



## Facilities Joint Occupational Health & Safety Committee Meeting Minutes

<b>Name of Committee:</b>	Facilities	<b>Worker Co-Chair:</b>	Pushpa Chopra
	Joint Occupational Health & Safety Committee		<b>Employer Co-Chair:</b>
<b>Date:</b>	July 15, 2021	<b>Time:</b>	1:30 pm – 2:30 pm
		<b>Location:</b>	ZOOM Video Conferencing

### 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> </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. Next Meeting</li> <li>12. Meeting Adjournment</li> </ol>
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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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Resources/Guests	Work Location	Present	Regrets	Absent
Tariq Din	SRS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lori Takenaka	SRS	<input type="checkbox"/>	<input checked="" 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)*

- Move to adopt minutes. Moved by: Pushpa Chopra Seconded by: Sandi Phelan
- List amendments to minutes

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

- SRS Monthly Co-Chair Email

### 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"> <li>No Accident/Incidents in June 2021</li> </ul>			

**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 <sup>nd</sup> Fl offices 2020Nov-85	B	15-Jul-21	<b>Fire Extinguisher Inspection</b>			
		17-Jun-21	<b>In progress.</b>	Francois	Sep/21	IP
		20-May-21	Francois confirmed it will take some time to complete due to resources availability. In Progress.	Francois	Sep/21	IP
		15-Apr-21	Ongoing issue with the contractor. SR is still in progress. Francois to follow up with Scott Runquist.	Francois	Aug/21	IP
		18-Mar-21	In progress.	Francois	May/21	IP
		18-Feb-21	In progress. Francois to update at next meeting.	Francois	Apr/21	IP
		21-Jan-21	In progress.	Francois	Mar/21	IP
		10-Dec-20	Fire extinguisher inspection stickers are out of date: Location 1 – 1 <sup>st</sup> floor hallway outside of HR Offices Location 2 – 2 <sup>nd</sup> floor hallway outside of open workstations area ACME to re-certify the fire extinguishers. Francois to check and update at next meeting.	Francois	Feb/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
USB – Common areas - Project Services – BO 2nd floor offices 2021Mar-89	C	15-Jul-21 17-Jun-21 20-May-21 15-Apr-21 10-Mar-21	<b><u>Watch Your Step Sign Decal</u></b> <b>Darren to follow up with Service Centre.</b> Darren to check when onsite. In progress. SR 26828 was created and assigned as per Lisa’s confirmation. In progress. 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.	<b>Darren</b> Darren Darren Darren Darren	<b>Aug/21</b> Jul/21 Jul/21 May/21 Apr/21	<b>IP</b> IP IP IP N
CCP1 – Common areas – open office area 2021Mar-90	C	15-Jul-21 17-Jun-21 20-May-21 15-Apr-21 10-Mar-21	<b><u>Watch Your Step Sign Decal</u></b> <b>Darren to follow up with Service Centre.</b> Darren to check when onsite. In progress. SR 26833 was created and assigned as per Lisa’s confirmation. In progress. 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.	<b>Darren</b> Darren Darren Darren Darren	<b>Aug/21</b> Jul/21 Jul/21 May/21 Apr/21	<b>IP</b> IP IP IP N
CCP1 – Common areas – open office area 2021Jul-91	C	16-Jul-21	<b><u>Emergency Exit in Rain Condition</u></b> <b>Occupants comment on emergency egress grassy area between C&amp;CP1 and West Mall being muddy and slippery when it rains or snows. The egress path is not cleared when it snows. To recommend the occupants to use with cautions and review with gardeners for landscaping options.</b>	<b>Patrick</b>	<b>Aug/21</b>	<b>N</b>



**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	Jul 15/21	<b>More mental health online courses available on July 26<sup>th</sup>- 30<sup>th</sup>.</b>	All	Aug/21	IP
		Jun 17/21	Carmen completed the following courses: <ul style="list-style-type: none"> <li>CAIRS WORKSHOP #2: CAIRS forms May 26, 2:00pm – 3:00pm</li> <li>CAIRS WORKSHOP #3: JOHSC/LST Involvement in CAIRS June 9, 11:00am – 12:00pm</li> </ul>	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: <ol style="list-style-type: none"> <li>Lynda.com</li> <li>UBC Safety &amp; Risk Services</li> <li>Make It Safe website</li> </ol> “Safety for Supervisors’ Training” courses are also recommended for worker rep.	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	15-Jul-21	<b>COVID Safety Plan</b> <b>Item complete.</b> 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.	All	Jul/21	C IP
		17-Jun-21	20-May-21 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.	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

\* 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
2021-149	E	15-Jul-21	<b>August Meeting Attendee Update</b> Pushpa regrets in August meeting. Alternate worker rep needed.	All	N/A	Info only
2021-150	E	15-Jul-21	<b>Welcome Back: Being Aware and Taking Care</b> 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	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
			<p>will see increased on-campus activity and the event is aimed at supporting this transition. A <a href="https://srs.ubc.ca/training/welcome-back-being-aware-and-taking-care/">webpage https://srs.ubc.ca/training/welcome-back-being-aware-and-taking-care/</a> 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” - <a href="https://wpl.ubc.ca/?query=WEBK">https://wpl.ubc.ca/?query=WEBK</a>. Two of the sessions, “5 steps to remove yourself from workplace drama” and “Having Difficult Conversations” are weblinks off the <a href="#">SRS website</a>. 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>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 <a href="#">here</a> early in the week of June 28 and can be used by your internal comms team to communicate within your department/portfolio.</p>			
2021-151	E	15-Jul-21	<u>BC Heat Wave</u>	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
			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. Further information can be found on the <a href="#">SRS Website</a> .			
2021-152	E	15-Jul-21	<u>Inspection of GTS Classrooms covered under Facilities JOHSC</u> 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: <a href="https://learningspaces.ubc.ca/find-space">https://learningspaces.ubc.ca/find-space</a>	N/A	N/A	Info only
2021-153	E	15-Jul-21	<u>WorkSafeBC Enews</u> 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 <a href="#">Enews</a> to subscribe.	N/A	N/A	Info only

**11. NEXT MEETING**

Date:	Aug 19, 2021
Time:	1:30 pm – 2:30 pm
Location:	ZOOM Video Conferencing

**12. MEETING ADJOURNED**

Time:	1:58 PM Primary: Pushpa Chopra Second: Patrick Wong
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LEGEND

PRIORITY:		STATUS:	
<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

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: <b>Steven Lee</b> Mgmt Rep: <b>Francois Desmarais</b>  <b>** Exterior Area inspection</b>	Worker Rep: Mgmt Rep	Worker Rep: <b>Darren Wong</b> Mgmt Rep: <b>Carmen Raiche de Araujo</b>	Worker Rep: Mgmt Rep	Worker Rep: <b>Steven Lee</b> Mgmt Rep: <b>Francois Desmarais</b>	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: <b>Patrick Wong</b> Mgmt Rep: <b>Carmen Raiche de Araujo</b>  <b>**Exterior Area Inspection</b>	Worker Rep: Mgmt Rep	Worker Rep: <b>Sandi Phelan</b> Mgmt Rep: <b>Francois Desmarais</b>	Worker Rep: Mgmt Rep	Worker Rep: <b>Lisa Higuchi</b> Mgmt Rep: <b>Carmen Raiche de Araujo</b>	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](mailto:ubcsafety.committee@ubc.ca)