



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee:	UBC Building Operations Trades Joint Occupational Health & Safety Committee	Worker Co-Chair:	Bill Guest – (chair)
		Employer Co-Chair:	Frank Crudo (co-chair)
	July 13th, 2021	Time:	1:00 pm – 3:15 pm
		Location:	Zoom Teleconference

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 • Accident/Incident Further Follow-up on Listed Incidents 	<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. Follow-up Business – Status of Closed Items 12. Next Meeting 13. Meeting Adjournment
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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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mike Soriano (Alternate)	CUPE 116	Mechanical Trades – Plumbers	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Thomas Davis	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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Frank Crudo (co-chair alternate)	Senior Manager, Architectural	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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	Senior Manager, Mechanical	<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
Lori Takenaka	SRS	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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: Mike Paley Seconded by: Bill Guest

• Are the minutes approved? Attendance reviewed and corrected.

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						
127739	B	2021-06-02	<ul style="list-style-type: none"> Incident was discussed. No further action. Incident closed. <p>The employee aggravated an old injury from last year by stepping off an edge oddly. Was working on the MOA roof cleaning up when they went to walk and get a piece of equipment and they tweaked their knee slightly. The employee's knee was somewhat sore after this event and became worse as the day progressed. Employee discussed this with his supervisor who mentioned that they should go to first aid which the employee did. Employee was directed by First Aid to remain at work and self-monitor for the rest of the day.</p> <p>Root Cause: Root cause is that employee was stepping on a roofing surface which may have contributed to a slight stumble which caused a slight twisting to the knee and caused the soreness</p> <p>All Corrective Actions Complete</p> <p>Corrective Action Identified: Crew Talk Item - Remind the employee and crew to pay attention to footing when walking on roof tops and other uneven surfaces. Remind all employees on the need to be aware of their footing and move slowly when walking on non-typical surfaces.</p> <p>Estimated Completion Date: 2021-06-15</p> <p>Final Actions Taken: Crew Talk</p> <p>Date Completed: 2021-06-15</p>			C
127792	B	2021-06-14	<ul style="list-style-type: none"> Incident was discussed. SR submitted pending budget allocation. Incident closed. <p>The worker was attempting to access the 6-foot ladder that was stored inside the vehicle. The ladder was stored mounted to the roof with bungee cords and through the cutout in the front cab. The worker was inside the right-side door of the vehicle to release the bungee that was securing the ladder. During this process the worker struck the left elbow on either the corner of the rack or the mounted nut driver set. The worker reported the incident to the supervisor at the end of the day.</p> <p>Root Cause: The root cause was the difficulty of accessing the ladder.</p> <p>Corrective Action Identified: Change roof rack configuration to accommodate 2 roof mounted ladders.</p> <p>Estimated Completion Date: 2021-11-26</p>			C



5. REVIEW CENTRAL ACCIDENT/INCIDENT REPORTING SYSTEM						
127807 (127808)	B	2021-06-18	<ul style="list-style-type: none">Incident discussed. Refer to New Business Item on Policy and Procedure for Hot Works and Dust. Incident closed. <p>UBC Roofers were assisting with exploratory roof cut tests on UBC Thea Koerner House and addition. Before performing a cut test on the roof (opening about 16" by 16" or less), an area was degranulated to avoid excess heat to the area when making it water tight. After the roof was opened and examined by the consultants the membrane was replaced to provide a stable area. During the application of the patch over one of the openings above level two of the TKH Addition, the exposed insulation material in the area of the cut test did catch fire momentarily. The following are steps that were taken from that point and photos are attached.</p> <ol style="list-style-type: none">The UBC roofer patted out the flames and then used a fire extinguisher (dry) to the area concerned.The area of concern was left open for monitoring purposes.The hole was later patched to make a watertight seal.The interior space was inspected to look for any signs of smoke. No smoke was found.The Project Manager advised the FM by phone.The Architectural Technical Specialist who was also on site brought the issue to the attention of the Architectural Manager, UBC SRS and UBC FLS.The area was monitored after hours by the evening shift. <p>Root Cause: The root cause can be contributed to the small size of the roofing patch and the need for an open flame to heat up the roofing patch material in order to create a water tight repair.</p> <p>Corrective Action Identified: Investigate the ability to use a smaller size torch in order to better control the flame when working on the last side of the water tight repair.</p> <p>Estimated Completion Date: 2021-07-09</p> <p>Final Actions Taken: We spoke to the roofer and determined that he was using the smaller torch (what they call a detail torch). We also determined that we may be able to add a two-step approach to these repairs by using a small piece of peel and stick roofing material to cover</p>			C



5. REVIEW CENTRAL ACCIDENT/INCIDENT REPORTING SYSTEM						
			<p>the initial opening and then use a larger torch down roofing material to cover the patched opening and create a water tight repair. Checked with the Architectural Technical specialist who confirmed that this will still offer a proper and acceptable repair method for these situations that will help avoid any flame penetration into the opening.</p> <p>Date Completed: 2021-07-05</p> <p>Corrective Action Identified: Look to have the Hot Work and Dust policy reviewed and approved by the JOSH Committee</p> <p>Estimated Completion Date: 2021-07-13</p> <p>Corrective Action Identified: Discuss with worker and crew talk the need for a dedicated fire watch when performing any repair work that requires an open flame or extreme heat with the potential for fire in advance of the formal policy review and approval.</p> <p>Estimated Completion Date: 2021-07-06</p> <p>Final Actions Taken: This was crew talked and we introduced the need for a Fire Watch when doing any kind of Hot Work inside or outside a building while we wait for the official policy on Hot Work and Dust to be finalized.</p> <p>Date Completed: 2021-07-06</p>			
127845	B	2021-06-30	<ul style="list-style-type: none"> Incident discussed. No further actions. Incident closed. <p>Worker was working with EMT. Worker held up workpiece with one hand. The workpiece slipped and came forward, hitting the worker in the forehead.</p> <p>Root Cause: Work piece wasn't controlled while working.</p> <p>All Corrective Actions Complete</p> <p>Corrective Action Identified: Discussed securing workpiece.</p> <p>Estimated Completion Date: 2021-07-09</p> <p>Final Actions Taken: Conversation with safety rep worker.</p> <p>Date Completed: 2021-06-30</p>			C
127692	B	2021-05-20	<ul style="list-style-type: none"> Bill Guest will follow up with Lee McCormick regarding better approach of lifting equipment into tight spaces. In progress. Investigation pending. <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>	Bill Guest/ Lee McCormick	2021-08	IP



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/31/S	CREW 23	CREW 25	FOLLOW UP
MAY 2021	<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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
JULY 2021	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
AUGUST 2021	<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)					
<i>Attach inspection checklist(s) and report(s) to these meeting minutes and use this table to record discussion and new recommendation(s)-17</i>					
Item # (Use Inspection #)	Priority	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status
GI-ELECTRICAL-62	B	<ul style="list-style-type: none"> Overgrown vegetation at back gate. Submitted Work Tag #48615 to Garden shop to attend. 	Curtis Spencer	2021-08	N
GI-PAINT-61	B	<ul style="list-style-type: none"> Materials in walkway. Recommend to remove materials and find a place to store. 	Jamey Griffiths	2021-08	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)					
GI-PAINT 60	B	<ul style="list-style-type: none"> Paint cans loose in back of van. Recommend securing with rack shelving or make/buy a tray holder for the cans. 	Jamey Griffiths	2021-08	N
GI-PAINT-59	B	<ul style="list-style-type: none"> Fire extinguisher in paint shop due for inspection 	Jamey Griffiths	2021-08	N
GI-PAINT-58	B	<ul style="list-style-type: none"> Light out in Glazing shop. It has been tagged for repairs. Need update when repair will happen 	Jamey Griffiths	2021-08	N
GI-CARP-57	B	<ul style="list-style-type: none"> Shop floors need to be swept clean. Schedule shop cleanup for Friday July 9th. Completed. 			C
GI-CARP-56	B	<ul style="list-style-type: none"> Kevin Morris will discuss scheduling with Jose Teres. In progress. 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. 	Kevin Morris	2021-08	IP
GI-CARP-55	B	<ul style="list-style-type: none"> Maintenance and Inspection logs are a work in progress. Management and Heads to complete. 	Kevin Morris/ Frank Crudo	2021-08	IP
GI-PAINT-52	B	<ul style="list-style-type: none"> Light has not been replaced. Kevin Morris to follow up. In progress. Dry room light out. SR submitted 	Kevin Morris	2021-08	IP
GI-CARP-49	B	<ul style="list-style-type: none"> Carpentry shop determining new location for the lockers. In progress. In progress. Lockers in the upholstery shop need to be relocated and seismically restrained. 	Frank Crudo	2021-08	IP



6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
GI-CARP -42	B	<ul style="list-style-type: none"> SR submitted waiting on parts. SR submitted to Utility Workers. Work in progress. All complete except for one ballast. In progress Lighting in 3 bays need to be replaced. 	Kevin Morris/ Frank Crudo	2021-08	IP

GI- General Inspection

7. REVIEW EDUCATION AND TRAINING					
(General discussion, confirm all training is up-to -date, etc. For all actionable items please list below)					
Item # (ED-yr/mm/dd-01)	Priority	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status
<i>E.g.</i> ED-17/09/19-01		<i>Enter any information relevant to required training, upcoming renewal of training, new member training, etc.</i>			
ED-21/04/13-07		Conor Hourigan – New member. <ul style="list-style-type: none"> Conor Hourigan completed Part 1. Needs to complete Part 2A and Part 2B 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. 	Conor Hourigan	2021-06	IP
ED-21/04/13-06	B	Sean Brown – New member. <ul style="list-style-type: none"> Sean Brown completed Part 1 and Part 2B and needs to complete Part 2A. 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. 	Sean Brown	2021-06	IP
ED-21/03/09-05	B	Jeremiah Schneider – New member. <ul style="list-style-type: none"> Jeremiah Schneider completed Part 1 and Part 2A and needs to complete Part 2B Jeremiah Schneider has completed Part 1. 	Jeremiah Schneider	2021-06	IP



7. REVIEW EDUCATION AND TRAINING					
		<ul style="list-style-type: none"> 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. 			
ED-21/03/09-04	B	<p>David Kernachan – New member.</p> <ul style="list-style-type: none"> David Kernachan completed Part 1. Needs to complete Part 2A and Part 2B 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. 	David Kernachan	2021-06	IP
ED-21/03/09-02	B	<ul style="list-style-type: none"> Peter Lincoln no longer worker rep for JOHSC. Closed. 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. 			C

* 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
E.g. 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"> 2021-07-13: A new Mandatory Training '<u>UBC Go Forward COVID-19 Safety Planning Training</u>' must be completed by all faculty & staff currently working on campus or returning to campus. This course replaces the previous "Preventing COVID-19 Infection in the Workplace" course, and must be completed even if you have taken the previous course. This course consists 1 x 20 min online module followed by a quiz. <p>This new course provides a general overview of:</p> <ol style="list-style-type: none"> UBC's Go Forward Plan and how it aligns with the BC Restart Plan 			C



8. ONGOING BUSINESS – Status of Action Items					
		<p>2. New approach to Step 3 UBC wide COVID-19 Safety Plans</p> <p>3. Planning for Events and Gatherings</p> <p>4. Alignment with Sector Guidelines</p> <p>Take the course on the Workplace Learning (WPL) website: https://wpl.ubc.ca/browse/srs/courses/wpl-srs-gfsp</p> <ul style="list-style-type: none">• 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.• 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 (https://www2.gov.bc.ca/assets/gov/education/post-secondary-education/institution-resources-administration/return-to-campus-primer.pdf) and Post-Secondary Go-Forward Guidelines (https://www2.gov.bc.ca/assets/gov/education/post-secondary-education/institution-resources-administration/aest_postsecgoforwardguidelines.pdf).			



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
		<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>				
<i>WSR-2021-07-13-01</i>	C	WorkSafeBC Enews As JOHSC and LST members, it may be of interest to you to subscribe to WorkSafeBC’s Enews – a monthly enews that outlines the latest changes to the Occupational Health and Safety Regulation, guidelines and policies. It also includes information on new workplace health and safety resources, initiatives, and events. You can also subscribe for additional items like industry-specific enews, recent work-related incidents, research services updates, and more. Visit Enews to subscribe.	All	n/a	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			



<p>NB-2021-07-13-1069</p>	<p>A</p>	<p><i>Policy and Procedure, Hot Works and Dust</i></p> <ul style="list-style-type: none"> 2021-07-13: Frank Crudo presented a draft of Policy and Procedures, Hot Works and Dust. Frank Crudo will ask Kevin Morris to distribute to all committee members to review and give feedback for next JOHSC meeting. Mike Paley also referred to IB-21 Welding and Cutting as additional source of information. 	<p>Frank Crudo</p>	<p>2021-08</p>	<p>N</p>
<p>NB-2021-07-13-1068</p>	<p>B</p>	<p>Welcome Back: Being Aware and Taking Care Last month, SRS introduced an online event being hosted July 26-30: Welcome Back: Being Aware and Taking Care. Following BC’s Restart Plan the university will see increased on-campus activity and the event is aimed at supporting this transition. A webpage for the event has been created and details all the sessions and a short description. Note: The sessions are non-COVID-19 related. Majority of the sessions are hosted on the WPL website under the new topic “Welcome Back: Being Aware and Taking Care” - https://wpl.ubc.ca/?query=WEBK. Two of the sessions, “5 steps to remove yourself from workplace drama” and “Having Difficult Conversations” are weblinks off the SRS website. All sessions will be available post July 30.</p> <p>To facilitate a discussion at your meeting, I’ve attached a pdf of all the sessions with their descriptions. Majority of the sessions are strictly online but 5 of them are live sessions. Of these 5 live sessions, we have 2 guest speakers speaking on “Safety is not Common Sense” and “Mental Health 101: Foundational Elements to building a Mental Fitness Plan.” Registration for the guest speakers is open and registration for the remaining live sessions will start July 5 the latest. If you are unable to attend the live sessions for the guest speakers, they will be recorded and available to view at a later date.</p>	<p>All</p>	<p>Info</p>	<p>E</p>



		<p>The remainder of the sessions will be available for enrollment on July 26. Sessions range from 5 min to 60 min. Since there are a lot of sessions to choose from, we recommend that as a committee or team, you divide and conquer! Have different members take different sessions and share the knowledge at your next meeting. Having said that, if possible, block a day off in your calendar that week to take some of the sessions that interest you the most! Remember that all sessions count towards a JOHSC members entitled 8 hours of training.</p> <p>This event is open to all UBC staff and faculty and is not limited to JOHSC/LST members so please spread the word! A communications toolkit can be found here early in the week of June 28 and can be used by your internal comms team to communicate within your department/portfolio.</p>			
NB-2021-07-13-1068	B	<p>BC Heat Wave As summer has just began and we're in midst of a heat wave, it's a good time to refresh our memories on the signs and symptoms of any heat related illnesses. See attached pdf for common signs and symptoms and the relevant actions to take. Further information can be found on the SRS Website.</p>	All	Info	E
NB-2021-07-13-1067	B	<p>Inspection of GTS Classrooms covered under Facilities JOHSC Did you know that approximately 350 classrooms spread throughout 40 different buildings receive an annual Safety Inspection through the Classroom Local Team, reporting up through the Facilities JOHSC? If your LST or JOHSC normally inspects classrooms, please double check the list to avoid duplication of work. Any classroom listed on the link provided will be covered through the Classroom LST: https://learningspaces.ubc.ca/find-space</p>	All	Info	E



*NB – New Business

11. FOLLOW-UP BUSINESS – Status of Action Items					
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"> 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. 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. Michael Cunningham advised that Salts, deicers, 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-ice 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. 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. <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. 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>Root Cause: Black Ice on Rooftop due to cold weather</p>	Kevin Morris	2021-10	IP



<p>NB-2020-12-08-1028</p>	<p>B</p>	<p><i>Asbestos Notification Planon</i></p> <ul style="list-style-type: none"> • 21/07/13: SRS Asbestos Management Program (Tariq Din, Guy Champagne) in collaboration with Hayley MacDonald have implemented the criteria for asbestos identification of common materials, e.g., drywall taping compound, mechanical insulation, floor tiles etc., at the building level in Planon. Item closed. • 21/01/12: To bolster functionality updates to Asbestos Notification will take place in Stream 2 of Planon. Review in August • 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. 			<p>C</p>
<p>NB-19/07/07-939</p>	<p>B</p>	<p><i>Radio Dead Zones</i></p> <ul style="list-style-type: none"> • 21/07/13: Better reception overall on campus. No further updates on radio dead zones until after the construction of the second repeater phase two years from now. Item to be closed and open for discussion at a later date. Closed. • 21/05/11: Reception was improved, however, no feedback about poor reception areas in LSC. • 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. • 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. • 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. • 21/01/12: Mike Paley sent 21-day recommendation letter to John Metras on December 9th, 2020. John Metras replied on December 17th, 2020 as follows: JOHSC recommendations 			<p>C</p>



		<ul style="list-style-type: none">• Define who is responsible for campus radio infrastructure (system owner)• University radio committee:<ul style="list-style-type: none">○ Reinitiate the UBC radio committee;○ Appoint a new chair to the committee;○ Create terms of reference for the committee;○ Record areas on campus requiring radio reception upgrade;○ Create project to add another repeater site to campus; and,○ Create a plan for continuous improvement of radio reception on campus. <p>Employer Response: 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">• 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.• 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&P and Fire Marshall. In progress.• 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.• 20/09/08: Date to be set for meeting with UBC IT.• 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			
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		<ul style="list-style-type: none"> • 20/07/14: UBC IT will take on the responsibility for communicating with BC Comm as Building Ops has had no response. • 20/02/12: For better reception BC Comm has recommended a 2-repeater model to be located at Orchard and Brock. LSC upgrade is now waiting for a quote. Also, Marine repeater to be moved to Orchard. • 20/01/14: Review Radio Dead Zones next month • 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. • 19/10/08: Darko Jelic, Mike Paley and a representative for the Campus are in discussion. Ongoing. • 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. 			
NB-19/04/09-929	B	<p><i>Working Alone APP</i></p> <ul style="list-style-type: none"> • 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. • 21/01/12: Soft launch end of January. Covid self-assessment will be added. Review in March 2021. • 20/12/08: Trial Phase nearing completion in the New Year. • 20/11/10: Trial phase nearing completion, App will be available to all in the new year. • 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 • 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. 	Lori Takenaka	2021-09	IP



		<ul style="list-style-type: none"> 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 project, but in discussion only at this time. SRS will be reviewing this summer. Item will be revisited in September 2020. 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. 19/09/10: The status of a potential University-wide Working Alone app is currently being reviewed by SRS. 			
NB-18-06-12-873	B	<p><i>Prescription Safety Eyewear</i></p> <ul style="list-style-type: none"> 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. 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. 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. 21/03/09: Mike Paley to send out information regarding the Prescription Safety Eyewear in the April newsletter. In progress. 21/02/09: Purchase Order completed. Mike Paley will send out information regarding the program in the March Newsletter. In progress. 21/01/12: Waiting for purchase order to be complete. In progress 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. 20/11/10: Mike Paley has contacted Hoi Ying to engage BC Optometry to go forward. In progress 20/10/13: Service contracts have been delayed by Planon. Mike Paley will contact Hoi Ying, Contract Manager later next month. In progress. 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. 	Mike Paley	2021-08	IP



		<ul style="list-style-type: none">• 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• 20/07/14: Mike Paley will send invite to the sub-committee to resume discussion on the implementation of prescription safety eyewear. In progress.• 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.• 20/04/14: Due to COVID 19 the Prescription Safety Eyewear program is on• 20/03/10: Mike Paley will lead the pilot for the prescription safety eyewear. Subcommittee will meet March 18th. Item has been condensed (June 2018 to Oct 2019). In progress. In progress.• 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.• 20/01/14: Mike Paley will follow-up with Jose Teres regarding the pilot project for prescription safety eyewear.• 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.• 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			
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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

12. NEXT MEETING	
Date:	August 10th , 2021
Time:	1:00– 3:15 pm
Location:	To be determined

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

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