



## Joint Occupational Health & Safety Committee Meeting Minutes

<b>Name of Committee:</b>	UBC Building Operations Trades Joint Occupational Health & Safety Committee	<b>Worker Co-Chair:</b>	Mike Laing (co-chair)
		<b>Employer Co-Chair:</b>	Kevin Morris (chair)
	June 8th, 2021	<b>Time:</b>	1:00 pm – 3:15 pm
		<b>Location:</b>	Zoom Teleconference

### 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 Central Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents             <ul style="list-style-type: none"> <li>• Monthly Incident List &amp; Statistical Summary Report</li> <li>• Accident/Incident Further Follow-up on Listed Incidents</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 Recommendation Letters (Correspondence)</li> <li>10. New and Other Business</li> <li>11. Follow-up Business – Status of Closed Items</li> <li>12. Next Meeting</li> <li>13. Meeting Adjournment</li> </ol>
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### 1. ROLL CALL

Worker Representatives	Association/ Union	Work Location	Present	Regrets	Absent
Jeremiah Schneider	CUPE 116	Architectural Trades – Carpentry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Todd Mullin (Alternate)	CUPE 116	Architectural Trades – Carpentry	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Jamey Griffiths	CUPE 116	Architectural Trades – Paint/Glazing/Plaster/Sign	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Domenic Pietrantonio (Alternate)	CUPE 116	Architectural Trades – Paint/Glazing/Plaster/Sign	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Curtis Spencer	CUPE 116	Electrical Trades – Electrician	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sean Brown (Alternate)	CUPE 116	Electrical Trades – Electrician	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Benjamin Scott (Alternate)	CUPE 116	Electrical Trades – Electrician	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bill Guest (co-chair)	IUOE 115	Mechanical Trades – Mechanical Maintenance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conor Hourigan	IUOE 115	Mechanical Trades – Mechanical Maintenance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sean Roe	CUPE 116	Mechanical Trades – Plumbers	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mike Soriano (Alternate)	CUPE 116	Mechanical Trades – Plumbers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michael Laing (co-chair alternate)	CUPE 116	Mechanical Trades - Sheetmetal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Kernachan (Alternate)	CUPE 116	Mechanical Trades - Sheetmetal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thomas Davis	CUPE 116	Construction Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Peter Lincoln (Alternate)	CUPE 116	Construction Office	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Employer Representatives	Work Location	Present	Regrets	Absent
Kevin Morris (co-chair)	P&P Manager, Architectural Trades	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frank Crudo (co-chair alternate)	Senior Manager, Architectural	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mike Paley	P&P Manager, Electrical Trades	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
José Teres	Manager, Construction and Planning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Denise Pearce (alternate)	Director, Trades	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Jason Wright	P&P Manager, Mechanical Maintenance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lee McCormick (alternate)	P&P Manager, Mechanical Operations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Resources/Guests	Work Location	Present	Regrets	Absent
Tariq Din	SRS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ellen Grande	Clerical (minute taker)	<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?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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## 2. DETERMINATION OF QUORUM

\* 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.

## 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: Kevin Morris Seconded by: Jeremiah Schneider

• Are the minutes approved?

Yes

No

## 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 CENTRAL ACCIDENT/INCIDENT REPORTING SYSTEM

Attach inspection checklist(s) and report(s) to these meeting minutes and use this table to record discussion and new recommendation(s)-17

Item # (Use CAIRS Incident ID #)	Priority	Date	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
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5. REVIEW CENTRAL ACCIDENT/INCIDENT REPORTING SYSTEM						
127692	B	2021-05-20	<ul style="list-style-type: none"> <li>Investigation pending.</li> </ul> <p>Worker was lifting a machine in an above walk-in cooler. The machine shifted and it pulled him off the ladder and he twisted his ankle.</p>	Jason Wright	2021	IP
127669	B	2021-05-18	<ul style="list-style-type: none"> <li>Incident discussed. No further action. Incident closed.</li> </ul> <p>The worker was driving in their work vehicle alone when their right eye started hurting, feeling like there was something in the inner corner of the eye. Worker was vacuuming an air plenum with safety glasses and mask.</p> <p><b>Root Cause:</b> There may or may not have been particulate in the workers eye. Nothing was found, however medical attention did determine there was an irritant.</p> <p><b>All Corrective Actions Complete</b></p> <p><b>Corrective Action Identified:</b> None identified</p> <p><b>Estimated Completion Date:</b> 2021-05-19</p> <p><b>Date Completed:</b> 2021-05-19</p>			C
127657 (127656)	B	2021-05-13	<ul style="list-style-type: none"> <li>Kevin Morris to follow up with Tool Crib. Incident closed.</li> </ul> <p>Worker was above a skylight on the roof. He wanted to lower the ladder down against the skylight until until it hit the lower roof. It turned out to that the ladder was not stable enough as when it reached the lower roof, the worker realized he would need to add wood to stabilize the bottom. This will now involve a manlift. He pulled the ladder back up and then went to collapse it. While attempting to collapse the ladder, it jammed. Trying to get it unjammed, the worker caught the finger of the right hand when it suddenly moved and let go.</p> <p><b>Root Cause:</b> The worker had the extension ladder fully extended laying on the roof. The worker tried to collapse the ladder by grasping one of the rungs but it was binding. The mechanism was sticky. While trying to force the ladder, the mechanism freed up and the sudden release caused their finger to get caught with a rung on the other section.</p> <p><b>Corrective Action 1</b></p> <p><b>Corrective Action Identified:</b> The older mechanism on the ladder could use maintenance or lubrication. This ladder came from the tool crib and is stored outside where it is not under cover. Upon inspection of some</p>			C



5. REVIEW CENTRAL ACCIDENT/INCIDENT REPORTING SYSTEM					
			<p>of the other shop ladders it became apparent that some of the others need that as well. Shop to look at a quarterly maintenance of the extension ladders. Safety Reps will lubricate all mechanism and wax the rails.</p> <p><b>Estimated Completion Date:</b> 2021-06-30</p> <p><b>Corrective Action 2</b></p> <p><b>Corrective Action Identified:</b> Kevin to speak to tool crib to inquire if they do maintenance on the ladders and perhaps consider storing them under cover.</p> <p><b>Estimated Completion Date:</b> 2021-06-30</p> <p><b>Corrective Action 3</b></p> <p><b>Corrective Action Identified:</b> Coach worker and also shop talk to the crew to remind them to inspect all ladders before use and lubricate, inspect the rope, or perform any other maintenance necessary.</p> <p><b>Estimated Completion Date:</b> 2021-05-26</p>		
126790	B	2020-09-08	<ul style="list-style-type: none"> <li>• John Molnar and Security have reviewed the prototype and have given their approval. They suggested using 1/4" rather than 3/16<sup>th</sup> cable with a plastic cover. Sheetmetal has ordered the cable. High risk buildings will be done first, i.e. Chan Gunn and Old Auditorium. Kevin Morris will speak with Michael Cunningham about creating a consolidated list of building. Incident closed.</li> <li>• Prototype has been installed in USB and is working well. Roofers had given their approval and Mike Cunningham will review the technical guidelines in support. At this time, he suggested waterproofing the drilled holes. Lastly, John Molnar, Security, will also review with his team.</li> <li>• Sheetmetal will begin this week on fabricating Bill Guest's prototype for locking latch from below. Trial will be conducted at USB to see if solution works. In progress.</li> <li>• Sheetmetal has sourced out fabrication. In progress.</li> <li>• Solution for help accessing the locked access hatch from ladder was discussed. Bill Guest showed a fabricated solution to undo lock from below. Bill Guest and Metal shop will work together to</li> </ul>		C



**5. REVIEW CENTRAL ACCIDENT/INCIDENT REPORTING SYSTEM**

			<p>fabricate parts and to trial one in USB. Lee McCormick to reaching out to Secure Access for their feedback/approval. Recommendation in progress.</p> <ul style="list-style-type: none"> <li>Investigation not finalized. Incident in progress.</li> <li>Frank Crudo and Todd Mullin to finalize investigation. In progress.</li> <li>Investigation on going. There was time loss. Corrective actions still required. In progress</li> </ul> <p>Employee was at the top of the ladder to the roof of the building and was working to access the locked access hatch from the ladder while leaning on the ladder cage and banged his right elbow against the cage while reaching to unlock the hatch with his keys. Employee felt some pain in his elbow but continued to work as there seemed to be no issue at the time. Employee worked the next day and by the end of the day there was pain and swelling at the right elbow. Was instructed to go to first aid but did not know to call the attendant. Employee meet with the first aid the following morning, September 10th, and was instructed to go to the hospital to have the elbow assessed.</p>			
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DID JOHSC MEMEBERS REVIEW ACCIDENT/INCIDENT STATS?	<input checked="" type="checkbox"/>
DID JOHSC MEMBERS IDENTIFY ANY TRENDS?	<input checked="" type="checkbox"/>
DID JOHSC MEMBERS MAKE ANY RECOMMENDATIONS?	<input checked="" type="checkbox"/>

**6A. REVIEW TRACKING WORKPLACE SAFETY**

	CREW 12	CREW 21	CREW 22/S	CREW 23	CREW 25	CREW 31	Follow up (Name)
MAY 2021	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
JUNE 2021	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jason Wright
JULY 2021	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
AUGUST 2021	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



**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)-17*

Item # (Use Inspection #)	Priority	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status
GI-CARP-56	B	<ul style="list-style-type: none"> <li>Kevin Morris will discuss scheduling with Jose Teres. In progress.</li> <li>COVID had postponed fire drills, but UBC Fire Life Safety and Vancouver Fire and Rescue Services have both confirmed UBC can resume scheduling of annual fire drills in occupied buildings on campus. In progress.</li> </ul>	Kevin Morris	2021-07	IP
GI-CARP-55	B	<ul style="list-style-type: none"> <li>Maintenance and Inspection logs are a work in progress. Management and Heads to complete.</li> </ul>	Kevin Morris/ Frank Crudo	2021-07	IP
GI-PAINT-52	B	<ul style="list-style-type: none"> <li>Light has not been replaced. Kevin Morris to follow up.</li> <li>In progress.</li> <li>Dry room light out. SR submitted</li> </ul>	Kevin Morris	2021-07	IP
GI-CARP-49	B	<ul style="list-style-type: none"> <li>Carpentry shop determining new location for the lockers. In progress.</li> <li>In progress.</li> <li>Lockers in the upholstery shop need to be relocated and seismically restrained.</li> </ul>	Frank Crudo	2021-07	IP
GI-CARP -42	B	<ul style="list-style-type: none"> <li>SR submitted to Utility Workers. Work in progress.</li> <li>All complete except for one ballast. In progress</li> <li>Lighting in 3 bays need to be replaced.</li> </ul>	Kevin Morris/ Frank Crudo	2021-07	IP

*GI- General Inspection*



<b>7. REVIEW EDUCATION AND TRAINING</b>					
<i>(General discussion, confirm all training is up-to-date, etc. For all actionable items please list below)</i>					
<b>Item #</b> <i>(ED-yr/mm/dd-01)</i>	<b>Priority</b>	<b>Discussion/Comments/Recommendations</b>	<b>Assigned To</b>	<b>Follow up: Date Pending</b>	<b>Status</b>
<i>E.g.</i> <i>ED-17/09/19-01</i>		<i>Enter any information relevant to required training, upcoming renewal of training, new member training, etc.</i>			
ED-21/04/13-07		<p><b>Conor Hourigan – New member.</b></p> <ul style="list-style-type: none"> <li>• <b>Conor Hourigan completed Part 1. Needs to complete Part 2A and Part 2B</b></li> <li>• Conor Hourigan elected as an alternate worker representative for Mechanical group. Sean joined April 13th, 2021 and has until September 2021 to complete UBC JOHSC 8-hour training.</li> </ul>	Conor Hourigan	2021-06	IP
ED-21/04/13-06	B	<p><b>Sean Brown – New member.</b></p> <ul style="list-style-type: none"> <li>• <b>Sean Brown completed Part 1 and Part 2B and needs to complete Part 2A.</b></li> <li>• Sean Brown elected as an alternate worker representative for Electrical group. Sean joined March 9, 2021 and has until September 2021 to complete UBC JOHSC 8-hour training.</li> </ul>	Sean Brown	2021-06	IP
ED-21/03/09-05	B	<p><b>Jeremiah Schneider – New member.</b></p> <ul style="list-style-type: none"> <li>• <b>Jeremiah Schneider completed Part 1 and Part 2A and needs to complete Part 2B</b></li> <li>• Jeremiah Schneider has completed Part 1.</li> <li>• Jeremiah Schneider elected as a worker representative for Carpentry group. Jeremiah joined March 9, 2021 and has until September 2021 to complete UBC JOHSC 8-hour training.</li> </ul>	Jeremiah Schneider	2021-06	IP
ED-21/03/09-04	B	<p><b>David Kernachan – New member.</b></p> <ul style="list-style-type: none"> <li>• <b>David Kernachan completed Part 1. Needs to complete Part 2A and Part 2B</b></li> <li>• David Kernachan elected as an alternate worker representative for Sheetmetal group. David joined March 9, 2021 and has until September 2021 to complete UBC JOHSC 8-hour training.</li> </ul>	David Kernachan	2021-06	IP
ED-21/03/09-02	B	<b>Peter Lincoln – New member.</b>	Peter Lincoln	2021-06	IP





7. REVIEW EDUCATION AND TRAINING					
		<ul style="list-style-type: none"> <li>Peter Lincoln elected as an alternate worker representative for Construction group. Peter joined March 9, 2021 and has until September 2021 to complete UBC JOHSC 8-hour training.</li> </ul>			

\* 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
<i>E.g.</i> NB-17/04/11 -811	E	<i>Add any additional relevant information pertaining to the status of this item – keep most recent information on top. If long list of details, older less pertinent information can be removed as will have already been recorded in previous minutes</i>			
NB-2021-05-11-1064	B	<p><i>Upcoming New Covid Safety Plans</i></p> <ul style="list-style-type: none"> <li><b>2021/06/08: 2021/06/08: The new UBC Covid Safety Plans are expected to be out for review this month. Stakeholders will be asked for their input and feedback. In progress.</b></li> <li>2021/05/11: Lori Takenaka advised there will be new UBC Covid Safety Plans as part of September resumption plans. New Covid Safety Plans are currently being developed right now by SRS in discussions with Public Health, Ministry of Advanced Education and WorkSafeBC. Once drafts are reviewed and approved by Executive, it will be sent to JOHSCs and stakeholders to review and provide feedback. Please note there may be a small window in which feedback can be provided. It is recommended that JOHSC members review the COVID-19 Return to Campus Primer (<a href="https://www2.gov.bc.ca/assets/gov/education/post-secondary-education/institution-resources-administration/return-to-campus-primer.pdf">https://www2.gov.bc.ca/assets/gov/education/post-secondary-education/institution-resources-administration/return-to-campus-primer.pdf</a>) and Post-Secondary Go-Forward Guidelines (<a href="https://www2.gov.bc.ca/assets/gov/education/post-secondary-education/institution-resources-administration/post-secondary-go-forward-guidelines.pdf">https://www2.gov.bc.ca/assets/gov/education/post-secondary-education/institution-resources-administration/post-secondary-go-forward-guidelines.pdf</a>)</li> </ul>	All	2021-07	IP



8. ONGOING BUSINESS – Status of Action Items						
		education/institution-resources-administration/aest_postsecgoforwardguidelines.pdf).				
NB-2021-005-11-1062	B	<p><i>Annual JOHSC Evaluation Survey</i></p> <ul style="list-style-type: none"> <li>2021/06/08: Kevin Morris will send out link again to ensure that everyone has completed the survey. Item closed.</li> <li>2021/05/11: Kevin Morris asked all committee members to complete the Annual JOHSC Evaluation Survey (<a href="https://ubc.ca1.qualtrics.com/jfe/form/SV_2ajfdT4N18O5nN3">https://ubc.ca1.qualtrics.com/jfe/form/SV_2ajfdT4N18O5nN3</a>)</li> </ul> <p>Lori Takenaka asked new members to indicate on the survey that they have just joined. Survey needs to be completed by June 11, 2021.</p>				C
NB-2021-01-12-1040B	B	<p><i>JOHSC Annual Evaluation Goal 3 Inspection Follow-ups</i></p> <ul style="list-style-type: none"> <li>2021/06/08: New Inspection Tracking Log has been added to the minutes. Item complete.</li> <li>2021/05/11: Sharepoint LST site has been updated. Each crew has their own folder. Also new Inspection Tracking Log has been added to the minutes. In progress.</li> <li>2021/04/13: Committee members will be invited to a Sharepoint training session with Amber Maret, SRS. Topics will include automated email reminders for inspections. In progress.</li> <li>2021/03/09: Further discussion required. In progress.</li> <li>2021/02/09: Recommendations to follow-up on inspections that are not received. Mike Paley will discuss with minute taker for a solution. In progress</li> </ul>				C

9. JOHSC RECOMMENDATION LETTERS & WORKSAFEBC CORRESPONDENCE						
Item # (use Recommendation #)	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status



9. JOHSC RECOMMENDATION LETTERS & WORKSAFEBC CORRESPONDENCE					
		<p><i>For all JOHSC Recommendation Letters (correspondence) make sure to refer to any applicable incident, investigations or other related occurrences by item #. DO NOT MOVE OUT OF THIS SECTION – this section is to be used to ensure employer is responding within 21 calendar days. Once correspondence is complete item can be removed. NOTE: Item # that correspondence pertains to should remain in the “Ongoing Business” and updated with any additional information until fully resolved.</i></p>			
WSR 202116973079A/ WSR202116973101A	B	<p><b>WorkSafeBC Inspection Reports (IR)</b></p> <p>Last month, an inspection report was received regarding a member of the public’s concerns around traffic control. This month, we have distributed that inspection report along with the follow up inspection report that was received regarding acceptance of UBC’s investigation into the situation. The “WSBC IR Summary” attachment provides a brief summary for the inspection report and some discussion points to consider</p> <ul style="list-style-type: none"> <li>• <b>Description:</b> <ul style="list-style-type: none"> <li>o A member of the public informed WorkSafeBC regarding an unsafe condition relating to traffic control, prompting review</li> <li>There were (0) orders issued to the University</li> </ul> </li> <li>• <b>JOHSC/LST General Learnings/Discussion Points:</b> <ul style="list-style-type: none"> <li>o 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.</li> <li>o 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</li> <li>o Safe Work Procedures need to be reviewed on a regular periodic cycle to ensure they are relevant and accurate.</li> </ul> </li> </ul>	All	n/a	N



10. NEW & OTHER BUSINESS					
• General discussion items (list actionable items below)					
Item # (NB-yy/mm/dd-01)	Priority	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
E.g.: NB-17/09/19-01	C	For new items that are not currently in “ongoing business”. Enter any relevant information regarding this item, actions to be taken, etc. If this item is not completed within the meeting, it will be moved to “Ongoing Business” for following meeting			
NB-2021-05-11-1067	C	<b>2021/06/08: Peter McLoughlin, Senior Manager, Building System Owner Mechanical, is no longer an Employer Representative for Trades JOHSC.</b>			C
NB-2021-06-08-1066	B	<b>Welcome Back: Being Aware and Taking Care</b> 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 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.	All	Info	E
NB-2021-06-08-1065	B	<b>Go by Bike Week &amp; Bicycle Safety</b> 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 <a href="#">online</a> 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 <a href="#">website</a> regarding bicycle safety on campus including a simple 7 point inspection checklist that should be completed prior to every ride.	All	Info	E



NB-2021-06-08-1064	B	<b>World Environment Day (June 5)</b> June 5 is World Environment Day. To do your part, make sure you understand how to properly sort waste. Test your knowledge in the <a href="#">"Sort it out – waste sorting game"</a> for a chance to win a \$50 gift certificate from the bookstore.	All	Info	E
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\*NB – New Business

<b>11. FOLLOW-UP BUSINESS – Status of Action Items</b>					
Original Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
Inspection Incident 127160	B	<ul style="list-style-type: none"> <li>Lee McCormick and Michael Cunningham are looking at a few options to avoid slippery roof tops. One option is an elevated rubber mat with holes, which will allow water to drain and not pool. In progress.</li> <li>Signs have been made. Alternative ideas were discussed, i.e. rubber paving or heated flooring. Kevin Morris will contact Michael Cunningham for more information. In progress.</li> <li>Michael Cunningham advised that Salts, de-icers, and sand should not be used on roofs. Rock salt is corrosive to metals (i.e. drains and plumbing), and the pellets can be ground into the roofing membrane causing breeches which can void our warranty. Sand can contribute to drain blockages. The salt/de-icer can also be hard on concrete pavers on walkways, and may not be good for the watershed. Lee McCormick and Michael Cunningham are in discussion to find alternative solutions. In progress.</li> <li>Ice Melt available on rooftop and needs to be applied to surfaces where needed to preventative slips or falls. Lee McCormick to finalize CAIRS report.</li> </ul> <p>20/12/23: The O.E was heading to the Mechanical Boiler room on the Pharmacy rooftop to do the daily checks. He slipped and fell on ice just outside the north facing entrance door to the roof. The O.E fell onto his back closer to his left side.</p>	Kevin Morris	2021-07	IP



		<p>He hit his leg on the corner of the wall. The O. E's shoulder, back, neck on his left side all hurt from when he hit the ground. He also says that he hit his head but no pain there at the moment.</p> <p><b>Root Cause:</b> Black Ice on Rooftop due to cold weather</p>			
NB-2020-12-08-1028	B	<p><i>Asbestos Notification Planon</i></p> <ul style="list-style-type: none"> <li>21/01/12: To bolster functionality updates to Asbestos Notification will take place in Stream 2 of Planon. Review in August</li> <li>2020/12-08: Bill Guest asked how detailed is the asbestos notification in Planon. Committee advised that Planon flags the building only. Further details of specific rooms are not available at this time. It was suggested that in the New Year the committee invite a guest speaker from Planon to discuss about future functionality of Planon. In the interim follow guidelines in place.</li> </ul>	Kevin Morris	2021-08	IP
NB-19/07/07-939	B	<p><i>Radio Dead Zones</i></p> <ul style="list-style-type: none"> <li>21/05/11: Reception was improved, however, no feedback about poor reception areas in LSC.</li> <li>21/04/13: Mike Paley wants to hear feedback on any issues regarding the newly installed antennas at LSC. To date he has heard nothing back from any crew. In progress.</li> <li>21/03/09: Two new antennas installed at Life Sciences. Item to be crew talked. Crews are asked to assess reception and report any issues back to their Heads. Item to be reviewed in a couple of months when RFP for Repeater is complete. In progress.</li> <li>21/02/09: UBC Radio Committee met and identified 2 radio system owners. Technical owner is IT Services and functional owner is SRS. Stephen Lamb, IT Services and Danny Smutylo, SRS are co-chairs of the committee.</li> <li>21/01/12: Mike Paley sent 21-day recommendation letter to John Metras on December 9<sup>th</sup>, 2020. John Metras replied on December 17<sup>th</sup>, 2020 as follows: JOHSC recommendations <ul style="list-style-type: none"> <li>Define who is responsible for campus radio infrastructure (system owner)</li> <li>University radio committee: <ul style="list-style-type: none"> <li>Reinitiate the UBC radio committee;</li> <li>Appoint a new chair to the committee;</li> </ul> </li> </ul> </li> </ul>	Mike Paley	2021-07	IP



		<ul style="list-style-type: none"><li>○ Create terms of reference for the committee;</li><li>○ Record areas on campus requiring radio reception upgrade;</li><li>○ Create project to add another repeater site to campus; and,</li><li>○ Create a plan for continuous improvement of radio reception on campus.</li></ul> <p><b>Employer Response:</b></p> <p>The recommendation is accepted. The process to reinitiate the UBC Radio Committee and confirm the system owner for campus radio infrastructure is underway. The first committee meeting will be scheduled to take place before February 12, 2021. Confirmation of the system owner will be targeted prior to the first meeting of the Committee.</p> <p>JOHSC is satisfied with the employer’s response and will wait to see recommendations be implemented. Committee agreed to keep this in “Follow-Up Business”.</p> <ul style="list-style-type: none"><li>● 20/12/08: Committee reviewed a draft of the 21-day recommendation letter for upgrades to radio dead zones on campus. There was consensus among committee to forward the letter to John Metras, Vice President of Facilities in the New Year. In progress.</li><li>● 20/11/10: Mike Paley has started the draft 21-day recommendation letter. He highlighted that he has support for taking the action from Ed Lin, CC&amp;P and Fire Marshall. In progress.</li><li>● 20/10/13: Due to lack of response from BC Comm Mike Paley and Todd Mullin will escalate and write a 21-day recommendation letter to John Metras for assistance.</li><li>● 20/09/08: Date to be set for meeting with UBC IT.</li><li>● 20/08/11: Mike Paley to follow up and advised next on the details of UBC IT/AV taking on the responsibility of communicating with BC Comm</li><li>● 20/07/14: UBC IT will take on the responsibility for communicating with BC Comm as Building Ops has had no response.</li><li>● 20/02/12: For better reception BC Comm has recommended a 2-repeater model to be located at Orchard and Brock. LSC upgrade is</li></ul>			
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		<p>now waiting for a quote. Also, Marine repeater to be moved to Orchard.</p> <ul style="list-style-type: none"> <li>• 20/01/14: Review Radio Dead Zones next month</li> <li>• 19/11/12: Mike Paley met with BC Com to move or spread out repeaters on campus. If not a fix, will have to look at investing in upgrades. Follow up in three months.</li> <li>• 19/10/08: Darko Jelic, Mike Paley and a representative for the Campus are in discussion. Ongoing.</li> <li>• 19/09/10: Marine tower was upgraded. No single owner for radio coverage due to multiple groups/jurisdiction. At present, Bops doesn't have a funding model in place. Darko Jelic has been assigned to prioritize what needs to be upgraded. Committee agreed that they have discussed and action is now with Darko Jelic to prioritize. Committee agreed to follow up on this item to ensure it is effective.</li> </ul>			
NB-19/04/09-929	B	<p><i>Working Alone APP</i></p> <ul style="list-style-type: none"> <li>• 21/03/09: Soft Launch for UBC Safe Vancouver APP completed, which included COVID daily self-assessment, but did not include Working Alone feature. Next phase is to include Working Alone into the APP and hoping for launch in September 2021. In progress.</li> <li>• 21/01/12: Soft launch end of January. Covid self-assessment will be added. Review in March 2021.</li> <li>• 20/12/08: Trial Phase nearing completion in the New Year.</li> <li>• 20/11/10: Trial phase nearing completion, App will be available to all in the new year.</li> <li>• 20/10/13: SRS is asking for volunteers to trial new app. Those interested, email safety.programs@ubc.ca. Soft launch now aimed for mid-November</li> <li>• 20/09/08: SRS will be pursuing Armor App. App covers: Safety (working alone, incident reporting, CAIRS reporting, etc.), Command Centre (Crisis Management Team), Emergency mass notification. Soft launch with SRS group for September/October. University launch will be at a later date.</li> <li>• 20/06/09: Michael Smith's trial of Armor App is complete and resulted in further recommendations that were forwarded to Armor App. At this time, not planning on launching another pilot until recommendations are implemented. SRS has desire to bundle all UBC AppArmor products into 1</li> </ul>	Lori Takenaka	2021-09	IP





		<p>project, but in discussion only at this time. SRS will be reviewing this summer. Item will be revisited in September 2020.</p> <ul style="list-style-type: none"> <li>• 20/02/12: Michael Smith Lab is now piloting App Armor. SRS is waiting for initial feedback from them and will decide next steps after. The committee agreed to follow-up in June/July 2020.</li> <li>• 19/09/10: The status of a potential University-wide Working Alone app is currently being reviewed by SRS.</li> </ul>			
NB-18-06-12-873	B	<p><i>Prescription Safety Eyewear</i></p> <ul style="list-style-type: none"> <li>• <b>21/06/08: Prescriptions for the safety eyewear have been sent to the lab. It will take approximately two months for them to be made. In progress.</b></li> <li>• 21/05/11: The Prescription Safety Eyewear Program is up and running. Have 9 participants in the trial program. The program can accommodate up to 16 participants. Committee to share with their respective crews.</li> <li>• 21/04/13: Mike Paley has completed the article for the Building Ops Newsletter and it will be posted next week. The article will also be discussed at crew talks. In progress.</li> <li>• 21/03/09: Mike Paley to send out information regarding the Prescription Safety Eyewear in the April newsletter. In progress.</li> <li>• 21/02/09: Purchase Order completed. Mike Paley will send out information regarding the program in the March Newsletter. In progress.</li> <li>• 21/01/12: Waiting for purchase order to be complete. In progress</li> <li>• 20/12/08: Purchase Order needs to be completed at which time Mike Paley will carry through implementing procedures for receiving and trialing eyewear. In progress.</li> <li>• 20/11/10: Mike Paley has contacted Hoi Ying to engage BC Optometry to go forward. In progress</li> <li>• 20/10/13: Service contracts have been delayed by Planon. Mike Paley will contact Hoi Ying, Contract Manager later next month. In progress.</li> <li>• 20/09/08: Met with BC Optometry representative to review eyewear options. Mike Paley will take information to Hoi Ying, Contract Manager, to procure. There will be basic and add-on options available to workers.</li> <li>• 20/08/11: Working group recently met and recommended that a second meeting be held with the BC Optometry group. Mike Paley will schedule meeting before next JOHSC meeting. In progress</li> </ul>	Mike Paley	2021-08	IP



		<ul style="list-style-type: none"> <li>• 20/07/14: Mike Paley will send invite to the sub-committee to resume discussion on the implementation of prescription safety eyewear. In progress.</li> <li>• 20/06/09: With proposed changes to allow the re-opening of Optometry services the Sub-Committee will re-convene meetings for the Prescription Safety Eyewear program in July. In progress.</li> <li>• 20/04/14: Due to COVID 19 the Prescription Safety Eyewear program is on</li> <li>• 20/03/10: Mike Paley will lead the pilot for the prescription safety eyewear. Subcommittee will meet March 18<sup>th</sup>. Item has been condensed (June 2018 to Oct 2019). In progress. In progress.</li> <li>• 20/02/12: Jose Teres to schedule meeting with Bill Guest, Todd Mullin, Domenic Pietrantonio, Mike Devolin and Lori Takenaka. The agenda will be the logistics of implementing the prescription safety eyewear program.</li> <li>• 20/01/14: Mike Paley will follow-up with Jose Teres regarding the pilot project for prescription safety eyewear.</li> <li>• 19/12/10: Jose to set up meeting with sub-committee, BC Doctors of Optometry and Michelle McArthur. Once sub-committee has established guidelines (e.g. qualification requirements, \$120 maximum per person, etc.), the pilot will be broadcasted to all trade crews. In progress.</li> <li>• 19/11/12: Jose received updated price list and contract. Committee agreed a sub-committee be struck to meet with BC Doctors of Optometry to discuss details and logistics. Jose Teres to set up meeting with BC Doctors of Optometry and Jose Teres, Mike Paley, Mike Devolin, Bill Guest and Lori Takenaka to meet to discuss. After meeting sub-committee to determine best way to determine who can take part and promote</li> </ul>			
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**Monthly Distribution and Posting of Approved Meeting Minutes (Required):**

- Responsible VP
- Responsible Managing Director/Dean
- All JOHSC members
- CUPE 116 and IUOE115
- Safety and Risk Services – [ubcsafety.committee@ubc.ca](mailto:ubcsafety.committee@ubc.ca)



### 12. NEXT MEETING

Date:	July 13th , 2021
Time:	1:00– 3:15 pm
Location:	To be determined

### 13. MEETING ADJOURNED

Time:	2:06 p.m.
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<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