



## 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>	Bill Guest – (co-chair)
		<b>Employer Co-Chair:</b>	Kevin Morris (chair)
	August 10 <sup>th</sup> , 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sean Brown (Alternate)	CUPE 116	Electrical Trades – Electrician	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
José Teres	Manager, Construction and Planning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Denise Pearce (alternate)	Director, Trades	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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: Kevin Morris Seconded by: Jose Teres

• 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					
127940	B	2021-07-21	<ul style="list-style-type: none"> <li>Incident reviewed. No further action. Incident closed.</li> </ul> <p>The patient was changing the rotation of a fan at the forestry building. He sustained a cut on his left hand near the wrist.</p> <p><b>All Corrective Actions Complete</b>  <b>Corrective Action Identified:</b> No corrective actions identified.  <b>Estimated Completion Date:</b> 2021-07-31  <b>Final Actions Taken:</b> no action taken  <b>Date Completed:</b> 2021-07-30</p>		C
127906	B	2021-07-14	<ul style="list-style-type: none"> <li>Incident reviewed. Committee members will shop talk at crew level the wearing of correct ppe to avoid risks of overhead hazards. Additional action will be reviewed in New Business. Incident closed.</li> </ul> <p>While working in mechanical room 210, the worker hit their head on a gate valve that was sticking out from the pipework. The worker described that the room was dark and confined, as the overhead pipes were hanging low from the ceiling. The patient's top region of the head contacted the metal pipes.</p> <p><b>Corrective Action 1</b>  <b>Corrective Action Identified:</b> Gate valve to be insulated to avoid further incidents from happening. WO# 53477  <b>Estimated Completion Date:</b> 2021-08-13</p> <p><b>Corrective Action 2</b>  <b>Corrective Action Identified:</b> Worker to wear a bump cap and be aware of their surroundings while working in mechanical rooms as there are often hazards present.  <b>Estimated Completion Date:</b> 2021-07-30  <b>Final Actions Taken:</b> Spoke to the worker and advised them to perform a visual hazard assessment when they are entering mechanical rooms and to be sure to wear a bump cap in mechanical rooms  <b>Date Completed:</b> 2021-07-30</p> <p><b>Corrective Action 3</b></p>		C



5. REVIEW CENTRAL ACCIDENT/INCIDENT REPORTING SYSTEM						
			<p><b>Corrective Action Identified:</b> Lighting in the space is poor due to the addition of the DES piping which has covered up the lighting in the room. Electrician's to move the light fixture down or add another fixture to the space.</p> <p><b>Estimated Completion Date:</b> 2021-08-27</p>			
127886 (127894)	B	2021-07-08	<ul style="list-style-type: none"> <li>Incident reviewed. No further actions. Incident closed.</li> </ul> <p>The worker was reaching for their work boots while getting ready in the morning. One of the worker's boots fell, striking the worker in the eye and causing an eye injury.</p> <p><b>Root Cause:</b> Work boots were stored in an inconvenient location.</p> <p><b>All Corrective Actions Complete <u>Corrective Action 1</u></b></p> <p><b>Corrective Action Identified:</b> Remind worker and crew about the need for visiting first aid.</p> <p><b>Estimated Completion Date:</b> 2021-08-31 <b>Final Actions Taken:</b> Workers notified of CAs. <b>Date Completed:</b> 2021-07-26</p> <p><b><u>Corrective Action 2</u></b></p> <p><b>Corrective Action Identified:</b> Recommend worker relocate work boots to an easier to access location. Preferably in the worker's personal locker.</p> <p><b>Estimated Completion Date:</b> 2021-08-31</p> <p><b>Final Actions Taken:</b> Worker</p> <p><b>Date Completed:</b> 2021-07-26</p>			C
127868	B	2021-07-06	<ul style="list-style-type: none"> <li>Denise Pearce stated that this incident was an opportunity for training and review of Planon's asbestos functionality. Tariq Din added that the "asbestos memo" should also be uploaded. In progress.</li> </ul> <p>Two workers were running power for a new AV install in classroom 107. The job was being coordinated by UBC AV who commissioned an asbestos report for the project. On the asbestos report it was identified that an area near the electrical panel was asbestos containing but the report was not forwarded to the trades working on site. The supervisor performed a site visit at the beginning of the work with one of the</p>	Denise Pearce/ Tariq Din	2021-09	IP



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

			<p>workers. The asbestos on site was mentioned at this time. The asbestos information was not passed to the 2nd worker when they arrived on site. To install the new raceway, drywall in the area was penetrated but narrowly missed the asbestos containing drywall mud. At around 2:30pm the workers realized where the asbestos was in the work area and checked the door for asbestos signage. The workers then informed their supervisor of what had happened on site and work was halted. Upon further inspection it was noted that mold was also present in the area. Remediation has already been planned for the asbestos and mold.</p> <p><b>Root Cause:</b> job planning - no job board</p> <p><b>All Corrective Actions Complete</b></p> <p><b>Corrective Action 1</b></p> <p><b>Corrective Action Identified:</b> Discuss assessing hazards before starting the job.</p> <p><b>Estimated Completion Date:</b> 2021-07-31</p> <p><b>Final Actions Taken:</b> Discussed what and where to look for asbestos in buildings on campus. Discussed other similar hazards found at UBC such as mold, rodent droppings and dead animals and what actions to take once hazards are discovered on site.</p> <p><b>Date Completed:</b> 2021-07-08</p> <p><b>Corrective Action 2</b></p> <p><b>Corrective Action Identified:</b> Speak with AV and recommend that coordination on projects is done by the Construction Office in the Asset Replacement and Improvements portfolio. If not, ensure that jobs are run in accordance with UBC best practices and within WSBC guidelines. Ensure that job boards are present with sign in sheets and completed hazard assessments for all work being conducted on site.</p> <p><b>Estimated Completion Date:</b> 2021-07-31</p> <p><b>Final Actions Taken:</b> Conversation discussed.</p> <p><b>Date Completed:</b> 2021-07-13</p>			
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5. REVIEW CENTRAL ACCIDENT/INCIDENT REPORTING SYSTEM					
127863 (127865)	B	2021-06-25	<ul style="list-style-type: none"> <li>• <b>Incident reviewed. No further actions. Incident closed.</b></li> </ul> <p>At 3 pm employee was setting up to leave south campus and they went to drive around the building to make sure no one else was left there so they could lock the gate as not everyone has a key to lock the gate. When employee was coming around the corner they got too close to a black garbage bin container and damaged the truck on the passenger side. The access door was damaged and was still functional, however, the damage requires a repair.</p> <p><b>Root Cause:</b> The employee was not paying attention and was distracted while operating the vehicle.</p> <p><b>All Corrective Actions Complete <u>Corrective Action 1</u></b></p> <p><b>Corrective Action Identified:</b> Discuss with the employee and crew talk with the crew the need to pay attention while operating a vehicle generally as well as on campus specifically.</p> <p><b>Estimated Completion Date:</b> 2021-07-13</p> <p><b>Final Actions Taken:</b> Ian crew talked the item with the Carpentry group.</p> <p><b>Date Completed:</b> 2021-07-13</p> <p><b><u>Corrective Action 2</u></b></p> <p><b>Corrective Action Identified:</b> Review the employees driver training and determine if training is available that will help bring attention to the need to be aware of the surroundings when operating a vehicle.</p> <p><b>Estimated Completion Date:</b> 2021-07-16</p> <p><b>Final Actions Taken:</b> Employee will be assigned the Driver Training modules that they have not yet taken. Also, have identified the rest of the group who still have outstanding driver training and they will be sent the modules as well. Working to have everyone up to date on their driver training.</p> <p><b>Date Completed:</b> 2021-07-20</p>		C



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

127692	B	2021-05-20	<ul style="list-style-type: none"> <li>No update. In progress.</li> <li>Bill Guest will follow up with Lee McCormick regarding better approach of lifting equipment into tight spaces. In progress.</li> <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>	Bill Guest/ Lee McCormick	2021-09	IP
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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/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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
SEPTEMBER 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)**

*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-63	B	<ul style="list-style-type: none"> <li>The light above the "thickness" planer is flickering. SR to be submitted.</li> </ul>	Frank Crudo/	2021-09	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)					
			Jeremiah Schneider		
GI-ELECTRICAL-62	B	<ul style="list-style-type: none"> <li>Overgrown vegetation at back gate. Submitted Work Tag #48615 to Garden shop to attend.</li> </ul>	Curtis Spencer	2021-09	IP
GI-PAINT-61	B	<ul style="list-style-type: none"> <li>Materials removed and area cleared. Inspection closed.</li> <li>Materials in walkway. Recommend to remove materials and find a place to store.</li> </ul>			C
GI-PAINT 60	B	<ul style="list-style-type: none"> <li>Frank Crudo and Jamey Griffiths reviewed and advised only a single vehicle involved so no further action for shelving required. Inspection closed.</li> <li>Paint cans loose in back of van. Recommend securing with rack shelving or make/buy a tray holder for the cans.</li> </ul>			C
GI-PAINT-59	B	<ul style="list-style-type: none"> <li>Update next month to ensure all fire extinguishers have been inspected. In progress.</li> <li>Fire extinguisher in paint shop due for inspection.</li> </ul>	Frank Crudo/ Jamey Griffiths	2021-09	IP
GI-PAINT-58	B	<ul style="list-style-type: none"> <li>Light out in Glazing shop. It has been tagged for repairs. Need update when repair will happen.</li> </ul>	Jamey Griffiths	2021-09	IP
GI-CARP-56	B	<ul style="list-style-type: none"> <li>Jose Teres has confirmed that fire drills will resume. The list of fire wardens has been updated and volunteers have been notified. Five positions, however, remain open. In progress.</li> <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>	Joses Teres/ Kevin Morris	2021-09	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-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	2021-09	IP
GI-PAINT-52	B	<ul style="list-style-type: none"> <li>Light in “dry room” has not been replaced. SR submitted. Require discussion with Utilities and electricians. In progress.</li> <li>In progress.</li> <li>Dry room light out. SR submitted</li> </ul>	Kevin Morris	2021-09	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	2021-09	IP
GI-CARP -42	B	<ul style="list-style-type: none"> <li>SR submitted waiting on parts.</li> <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	2021-09	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>			



7. REVIEW EDUCATION AND TRAINING					
ED-21/08/10-08	B	<p><i>JOHSC Training</i></p> <ul style="list-style-type: none"> <li>JOHSC Part 2 training has been unavailable for a short time. However, new dates have been released for Part 2a (Aug 11, 9:30am – 11:30am) and Part 2b (Aug 12, 9:30am – 11:30am). Register here: <a href="https://wpl.ubc.ca/browse/srs/johsc/programs/wpl-srs-johsco">https://wpl.ubc.ca/browse/srs/johsc/programs/wpl-srs-johsco</a></li> </ul>	All	Info	E
ED-21/04/13-07	B	<p>Conor Hourigan – New member.</p> <ul style="list-style-type: none"> <li>Conor Hourigan completed Part 1. Needs to complete Part 2A and Part 2B</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>Sean Brown – New member.</p> <ul style="list-style-type: none"> <li>Sean Brown completed Part 1 and Part 2B and needs to complete Part 2A.</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>Jeremiah Schneider – New member.</p> <ul style="list-style-type: none"> <li>Jeremiah Schneider completed Part 1 and Part 2A and needs to complete Part 2B</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>David Kernachan – New member.</p> <ul style="list-style-type: none"> <li>David Kernachan completed Part 1. Needs to complete Part 2A and Part 2B</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 – 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-2021-07-13-1069	A	<p><i>Policy and Procedure, Hot Works and Dust</i></p> <ul style="list-style-type: none"> <li>2021-08-10: To date no feedback received. Kevin Morris will head a subcommittee to discuss further. In progress.</li> <li>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.</li> </ul>	Kevin Morris/ Frank Crudo	2021-09	IP

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>				
WSBC IR- 202117747064A	A	A worker at Malcolm Knapp Research Forest worked a significant amount of time outdoors in high heat resulting in heat stress concerns after that worker was transported to hospital. This incident was immediately reportable to WorkSafeBC.	All			E



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-2021-08-10- 1074	B	<i>IB-11 Safety Personal Protective Equipment</i> 2021-08-10: Tariq Din will review the outdated Policy IB-11: Safety Personal Protective Equipment. The review was warranted after an accident/incident was reported in CAIRS, which indicated a worker not wearing proper ppe, i.e. a bump cap.	Tariq Din	2021-09	N
NB-2021-08-10- 1073	B	<i>Welcome Back: Being Aware and Taking Care</i> Please encourage everyone on your committee/team to register for various sessions that are being offered as part of the event. Live sessions will be taking place: <ul style="list-style-type: none"> <li>Monday July 26 – 9:00am - 10:00am: Safety is not Common Sense (Glyn Jones) <a href="#">Register Here</a></li> <li>Tuesday July 27 – 10:00am - 11:00am: Mental Fitness (Bill Howatt) <a href="#">Register Here</a></li> <li>Tuesday July 27 – 2:00pm - 2:30pm: Burning Questions for Lab Safety Issues <a href="#">Register Here</a></li> <li>Wednesday July 28 – 9:00am - 9:30am: WorkSafeBC is here...what do I do? <a href="#">Register Here</a></li> <li>Thursday July 29 – 9:30am – 10:00am: Burning Questions for Lab Safety issues <a href="#">Register Here</a></li> </ul>	All	Info	E



		At minimum, we would love to see representation from all our JOHSCs and LSTs at all the live sessions. All remaining sessions will be accessible starting Monday July 26. For a full list of sessions visit the <a href="#">SRS Website</a> . Please also encourage your faculty/department/unit specific communication teams to relay information about this event and associated sessions as they are open to all UBC Faculty and staff. A communication toolkit for this event can be found <a href="#">here</a> .			
NB-2021-08-10- 1072	B	<i>Heat Stress Awareness</i> A new “ <a href="#">Heat Stress Awareness</a> ” course has been released. It is recommended that all workers that are at risk of heat exposure and their supervisors complete this course. For more information on heat stress, visit the <a href="#">SRS Website</a> .	All	Info	E
NB-2021-08-10- 1071	B	<i>Remote Work</i> The new <a href="#">Remote Work course</a> has been released. The Remote Work Safety Assessment checklist can be downloaded and filled in after the completion of the course. Be sure to discuss with your supervisor or manager whether remote work is an option for your specific circumstance before taking the course. Further information about remote work can be found here: <a href="https://hr.ubc.ca/remote-work-ubc">https://hr.ubc.ca/remote-work-ubc</a> . If you are deemed to be eligible for remote work, information about applying for remote work can be found in this <a href="#">Knowledge Base Article</a> . There is a process that must be followed within Workday.	All	Info	E
NB-2021-08-10- 1070	B	<i>Building Ventilation and Safety Measures</i> UBC Facilities have updated their <a href="#">website</a> regarding building ventilation and safety measures. Please review the website at	All	Info	E



		your next meeting as there is a lot of useful information that can answer many FAQs.			
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\*NB – New Business

<b>11. FOLLOW-UP BUSINESS – Status of Action Items</b>					
<i>Original Item #</i>	<i>Priority</i>	<i>Action Plan (Actions Taken/Need to be taken)</i>	<i>Assigned To</i>	<i>Follow up: Date Pending</i>	<i>Status</i>
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, 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 breaches 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.</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. 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>	Kevin Morris	2021-10	IP



		<b>Root Cause: Black Ice on Rooftop due to cold weather</b>			
NB-19/04/09-929	B	<p><i>Working Alone APP</i></p> <ul style="list-style-type: none"> <li>• 21/08/10: Good feedback has been received for the preliminary trial of the new UBC Safe Vancouver App. There needs to be further clarity of the use of the app on shared devices. The App is currently only configured for use on the Point Grey Campus. In progress.</li> <li>• 21/03/09: Soft Launch for UBC Safe Vancouver A PP 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 project, but in discussion only at this time. SRS will be reviewing this summer. Item will be revisited in September 2020.</li> <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>	Lori Takenaka	2021-09	IP





NB-18-06-12-873	B	<p><i>Prescription Safety Eyewear</i></p> <ul style="list-style-type: none"><li>• 21/08/10: Members have received their glasses. The Prescription Safety Eyewear Pilot is now closed. Committee waiting for feedback on the success of the trial. In progress.</li><li>• 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.</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><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></ul>	Mike Paley	2021-08	IP
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		<ul style="list-style-type: none"><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:	September 14th, 2021
Time:	1:00– 3:15 pm
Location:	To be determined

### 13. MEETING ADJOURNED

Time:	2:30 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