



Joint Occupational Health & Safety Committee Agenda

Name of Committee: Athletics & Recreation

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

Date: May 13, 2021

Time: 9:30 am – 11:00am
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. Vote in Co-Chairs 2. Confirm Committee membership with renewal of ToR and keep up to date on the UBC Safety Committee Website 3. Improve clarity of meeting minutes and documentation of JOHSC activities
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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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gary Bartley	CUPE 116	Fields	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mike Sommer		Varsity	<input checked="" type="checkbox"/>	<input 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 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"/>
Ernest lam	Guest	<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: Brian B

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

Moved by: Becky Wilder

Seconded by: Jenny Black

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
Incident ID: 127458 Incident Date: 2021-03-16 Submission Date: 2021-03-17	C	Description <ul style="list-style-type: none"> • Aquatic centre worker hit on head by a closing door handle. Root <ul style="list-style-type: none"> • Speed of door and reduced awareness due to fatigue Corrective Action 1 <ul style="list-style-type: none"> • Reduce door closing speed Corrective Action 2 <ul style="list-style-type: none"> • Reminder to staff to call OFA for workplace injuries Resolved <ul style="list-style-type: none"> • Door closer was adjusted to reduce closing speed Root Cause Follow Up <ul style="list-style-type: none"> • 3rd 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 3rd party observer was the one that noted this. ACTION: <ul style="list-style-type: none"> • 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. 	Andy M	May 2021	C



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
		<p>Notes</p> <ul style="list-style-type: none"> Review what info is up in our work rooms. Make sure there is notification to phone OFA. If they are filling out the form they need to inform OFA. Supervisors should be phoning first aid. <p>Follow Up:</p> <ul style="list-style-type: none"> Fatigue was in the workers words 80% due to demands of a young family and 20% extra duties of work with getting a big program launched. <p>Next Step:</p> <ul style="list-style-type: none"> Awareness campaign. Linda will share an infographic on impact of fatigue on performance and cognitive ability (impairment). To be added to next newsletter and Occupational Health and Safety Boards. 			
<p>Incident ID: 127544 (127532) Incident Date: 2021-02-08 Submission Date: 2021-04-12</p>	C	<p>Description</p> <ul style="list-style-type: none"> Tennis staff rolled ankle during a lesson. Sat down, ice was brought, assisted off court and given a wheelchair to sit in. <p>Corrective Action</p> <ul style="list-style-type: none"> Remind coaches to stretch before/after programs/lessons and ensure teaching of proper technique to prevent overuse. <p>Next Step:</p> <ul style="list-style-type: none"> Get final actions taken and a few more description updates from tennis centre staff. 	Gary	June 2021	IP
<p>Incident ID: 127568 (127610) Incident Date: 2021-02-11 Submission Date: 2021-04-19</p>	C	<p>Description</p> <ul style="list-style-type: none"> Aquatic staff cut foot on grating by pool during lesson. When walking to first aid treatment, slipped and landed on shoulder. OFA attended and directed staff to get medical. Staff attended medical practitioner and was cleared to work as of March 11th. <p>Root Cause:</p> <ul style="list-style-type: none"> Initial cut led to modified gait and slip/fall 	Andy	June 2021	IP



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
		<p>Corrective Action 1:</p> <ul style="list-style-type: none"> - Apply sealant to grating to eliminate cut potential – Est. Comp 05/31 <p>Corrective Action 2:</p> <ul style="list-style-type: none"> - Place traffic cone on grating - Completed 			
<p>Incident ID: 127570 Incident Date: 2021-03-11 Submission Date: 2021-04-19</p>	C	<p>Description</p> <ul style="list-style-type: none"> - Aquatic staff bent over to get plastic ring for swim lesson. Began experiencing sharp pain in lower back. Finished lesson through injury. <p>Root Cause:</p> <ul style="list-style-type: none"> - May have been 1) De-conditioning due to month off work and shoulder rehab 2) bin sanitizing which involves working at low levels and bent posture. <p>Corrective Action 1:</p> <ul style="list-style-type: none"> - Return to work physical check. Modified duties when returning from therapy. <p>Corrective Action 2:</p> <ul style="list-style-type: none"> - Provide instructions for better posture while sanitizing bins. <p>Next Step:</p> <ul style="list-style-type: none"> - Elevate the tote onto something that can be moved to assist with any movement of the tote. - With the prior worksafe related injury we got medical clearance from physician. For future we can check with HR Return to Work for input on modified return practices. - Elevate work to the worker opposed to worker getting down. - Add a spigot to the bin in order to ease the release of the liquid. 	Andy	June 2021	IP
<p>Incident ID: 127569 Incident Date: 2021-04-09 Submission Date: 2021-04-19</p>	C	<p>Description:</p> <ul style="list-style-type: none"> - While tightening a hose clamp the screw driver slipped off the clamp and hit the aquatic workers hand. OFA was called. <p>Root Cause:</p> <ul style="list-style-type: none"> - Use of hose clamps and occasional tightening. Eliminating hose clamps would eliminate this injury. 	Andy	May 2021	C



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
		<p>Corrective Action 1:</p> <ul style="list-style-type: none"> - Replace hoses with commercial grade hoses with crimped ends instead of repairing with hose clamps. <p>Corrective Action 2:</p> <ul style="list-style-type: none"> - Purchase a nutdriver to tighten existing hose clamps instead of a screw driver. Nut drivers don't have sharp edges and are less prone to slip off. - Complete 			
<p>Incident ID: 127563 Incident Date: 2021-04-16 Submission Date: 2021-04-16</p>	C	<p>Description (Near Miss)</p> <ul style="list-style-type: none"> - When opening exit doors within ARC, doors hit a ladder set up by building ops. Staff was not on ladder at time but if they were a fall may have occurred. Staff indicated they had knocked on door a few times. Knocking wasn't heard due to fitness facility noise. This is not the first time a ladder has been placed at these doors without notice and it is a major concern as that is a main route of travel between facilities for staff and the potential fall would land on concrete. <p>Root Cause:</p> <ul style="list-style-type: none"> - Setting up ladder against a set of doors. Doors open outward and have no visibility of the hallway, no windows on doors. <p>Corrective Action:</p> <ul style="list-style-type: none"> - Signage added to all doors leading into loading bay hallway. LST contacted building ops to always notify of work scheduled within vicinity of doors. Staff will continue to open doors slowly and check for users in hallways and not hit any person/object. - Complete 	Jason	May 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)
<p>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.</p> <p><input checked="" type="checkbox"/> No actionable items noted</p>



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

Item # (Use Inspection #)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
	E	<input checked="" type="checkbox"/> War Memorial Gym <ul style="list-style-type: none"> Some high objects to bring down - C 	Becky	May 2021	C
	E	<input checked="" type="checkbox"/> UBC Aquatic Centre <ul style="list-style-type: none"> Documentation to be updated, pool safety plan. - IP Small things have been corrected during inspections. - C Found fire extinguisher annual inspections overdue, are being done 03/14/2021. Recommend for other facilities to check. 	Andy	July 2021	IP
	E	<input checked="" type="checkbox"/> Thunderbird Park, Stadium, Tennis, NSDC, Old Rugby Pavilion, Baseball NSDC <ul style="list-style-type: none"> Tidy up Camps and Softball storage area - C Minor water stains on the ceiling of the therapy clinic (RM 171), SR needed for Building Ops to investigate – C AED was stolen - IP Stadium <ul style="list-style-type: none"> Temporary fence moved to allow access to the Stadium by the gate nearest the Academic Centre. * left this on as it is an ongoing issue even though the fence was in place today. - C Items stored at height in various storage rooms & items stored at the main entrance to WSOC team room. - C Cords on the ground in the Heritage Room (from study hall) – not a serious concern since the rooms are closed due to COVID. - C 	Jenny	June 2021	IP
	E	<input checked="" type="checkbox"/> Student Recreation Centre, Bird Coop, ARC <ul style="list-style-type: none"> Clear Path Obstacles 	Jason	May 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)

	E	<input checked="" type="checkbox"/> Arena <ul style="list-style-type: none"> • Glass broken on fire extinguisher box by the Varsity dressing rooms has been removed and now extinguisher sits open. – C • Father Bauer rink area: Latch cover at bottom of door. Requires custom parts. Lock works latch cover is just visual. • Elevator sign. Ordered sign to be put up. • Storage for skate aides and pads by the Father Bauer rink is needed. • Blades to wall and Zamboni room housekeeping • Locker room TV mount • Event room, custodial room stoppers and clean up, Nasco bench to wall • April 29th: Ice program staff member was feeling light headed and slowly landed on the ice. Ambulance came CAIR filed. 	Brian	June 2021	IP
		Copies of General Inspections and LST minutes to be sent to Nico for filing on the A&R JOHSC sharepoint site			

* 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
04/08/2021	E	<ul style="list-style-type: none"> - Nico McEown – JOHSC Training – In Progress - Rastislav Kolesar – JOHSC Training – In Progress 	Nico Rastislav	June 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	May 2021	C
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 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 general JSR is in place. Position specific JSRs will be done once feedback has been received from Spring Break Camp Leaders. <p>Now that spring break camps are done Michael will consult with leaders.</p>	Michael	June 2021	IP
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 	James	June 2021	IP



8. ONGOING BUSINESS – Status of Action Items					
		<ul style="list-style-type: none"> 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. 			

* 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</p> <ul style="list-style-type: none"> Letter was sent regarding safe spaces The employer has informed a director will lead a group on this. JOHSC-Recommendation-Letter-PublicInteractionSafety012721_Feb18.pdf JOHSC Letter Response Update – April 1st <p>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</p> <ul style="list-style-type: none"> (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 <p>A worker representative from each of the location mentioned and a JOHSC member (Gary) to review the space based on the criteria list (timeline:</p>	Jason	Apr 2021	May 2021	C



9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
		<p>completed)</p> <p>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.</p> <ul style="list-style-type: none"> • 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. <p>UPDATES</p> <ul style="list-style-type: none"> - Audits completed for all spaces except Baseball - Where possible phones will be added - Camps will continue with COVID protocols post covid - What documentation needs to be provided to JOHSC to close this out? <ul style="list-style-type: none"> o Provide documentation of the audits that took place - To be included in health and safety training, every staff should go through work violence training (mandatory) <p>Aquatic Centre</p> <ul style="list-style-type: none"> - Ability to retreat is there into office, access to phone, add poster next to phone with #'s <p>SRC Lobby</p> <ul style="list-style-type: none"> - Find location for phone and poster <p>SRC BirdCoop</p> <ul style="list-style-type: none"> - Retreat Area identified as staff room behind desk 				



9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
		<ul style="list-style-type: none"> - Change the door hardware to allow locking from inside and only open from outside with key 				
		<p>ARC</p> <ul style="list-style-type: none"> - Add a phone and poster to room directly off front desk 				
		<p>WMG</p> <ul style="list-style-type: none"> - No action required 				
		<p>Boathouse</p> <ul style="list-style-type: none"> - Review is looking at reinstating gate locking system 				
		<p>Camps</p> <ul style="list-style-type: none"> - Continue to use COVID access protocols only allowing access by invitation 				
		<p>Baseball</p> <ul style="list-style-type: none"> - Reviewing that one because ops restraints have changed 				
		<p>Arena</p> <ul style="list-style-type: none"> - Phone is being added to back of Proshop 				
		<p>Tennis</p> <ul style="list-style-type: none"> - Reception admin no action required - Front Desk, phone being added to kitchen area in back of house 				
		Marking letter as complete and adding new item for June				

* REC – Recommendation Letter



10. NEW & OTHER BUSINESS

- 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
04-08-2021	C	<p>Review of JOHSC Annual Evaluation Document</p> <ul style="list-style-type: none"> - 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. - Having alternates is a good idea - 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. - Increase Awareness – Completed - Staff Contacts – Completed - Incident Reporting within 48 Hours – Completed - Ensure JOHSC members are supported by workers to attend and speak freely – Completed - Create onboarding check list for new members – Completed - Review membership and review alternates to remain quorum. – TBD - We got good marks on achieving quorum. We got marked down for not having everybody show up so alternates will help with that. - 3 Goals Set for this last Period - Cultures - Committee Memberships and Updating on JOHSC Sharepoint - We need to have everybody review and TOR voted on and approved. - 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. 	Gary Andy James	June 2021	IP



10. NEW & OTHER BUSINESS					
		<ul style="list-style-type: none"> - James to help create Boathouse LST. Minimum 2 employer reps and 2 worker reps. - Completed - Improve clarity in meeting minutes – Completed and continuing improvement - Updating Membership on Sharepoint and on ToR. - Evaluation will be on Sharepoint 			
01/02/11	C	<p>New Staff Members for JOHSC</p> <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 • 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. • Varsity Coach Worker Rep: 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 <ul style="list-style-type: none"> - 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. - Andy will be reach out in regards to orientation steps and trainings. <p>Updates</p> <ul style="list-style-type: none"> - Could be great to have student reps in LST's and it's a good opportunity for them to learn the safety culture. - The Thunderbird Athletic Council is putting their new group together and we'll see who they put forward. 	ALL	June 2021	IP



10. NEW & OTHER BUSINESS					
		<ul style="list-style-type: none"> - There is discussion around intramurals student staff, TSC athletes, and there could be a connection point there with TAC athletes and an entire student safety group. There is a seasonal aspect to how worker reps become employee reps in the summer 			
01/02/11	C	<p>Terms of Reference</p> <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 • To be sent out for committee review and vote for next meeting. • Update locations and contact list. • Add Sharepoint Links and Virtual Meeting Option. • Vote held and passed/approved. 	Gary Andy	May 2021	C
05/12/21	C	<p>Investigation of CAIRS Incidents</p> <ul style="list-style-type: none"> • Designation of Management and Worker Rep • Perhaps look into getting more alternative LST worker reps and have them trained and utilize them as much as we can. 	Jason	June 2021	IP
05/12/21	E	<p>CAIRS Training offered</p> <p>This is reminder that there is still space available for all three workshops starting next week! You can view more information and register for a workshop at https://wpl.ubc.ca/</p> <ul style="list-style-type: none"> • May 19 (AM and PM session available): CAIRS Workshop #1 – Incident Administration <ul style="list-style-type: none"> ○ This workshop will help you to use CAIRS to support unit health & safety through tracking actions and metrics. • May 26 (AM and PM session available): CAIRS Workshop #2 – CAIRS Forms <ul style="list-style-type: none"> ○ In this workshop, we run through some of the forms to fill out, understand the fields, and get a few tips and 	Gary/ Andy	May 2021	C



10. NEW & OTHER BUSINESS					
		<p>tricks to complete the report. This is good for CAIRS administrators AND those writing the report!</p> <ul style="list-style-type: none"> June 9 (AM and PM session available): CAIRS Workshop #3 – JOHSC/LST Involvement in CAIRS <ul style="list-style-type: none"> This workshop is designed to assist JOHSC and LST members to understand how they can use CAIRS to interact with an incident investigation and respective team(s). 			
05/12/21	E	<p>Ergo-Related Office Injuries There was over a 150% increase in ergo-related office injuries in 2020 (16, compared to 6 in 2019). All but one of these WSBC claims submitted in 2020 were related to WFH; prior to 2020 there were no WFH claims submitted. Make sure remote workers have a good setup and ideally ergo assessment.</p>	ALL	May 2021	C
	E	<p>Mental Health for Life Emotional well-being also includes recognizing what influences our emotions, discovering how our emotions affect the way we think or act, taking action when our emotional response isn't helpful, and learning to accept our emotions—even the difficult ones.</p>	ALL	May 2021	C

11. NEXT MEETING	
Date:	June 10 th , 2021
Time:	9:30-11:00
Location:	Zoom

12. MEETING ADJOURNED	
Time:	11:01am



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)