



Facilities Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee:	Facilities	Worker Co-Chair:	Pushpa Chopra (chair)
	Joint Occupational Health & Safety Committee		Employer Co-Chair:
Date:	June 17, 2021	Time:	1:30 pm – 2:30 pm
		Location:	ZOOM Video Conferencing

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 Central 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 Recommendation Letters (Correspondence) 10. New and Other Business 11. Next Meeting 12. Meeting Adjournment
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1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Pushpa Chopra (co-chair)	CUPE 116	Infrastructure Development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Steven Lee	AAPS	Infrastructure Development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Darren Wong	AAPS	Project Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sandi Phelan	CUPE 116	Project Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lisa Higuchi (co-chair alternate)	CUPE 116	Service Centre	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick Wong	AAPS	Facilities Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Employer Representatives	Work Location	Present	Regrets	Absent
Carmen Raiche de Araujo (co-chair)	Infrastructure Development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Francois Desmarais (co-chair alternate)	Facilities Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Guests	Work Location	Present	Regrets	Absent
Lori Takenaka	SRS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shirley Tseng	Clerk	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. DETERMINATION OF QUORUM

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

Is there quorum for this meeting <i>* If quorum is not met, the meeting does not qualify as a monthly meeting. The monthly meeting will need to be rescheduled within the same month.</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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3. APPROVAL OF PREVIOUS JOHSC MEETING MINUTES

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

<ul style="list-style-type: none"> • Move to adopt minutes. Moved by: <u>Francois Desmarais</u> Seconded by: <u>Steven Lee</u> • List amendments to minutes 		
Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

- SRS Monthly Co-Chair Email
- Draft COVID Safety Plans

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
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4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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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)

Item # (Use CAIRS Incident ID #)	Priority	Accident Type	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up Date	Status
			<ul style="list-style-type: none"> No Accident/Incidents in May 2021 			

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

Attach inspection checklist(s) and report(s) to these meeting minutes and use this table to record discussion and new recommendation(s)

Item #	Priority	Date	Discussion/Comments/Recommendations	Assigned To	Follow up Date	Status
USB Common areas/Project Services/BO 2 nd Fl offices 2020Nov-85	B	17-Jun-21	Fire Extinguisher Inspection Francois confirmed it will take some time to complete due to resources availability. In Progress.	Francois	Sep 21	IP
		20-May-21	Ongoing issue with the contractor. SR is still in progress. Francois to follow up with Scott Runquist.	Francois	Aug 21	IP
		15-Apr-21	In progress.	Francois	May/21	IP
		18-Mar-21	In progress. Francois to update at next meeting.	Francois	Apr/21	IP
		18-Feb-21	In progress.	Francois	Mar/21	IP
		21-Jan-21	Fire extinguisher inspection stickers are out of date: Location 1 – 1 st floor hallway outside of HR Offices Location 2 – 2 nd floor hallway outside of open workstations area ACME to re-certify the fire extinguishers.	Francois	Feb/21	IP
		10-Dec-20	Francois to check and update at next meeting.	Francois	Jan/21	IP
		19-Nov-20	Certification of some fire extinguishers on both the main and second floor are still to be completed. Francois to place a SR and contact Scott Runquist	Francois	Nov/20	N



6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)						
<i>Attach inspection checklist(s) and report(s) to these meeting minutes and use this table to record discussion and new recommendation(s)</i>						
Item #	Priority	Date	Discussion/Comments/Recommendations	Assigned To	Follow up Date	Status
USB – Common areas - Project Services – BO 2nd floor offices 2021Mar-89	C	17-Jun-21	Watch Your Step Sign Decal Darren to check when onsite.	Darren	Jul/21	IP
		20-May-21	In progress.	Darren	Jul/21	IP
		15-Apr-21	SR 26828 was created and assigned as per Lisa’s confirmation. In progress.	Darren	May/21	IP
		10-Mar-21	Due to the step down at the exit door (Door X) in Stair #1, a decal with warning text “Watch your step” should be applied to the inside of the door. Service Request has been submitted to get the Sign Shop to supply and install this decal.	Darren	Apr/21	N
CCP1 – Common areas – open office area 2021Mar-90	C	17-Jun-21	Watch Your Step Sign Decal Darren to check when onsite.	Darren	Jul/21	IP
		20-May-21	In progress.	Darren	Jul/21	IP
		15-Apr-21	SR 26833 was created and assigned as per Lisa’s confirmation. In progress.	Darren	May/21	IP
		10-Mar-21	Due to the step down at the exterior exit door (Door P) on the second floor, a decal with warning text “Watch your step” should be applied to the inside of the door. Service Request has been submitted to get the Sign Shop to supply and install this decal.	Darren	Apr/21	N



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	Date	Discussion/Comments/Recommendations	Assigned To	Follow Up Date	Status
ED-2020/Nov/19-01	E	Jun 17/21	<p>Carmen completed the following courses:</p> <ul style="list-style-type: none"> CAIRS WORKSHOP #2: CAIRS forms May 26, 2:00pm – 3:00pm CAIRS WORKSHOP #3: JOHSC/LST Involvement in CAIRS June 9, 11:00am – 12:00pm 	All	Aug/21	IP
		May 20/21	Francois and Carmen completed CAIRS WORKSHOP #1 May 19, 2:00pm-3:00pm	All	Jul/21	IP
		Apr 15/21	Lori recommended to look for trainings being offered in JOHSC monthly co-chairs email or mental health webinars based on each member’s impact or interest and what will be beneficial as a JOHSC committee member. Lori to discuss with Teela Narish to see if she can send out suggestions on trainings in monthly co-chair email that members can take as part of 8 hours entitled training.	Lori	Jul/21	IP
		Mar 18/21	In progress.	All	Jul/21	IP
		Feb 18/21	Francois completed 47.37 minutes of ‘Digital Eye Strain’ training.	All	Jul/21	IP
		Jan 21/21	Lori reminds members to document any safety trainings in minutes for annual audit. In progress.	All	Jul/21	IP
		Dec 10/21	Members will start training courses in 2021.	All	Jan/21	IP
		Nov 19/20	All members are recommended to have up to 8 hours annually of safety trainings courses from the following resources:	All	Dec/20	N

* ED – Education and Training



8. ONGOING BUSINESS – Status of Action Items						
Original Item #	Priority	Date	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow Up Date	Status
2021-139	E	17-Jun-21	<p>COVID Safety Plan COVID safety plan was distributed to members for review. In summary, the intension of going from 5 or 600 safety plans down to 7 safety plans is to have consistency throughout the campus and give the guidance which is applicable to our daily jobs. These 7 safety plans are quite similar but with extra lines to remind employees with cautions. Effective July 1, the safety plan goes live and mirrors BC's restart plans.</p>	All	Jul/21	IP
		20-May-21	<p>New COVID safety plan will be rolled out in preparation for students, staff and Faculty's returning to campus in September. SRS is working with Public Health, Ministry of Advanced Education and WorkSafeBC to create a new draft to simplify some restriction. Once the draft is done, it will be sent to the Executive for approval. Once it is approved, SRS will distribute to co-chairs for review. Please provide feedback once it is reviewed.</p>	All	N/A	N

9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
Item # (use Recommendation #)	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status
IR#202116973079A	E	<ul style="list-style-type: none"> • Description: <ul style="list-style-type: none"> ○ A member of the public informed WorkSafeBC regarding an unsafe condition relating to traffic control, prompting review ○ There were (0) orders issued to the University • JOHSC/LST General Learnings/Discussion Points: <ul style="list-style-type: none"> ○ Whether staff has taken an online course or has completed on-the-job training of specific tasks, it is essential that it is documented. Upon completion of in person training you can document it here that a documented record of completion as this record can serve as proof of due diligence. ○ Traffic control has specific regulatory requirements which includes that the individual needs to be trained. This means that an untrained individual cannot be assigned the task 	N/A	Apr 23/21	N/A	C



9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
Item # (use Recommendation #)	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status
		<ul style="list-style-type: none"> ○ Safe Work Procedures need to be reviewed on a regular periodic cycle to ensure they are relevant and accurate. 				
IR#202116973101A	E	<ul style="list-style-type: none"> • Description: <ul style="list-style-type: none"> ○ The report was investigated and followed up accordingly ○ WorkSafeBC confirms the receipts of the Investigation Report relating to the incident that occurred on April 16, 2021 ○ There were zero (0) orders issued to the University JOHSC/LST General Learnings/Discussion Points: <ul style="list-style-type: none"> ○ See points mentioned under IR#202116973079A above 	N/A	May 17/21	N/A	C

* REC – Recommendation Letter

10. NEW & OTHER BUSINESS						
1. General discussion items (list actionable items below)						
Item #	Priority	Date	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
2021-145	E	17-Jun-21	<u>Learning Space Safety Plan Update</u> <ul style="list-style-type: none"> • A few classrooms which are used in summer are setup Step 3 and in Step 4 by September. They will be micromanaged if necessary. LST will do all safety inspections over the summer and upload to SharePoint in September for consumption. • Some administrators sent out inspection reports of the learning space in their own buildings however it is not fit in their jurisdiction. An updated message will be included in monthly JOHSC & LST email to send out. 	Steven	N/A	Info only
2021-146	E	17-Jun-21	<u>Welcome Back: Being Aware and Taking Care</u> It's been a while since we have had an increase of activity and personnel on campus and Safety & Risk Services (SRS) would like to help you navigate this transition smoothly! Save the date to join us for a series of online sessions July 26-30 and learn about the most commonly sought information regarding safety at work, personal wellness and soft skills for a better workplace. All sessions will	N/A	N/A	Info only



10. NEW & OTHER BUSINESS

1. General discussion items (list actionable items below)						
Item #	Priority	Date	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
			also count towards a JOHSC member's entitled 8 hours of education and training. More information to come your way....stay tuned. Note: Sessions are not COVID-19 related.			
2021-147	E	17-Jun-21	<u>Go by Bike Week & Bicycle Safety</u> May 31 – June 6 is Go by Bike Week. During the week-long event, HUB Cycling encourages people to get out and ride their bikes anywhere and everywhere. Log your trips online for a chance to win great prizes, track your kilometres, and see how many greenhouse gas emissions you've saved. Safety & Risk Services has created a new section on their website regarding bicycle safety on campus including a simple 7 point inspection checklist that should be completed prior to every ride.	N/A	N/A	Info only
2021-148	E	17-Jun-21	<u>World Environment Day (June 5)</u> June 5 is World Environment Day. To do your part, make sure you understand how to properly sort waste. Test your knowledge in the " Sort it out – waste sorting game " for a chance to win a \$50 gift certificate from the bookstore.	N/A	N/A	Info only

11. NEXT MEETING

Date:	July 15, 2021
Time:	1:30 pm – 2:30 pm
Location:	ZOOM Video Conferencing

12. MEETING ADJOURNED

Time:	2:05 PM
	Primary: Carmen Raiche de Araujo
	Second: Lisa Higuchi

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

Inspection Schedule 2021

January C&CP 1 & 2 and USB	February	March C&CP 1 & 2 and USB	April	May C&CP 1 & 2 and USB	June
Worker Rep: Steven Lee Mgmt Rep: Francois Desmarais ** Exterior Area inspection	Worker Rep: Mgmt Rep	Worker Rep: Darren Wong Mgmt Rep: Carmen Raiche de Araujo	Worker Rep: Mgmt Rep	Worker Rep: Steven Lee Mgmt Rep: Francois Desmarais	Worker Rep: Mgmt Rep
July C&CP 1 & 2 and USB	August	September C&CP 1 & 2 and USB	October	November C&CP 1 & 2 and USB	December
Worker Rep: Patrick Wong Mgmt Rep: Carmen Raiche de Araujo **Exterior Area Inspection	Worker Rep: Mgmt Rep	Worker Rep: Sandi Phelan Mgmt Rep: Francois Desmarais	Worker Rep: Mgmt Rep	Worker Rep: Lisa Higuchi Mgmt Rep: Carmen Raiche de Araujo	Worker Rep: Mgmt Rep

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

- Responsible VP
- Responsible Managing Director/Dean
- All LST members
- Internal Communications Person
- Risk Management Services ubcsafety.committee@ubc.ca