Completion Date: 2021-03-05

Corrective Action 2
Corrective Action Identified: Look into other types of equipment (Dolly)
Estimated Completion Date: 2021-03-31

127399  B  2021-03-04  • Investigation completed. Corrective action identified was to be mindful of the nature of the work. Incident closed. Worker was working on pond maintenance when worker's finger was pinched between two rocks on the pond bed.
Root Cause: Pending accident investigation
Corrective Action Identified: pending accident investigation
Final Actions Taken: pending accident investigation

127404  B  2021-03-05  • Investigation completed. Root cause was due to previous injury. Worker reminded to take micro breaks and stretch. Incident was shop talked. Incident closed.
Pending accident investigation

127426  B  2021-03-10  • Incident discussed. No further action. Incident closed.
Workers were picking up a vehicle from an MVI inspection from Brown Bros Ford. Vehicle was parked next to a building on the sidewalk with vehicles on the left side. Worker had to back strait up and then drive out to exit the space, during the backing up
<table>
<thead>
<tr>
<th>Incident Number</th>
<th>Type</th>
<th>Date</th>
<th>Description</th>
<th>Corrective Actions</th>
<th>Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>127439</td>
<td>B</td>
<td>2021-03-11</td>
<td>Top right corner of vehicle contacted awning. Minor damage to vehicle with no injury to employee and or damage to awning. Second worker did spot for the driver when backing out but, was concentrating on the other vehicles and building wall, did not see awning. Root Cause: worker was backing up in a tight space with an overhead obstacle present, neither did driver and or spotter notice the obstacle. All Corrective Actions Complete Corrective Action Identified: Both driver and spotter to do a thorough inspection of driving path before backing up and look for overhead obstacles as well. Be aware of surroundings. Estimated Completion Date: 2021-03-24 Final Actions Taken: Discussed recommendations with both employees. Date Completed: 2021-03-24</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>127440</td>
<td>B</td>
<td>2021-03-15</td>
<td>Incident discussed. No further action. Incident closed. On March 11 and 12 Employee was using pitch fork to load wheelbarrow and pulling wheelbarrow up steep/terraced slope. Employee was pulling wheelbarrow backwards. On evening of March 11th employee started to feel dull pain in right hip, glute and lower back. Employee continued work as normal on the following day. Employee was using a different wheelbarrow than normal because normal wheelbarrow was unavailable. Root Cause: Too much material to pull over the last 2 days. Corrective Action 1 Corrective Action Identified: Spread task out over multiple days Estimated Completion Date: 2021-03-15 Corrective Action 2 Corrective Action Identified: Spread work over multiple days Worker and Employer working with WCB coordinator. More investigation required. In progress. Ongoing Injury - Full investigation Required</td>
<td></td>
<td>2021-04</td>
<td>C</td>
</tr>
</tbody>
</table>


127450  B  2021-03-15

- Investigation completed. Root cause: March 15th time change. Colder morning to perform work. Incident shop talked. Recommendation was to shop talk the impact of seasonal time change in future. Incident complete.

Employee was pruning and weeding and putting pruned branches on tarp. Employee bent over to grab edge of tarp so that they could drag it. Tarp had some branches in it but not a lot. As employee bent over they felt pain in center of lower back that radiated outwards. Employee continued to work weeding and pruning and tried to avoid doing any really heavy lifting. Following day, employee still had pain in back and was unable to come to work.

**Root Cause:** TBD

**Corrective Action Identified:** TBD

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127460  B  2021-03-15

- Incident discussed. No further actions. Incident closed.

In the morning the employee was using skid steer to load leaf mulch into truck. This is not a task the employee does often. In the afternoon the employee was weeding and cutting edges around tree wells. In the evening the employee felt an uncomfortable pain in their middle lower back, likely caused from operating the skid steer as it bumps and jerks a lot. The employee has pre-existing back pain from a motor vehicle accident 3 years earlier. Employee still feels pain from that incident but this was much worse.

**Root Cause:** Employee had pre-existing condition that was aggravated.

**All Corrective Actions Complete**

**Corrective Action Identified:** Employee to avoid tasks that may re-aggravate back (skid steer, Back hoe etc.)

**Estimated Completion Date:** 2021-03-19

**Final Actions Taken:** Employee will be careful not to use this type...
Joint Occupational Health & Safety Committee
Meeting Minutes

Date Completed: 2021-03-19

127031  B  2020-11-09

- After discussion with Head and Subhead there was consensus not to make any changes to the JSR since the basic procedures were already documented. Crews to do assessment prior to moves to determine size and plan for move. Incident closed.
- Calvin Cheung waiting for Head to gather from crew any edits to the JSR. In progress
- 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.
- 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.
- 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.

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. 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. 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.

**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 Date Completed: 2020-11-17

| 126570 | B | 2020-07-02 | Flail mover still at Nursery. In progress. 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 | Dale Low/ Andy Russell | 2021-05 | IP |
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

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

<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-Stores-285</td>
<td>C</td>
<td>Empty tanks being stored outside. Recommend submitting SR to remove. Ongoing issue.</td>
<td></td>
<td>Paul Harris</td>
<td>2021-05</td>
<td>N</td>
</tr>
<tr>
<td>GI-MRF Site-284</td>
<td>B</td>
<td>Power wash station at the MRF site requires an electrical safety switch in case of flooding. Tamas has asked electricians to review.</td>
<td></td>
<td>Tamas Weidner</td>
<td>2021-05</td>
<td>N</td>
</tr>
<tr>
<td>GI-South Campus-283</td>
<td>B</td>
<td>South Campus Composter Site experiencing a lot of dust due to drier weather conditions. Recommend that the sprinklers be turned on for road to be water down.</td>
<td></td>
<td>Issac Poku</td>
<td>2021-05</td>
<td>N</td>
</tr>
<tr>
<td>GI-Garage-282</td>
<td>B</td>
<td>Heater in the north bay is very noisy. Millwrights have been in to inspect, but hasn’t been fixed yet.</td>
<td></td>
<td>Andy Russell</td>
<td>2021-05</td>
<td>N</td>
</tr>
<tr>
<td>GI-Garage-281</td>
<td>C</td>
<td>Fire extinguisher was replaced. Inspection closed. Fire extinguisher needs to be replaced</td>
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<tr>
<td>Location</td>
<td>Action Item</td>
<td>Status</td>
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<tr>
<td><strong>GI-HeaderHse/Storage-275</strong></td>
<td>• Tanks have been removed. Inspection closed.</td>
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<td></td>
<td>• Dale Low to forward information to Calvin Cheung for removal of tanks. In progress.</td>
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<td>• Work in progress. Dale Low to advise next meeting.</td>
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<td>• SOS to remove tanks.</td>
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<td>• Unknown bottles near Storage Area requested SOS to remove. As well a propane tank near Header House needs to be removed.</td>
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<tr>
<td><strong>GI-Pesticide Shed-274</strong></td>
<td>• There was consensus to use head lamps while inside room. There is adequate light outside to review instructions on pesticide. No further action. Inspection closed.</td>
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<td>• Need to review with employees to see if head lamps would work. Discussion on other options on going. In progress.</td>
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<td>• No update on recommendations. In progress.</td>
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<td></td>
<td>• 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.</td>
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<td></td>
<td>• Soft Landscape Pesticide Shed requires light to be installed. SR Submitted.</td>
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<tr>
<td><strong>GI-Nursery-269</strong></td>
<td>• Plans have been forward to Joey-Lee Rebelo for update into BOPS COVID Safety Plan. Dale Low will put up signage. No further actions. Inspection closed.</td>
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<td>• Review done for Nursery and plans now need to be put into BOPS Safety Plan. In progress.</td>
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<td>• Dale Low to contact Linda Roseborough on guidance on occupancy. In progress.</td>
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<td></td>
<td>• No occupancy signage at Greenhouse. Dale to send plans to Joey-Lee Rebelo to add to COVID Plan and to put up signage.</td>
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</table>
GI-Header-244  |  B
---|---
• False ceiling has been removed. No further actions. Inspection closed.
• SR is in. Dale will follow-up with Carpentry Shop. In progress
• Meeting next week is scheduled with Carpentry to discuss the removal of false ceiling. In progress.
• Carpentry has inspected the ceiling and advised removal. In progress.
• Dale Low has contacted Kevin Morris waiting for a response. In progress.
• Dale Low advised he would contact Kevin Morris to assess office ceiling. In progress.
• Carpentry to assess ceiling. In progress
• Waiting for Carpentry to assess ceiling. In progress.
• Dale Low submit SR for carpentry to assess ceiling.
• On-going.
• False ceiling in main office not attached properly (wired to pipes). Chris Longford, office occupant ok with removing ceiling

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-21-03-10-01</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>
<tr>
<td>ED-21-04-16-04</td>
<td>B</td>
<td>Sharepoint Training Session Apr 16/21: Committee members will be invited to a Sharepoint training session with Amber Maret, SRS. Topics will include automated email reminders for inspections. In progress.</td>
<td>All</td>
<td>2021-04</td>
<td>N</td>
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</tbody>
</table>
### 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-2021-03-10-498 | B        | **Bops Landscape’s Tree Falling Procedures**  
• Apr 16/21: Further discussion required. Phil Beck to be included in discussion. In progress.  
• 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 | 2021-05 | IP      |
| NB-2021-03-10-497 | B        | **TDG Alert Certification**  
• Apr 16/21: Lori Takenaka sent out training records to Paul Harris and Calvin Cheung for them to follow-up to ensure employees take training. In progress.  
• 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 | 2021-05 | IP      |
| NB-2021-03-10-496 | B        | **Green Waste Pile**  
• Apr 16/21: The green waste pile has been reduced and trenching has begun to mitigate water problem. Require a plan for building a foundation of crushed rock. In progress.  
• 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 | 2021-05 | IP      |
| NB-2020-01-21-484 | B        | **Safety Driving Stats**  
• Apr 16/21: Dale Low has received stats and will review this month. In progress.  
• 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. | Dale Low | 2021-05 | IP      |
### Joint Occupational Health & Safety Committee
#### Meeting Minutes

- **Jan 20/21:** Tamas Weidner reviewed the Safety Driving Stats recommending all workers to follow safety practices. Item to be shop talked.

**NB-2020-01-21-483**

- **Water fountain at Swing Space**
  - **Apr 16/21:** Dale Low will update next month. In progress.
  - **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.

**NB-2020-02-12-409A**

- **2nd Annual JOHSC Evaluation – Goal 3A:**
  - **Apr 16/21:** Meeting scheduled for next week with sub-committee to discuss redesign of shop-boards. Comment boxes are ready to be installed. In progress.
  - **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>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Dale Low</td>
<td>2021-05</td>
<td>IP</td>
<td></td>
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<tr>
<td>NB-2020-01-21-483</td>
<td>B</td>
<td></td>
<td>Tamas Weidner</td>
<td>2021-05</td>
<td>IP</td>
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Occupational Health and Safety Issue:

Several USB, BRDF and Header House site specific transportation operation and safety issues have been brought forward by the UBC Building Operations Safety Committee for assessment.

Creative Transportation Solutions Ltd. (CTS) was hired to provide a comprehensive transportation operation and safety assessment of the two UBC Building Operations sites, adjacent roads, intersections, and adjoining driveways with the objective of improving safety on each site, between sites and at the interface with the broader campus community. CTS developed the following summary of transportation operation and safety issues noted during the site assessment as well as those brought forward by the UBC Building Operations Staff.

Sidewalks and Pathways

Sidewalks serve multiple purposes and users. Their geometry is varied from site to site and may not consider all users. Sidewalks and pathways are obstructed and/or challenging to access, some are only accessible by stairs. Stairs and pathways are disconnected with many that terminate in a parking area or drive aisle.

Driveway Crossing

Driveway crossings are given priority over the sidewalk or pathway.
Curb Ramps
Many are small single curb ramps oriented at 45° to the crossing. Material at some curb ramps is exposed aggregate which can be slippery when wet.

Site Access
Non-authorized persons are entering and/or shortcutting through the site. Visitors to the site are not well guided. There are unrelated uses of the site i.e. Allan McGavin Sports Medicine Centre Physiotherapy. Bioenergy Research & Demonstration Facility, the wood fuel delivery operation requires that 50’ tractor trailer units maneuver on Lower Mall including both the east and west sidewalks. A specialized warning system is in place for when the operation is taking place.

* REC – Recommendation Letter

### 10. NEW & OTHER BUSINESS

General discussion items (list actionable items below)

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<tr>
<th>Item # (NB-yy/mm/dd-01)</th>
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| NB-2021-04-16-506      | B        | E-mail from Managing Director of Municipal
• 2021-04-16: All Municipal committee members recently received an email from Jenniffer Sheel, Director of Municipal, stating that “our time losses are climbing and we need to explore the how we might reduce injuries”. The committee agreed that this was an opportunity to look at injuries and time losses and come up with recommendations. Dale Low will form a sub-committee to discuss items such as seasonal labor, maintenance of old equipment, and the non-enforcement of | Dale Low | 2021-05 | N |
| NB-2021-04-16-505 | B | Self-Retracting Lifeline (SRL)  
• Review existing SRL in the garage shop as it is not easily accessible | Dillon Duckworth/Tamas Weidner | 2021-05 | N |
| NB-2021-04-16-504 | B | Bird Spikes Outside the CNG Bay  
• Outside the CNG bay the bird spikes are falling down. Bird spikes need to be replaced. Tamas to put in SR to have SOS fix it | Tamas Weidner | 2021-05 | N |
| NB-2021-04-16-503 | B | CAIRS  
CAIRS support and instructional downloads are now available online to assist CAIRS Administrators and Supervisors with understanding CAIRS. For continued CAIRS support, please email UBC.Cairs@ubc.ca | All | Info | E |
| NB-2021-04-16-502 | B | Substance use or Addictions  
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 [HR website](#). | All | Info | E |
| NB-2021-04-16-501 | B | Substance use or Addictions  
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 [HR website](#). | All | Info | E |
| NB-2021-04-16-500 | B | Day of Mourning – April 28  
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 [https://www.dayofmourning.bc.ca/](https://www.dayofmourning.bc.ca/) on April 28 at 10:30 am for a moment of silence and a video recognizing those we’ve lost. | All | Info | E |
| NB-2021-04-16-499 | B | **Respirator Fit Testing Course going Live April 1**  
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 [WPL](#). | All | Info | E |
|-------------------|---|-----------------|---|---|---|
| NB-2021-04-16-498 | B | **Resumption of Fire Drills**  
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 [Campus Rules](#) as occupants will be moving through common indoor spaces. To schedule a fire drill, please follow the instructions provided on page 30 of the [BERP](#). If you have any questions about conducting fire drills, email safety.programs@ubc.ca.  
*Please remember: During an actual emergency event, as stated in the [BERP Amendment](#), physical distancing is not required as the primary objective is ensure all occupants evacuate the building in an swift and orderly fashion.* | All | Info | E |

*NB – New Business*
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| NB-2020-02-12-409       | C        | **2nd Annual JOHSC Evaluation – Goal 3:**  
• Apr 16/21: Edits almost complete and Tamas Weidner will print out inserts next week. In progress.  
• 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 | 2021-05 | 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 training 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 |
### Eyewash Station at Nursery

- **Apr 16/21**: Dale Low and Lori Takenaka are finalizing the risk assessment in progress.
- **Mar 10/21**: Dale to provide update at next meeting. In progress.
- 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.”
- Lori and Dale’s assessment completed. Dale to proceed with recommendations. In progress.
- Dale and Lori to work on assessment. In progress.
- Chris Longford has completed list. Dale Low will complete risk assessment. In progress.
- Chris Longford is still preparing the list of pesticides. In progress.
- Dale is creating list of pesticides first and then will complete risk assessment. In progress.
- Dale Low will complete a risk assessment to help determine requirements for emergency washing facilities for Soft Landscape group. In progress.
- Suggested having an eyewash added to the current sink. Potential option to add another sink. Further discussion needed. In progress.
- Inspection item is under discussion. In progress
- Still looking at the feasibility of installing an eye wash station. In progress
- Looking at feasibility of installing eyewash station. In progress.
- In progress
- Looking at feasibility of installing eyewash station. In progress.
- Header house employees requested an eye wash station be installed – they currently are provided eyewash bottle (W. Kinch inspection)
11. NEXT MEETING
Date: May 12th, 2021
Time: 12:30 PM
Location: TBD

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

LEGEND

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<td>Urgent/moderate probability of re-occurrence</td>
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<td>C</td>
<td>C</td>
<td>Important/low probability of re-occurrence</td>
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<td>D</td>
<td>IP</td>
<td>Reminders</td>
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<tr>
<td>E</td>
<td>RF</td>
<td>Information</td>
</tr>
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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