



APSC Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Faculty of Applied Science

Worker Co-Chair: Jennifer Pelletier, MECH
Employer Co-Chair: Marlene Chow, CHBE

Date: Wednesday, August, 11th, 2021

Time: 09:00 - 10:30
Location: Zoom Meeting ID: 646 9167 5844

AGENDA:

<ol style="list-style-type: none"> 1. Roll Call 2. Determination of Quorum 3. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes 4. Additional Agenda Items, Review Actionable Items from Local Safety Team (LST) Minutes & Approval of Agenda 5. Review Central Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents <ul style="list-style-type: none"> • Monthly Incident List & Statistical Summary Report 	<ol style="list-style-type: none"> 6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers) 7. Review Education and Training 8. Ongoing Business – Status of Action Items 9. JOHSC Recommendation Letters (Correspondence) 10. New and Other Business 11. Next Meeting 12. Meeting Adjournment
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1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Carmen Jensen (A)	FAC	MINE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Erin Hagen	CUPE 116	CHBE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gable Yeung (A)	NUT	ICICS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gary Lockhart (A)	AAPS	BRIM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heli Eunike	CUPE 116	MTRL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jennifer Pelletier	AAPS	MECH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jill Mahy	FAC	NURS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Worker Representatives	Association/ Union	Work Location	Present	Regrets	Absent
Karl Zimmerman	CUPE 2278	CHBE/BME	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Markus Fengler	FAC	MECH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matthew Kutarna	AAPS	ECE	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Naomi Harder	CUPE 2950	MECH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reanna Seifert	NUT	BPI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Robert Geyer	AAPS	SALA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roselyn Yeboah (A)	CUPE 2278	MTRL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ross Sheppard (A)	AAPS	ECE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roza Vaez Ghaemi (A)	CUPE 2278	CHBE/BME	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scott Jackson	AAPS	CIVIL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shayan Fahimi (A)	GRA	BRIM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employer Representatives		Work Location	Present	Regrets	Absent
Ailish Statham (A)		APSC Dean's Office	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jody Swift		APSC Dean's Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marlene Chow		CHBE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/ Guests		Work Location	Present	Regrets	Absent
Laura Thomsen		APSC Dean's Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Richard Colwell		APSC Dean's Office/EDC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teela Narsih		SRS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Note: Alternates are indicated by (A)					

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 a quorum for this meeting? <i>* If a 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

Moved by: <u>Naomi Harder</u> Seconded by: <u>Jody Swift</u>		
	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

MINE LST List added + CHBE CAIRS Added		
Approved Markus Fengler / seconded by Jennifer Pelletier		
	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

See the attached incident report: N/A

- 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 the end for Priority and Status Codes)

Item # <small>(Use CAIRS Incident ID #)</small>	Priority	Date	Action Plan <small>(Actions Taken/Need to be taken)</small>	Assigned To	Follow up: Date Pending	Status
			Updates on reports discussed at the last JOHSC meeting:			
			CHBE & CERC			
127714 (127713)	C	2021-05-27	Title: Broken Glass What happened: Worker broke large glass column filled with water while pouring water into sink (11 am). Cut finger and knee (through jeans). Called campus first aid. Cleaned up water and glass and disposed of it properly. Worker went home. At 1:30 pm student still had some bleeding and went to UBC Urgent Care. Was treated with steri strip on both finger and knee (in place of stitches).	EH (CHBE)		C



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			<p>Actions and Resolutions:</p> <ul style="list-style-type: none"> ▪ Purchase glassware for dialysis that is less awkward to handle or shatter-proof ▪ Install a "bumper" on the sink edge so future glassware making contact with edge is less likely to break. ▪ Apply grip-material on large dialysis glassware. Place slip-proof mat on shelf beside sink. ▪ Update procedures for changing dialysis solution: use cart to transport dialysis glassware to sink; place dialysis glassware on slip-proof mat; tip dialysis glassware with the bottom supported on the slip-proof mat. ▪ Alternately - use a peristaltic pump with acid-resistant/tolerant tubing to change acidic solution in dialysis tank. 			
127867 (127859)	C	2021-07-07	<p>Title: Scraped Knuckle What happened: Individual scraped their knuckle on a shelf while reaching for a package. It was bad enough to draw blood. First aid was not required but the supervisor provided the individual with a band-aid. Upon investigation, there were small protrusions on the cabinet where the doors used to be attached. It is believed that is what they hit their hand on. The protrusions were promptly removed. Actions and Resolutions: Slow down; take your time grabbing packages. Check all shelving for any other protrusions that could be hazardous when reaching for parcels.</p>	EH (CHBE)		C
			NURS			
127888 (127890)	C	2021-07-12	<p>Title: Needle stick</p>	JM (NURS)		C



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			<p>What happened: Student was giving an insulin injection and was on the downstroke of the injection when the patient moved and the needle hit student and then the patient. Did not have time to stop the motion to avoid hitting the patient with the dirty needle.</p> <p>Root cause: Patient moving during procedure.</p> <p>Actions: Communicated with the senior staff nurse to determine actions needed. Student visited emergency for assessment.</p>			
			New Reports for August meeting:			
			BPI			
127958 (127961)	C	2021-07-27	<p>Title: Scraped arm in the lab</p> <p>What happened: Worker scraped their right arm on a pipe at PPC 116 HHL Biomass Gasifier Unit in an area that is undergoing construction. The worker was wearing a lab coat which provided protection, but received a scrape through the lab coat. The worker self-applied disinfectant to arm.</p> <p>Root cause: Rushing, not being familiar with the work environment</p> <p>Actions and resolutions: Supervisor has reminded workers not to rush and take time to be familiar with the equipment and environment.</p> <p>LST comments: none</p> <p>JOHSC Questions: Was the employee reminded about First Aid Telephone Number? Yes. Lab-coat worn? Yes. Temperature/burn risk? No.</p>	RS (BPI)		C
			CHBE & CERC			
127948 (127921)	C	2021-07-26	<p>Title: Cut on Finger</p> <p>What happened: While finger tightening a brass nut on a helium gas purifier, the individual received a cut near the</p>	EH (CHBE)	2021-09-08	IP



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			tip of their finger. It bled very minimally and stopped after a minute of rinsing and drying. No first aid was required. Actions and Resolutions: Look into gloves for when finger tightening or for tools to avoid finger tightening at all			
127961 (127958)	E		Minor Arm Scrape Addressed in BPI LST report			
127989 (127986)	E		Bruised Hand Addressed in MECH LST report			
			MTRL			
127884 (127905)	C	2020-07-15	Title: Back injury What happened: The employee reported via e-mail, injury apparently due to poor work-from-home ergonomics. Doctor on 2021/7/13 confirmed that the problem is related to an injury in the back due to prolong working in the sitting position. Root cause: Ergonomic issue with working-from-home. Action and Resolution: Discussed new working from home computer set-up, and granting time off to recover from injury, with worker. LST co-chair reviewed this report and recommends that the student and the faculty supervisor or his designate review the UBC information on UBC Work From Home Ergonomics Guide.	HE (MTRL)		C
			MECH			
127970	C	2021-08-03	Title: Summary: Near Miss Incident (student incident) What happened: While at the downdraft table, a Sailbot student team member was using a Dremel tool to sand down a small carbon fibre/epoxy block. During operation, the Dremel head had broken off and flew upwards towards the fluorescent lights above. A fluorescent light bulb was struck and shattered. The shards fell beside the member in question and did not injure anybody. Operation stopped	NH (MECH)		C



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			<p>and a Sailbot team lead nearby came to investigate the matter. After clarifying what happened and checking for injuries/damage, both member and team lead cleaned up the incident area. No further Dremel tool operation was done on that day.</p> <p>Root cause: The Dremel tools/accessories involved in the incident was not carefully inspected beforehand.</p> <p>Corrective Action Identified: Inspection of all Dremel tools/accessories owned by UBC Sailbot.</p> <p>Final Actions Taken: Decommissioning of a defective Dremel tool and completed inspection of all other Dremel tools/accessories.</p> <p>Corrective Action Identified: Providing reminder memo on Sailbot communication channels on proper procedure for Dremel use. Reminder memo sent on Sailbot communication channels.</p> <p>Follow-up Item: Confirmation of PPE usage by JOHSC/LST. Received confirmation that PPE (eye, hand, and respiratory protection) was used by student.</p> <p><i>Question: Was it the failure of the Dremel tool, or the accessory attached to the tool, or improper operation? It was a failure of the tool, and failed to inspect the tool.</i></p>			
127986 (127989)	C	2021-08-06	<p>Title: Engine puck hit hand injury</p> <p>What happened: A researcher (#1) required assistance removing a component (aluminum window "puck"). Another researcher (#2) was requested to assist. Researcher #2 placed their hand under the puck while researcher #1 jogged the engine to free the puck. The puck came free and fell on Researcher #2's hand and struck it onto a metal surface. This caused bruising of Researcher #2's hand. Researcher #2 was offered first aid but declined</p>	NH & JP (MECH) – EH (CHBE)		C



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

			<p>indicating that it was lightly bruised. Researcher #1 and #2 documented the incident via email to their PI and completed a CAIRS form. The PI was travelling (outside of cell phone range) and discussed the incident with both researchers by phone at approximately 4:15pm the same day. Researcher #2 was reminded that they should seek medical attention if they have any additional or worsening discomfort.</p> <p>Root cause: SOP for puck removal was not followed.</p> <p>Corrective Actions Identified: Update Proteus SOP to indicate explicitly that: - retaining ring must be installed for when dyno jogging is used to remove the window or puck - no person shall be near (within 1m) of the engine or dyno while it is being jogged General Lab SOP: - No researcher shall assist with equipment for which they have not received training - Modified procedure must be reviewed with PI prior to be carried out - Explicitly include reminder of right to refuse unsafe work.</p>			
			NURS			
127910 (127911)	C	2021-07-19	<p>Title: Back strain</p> <p>What happened: Student strained their back helping patient ambulate from the toilet.</p> <p>Root cause: Awkward load from Helping patient ambulate from toilet</p> <p>Actions and Resolutions: Instructed student to ask for help when moving a patient and to report in a timely manner.</p>	JM (NURS)		C

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 the discussion and new recommendation(s)



6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
Previous inspections with follow-up items:					
BPI					
GI-BPI-2021/06/09-01	C	<p>✓ Inspection/Review Date: May 11, 2021 Building/Area Plan: BPI 114 JOHSC Action Required? No Comments/Concerns: Housekeeping: Persistent case for one area. Equipment/supplies strewn on table/floor, cluttered, tripping hazards. Completed</p> <p>☒ Inspection/Review Date: May 11, 2021 Building/Area Plan: BPI building JOHSC Action Required? No Comments/Concerns: Floor budge and stairs tiles tripping hazard. To be repaired and replaced, no schedule yet. In progress</p>	RS (BPI)	2021-09-08	IP - BPI building)
BRIM					
GI-BRIM-19/11/07	C	<p>143 (ECE): No major concerns</p> <ol style="list-style-type: none"> 1. Update signage -- emergency lab contacts, no food/drink sign, biosafety certificate, first aid attendants. 2. Emergency shower and eyewash stations are located in the curtained laser area. Devise a procedure to access the station when the laser is in use. Acquire a portable eyewash bottle – pending waiting to reconfigure the curtains. <p><i>Update: The curtains have not been installed yet – deferred until the resumption of activity on campus.</i></p>	GL (BRIM)		RF
CHBE & CERC					
GI-CHBE-2021/06/09-01	C	<p>✓ Inspection Date: 05/20/2021 Location: BPI HH Concern: Biomass Gasifier</p> <ul style="list-style-type: none"> ▪ High Temperature ▪ Large scale 	EH (CHBE)	2021-09-08	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)					
		<ul style="list-style-type: none"> ▪ Extended operational hours (12-24 hour runs) Comments: Biomass Gasifier - List of deficiencies to be addressed (Reinspect). <input checked="" type="checkbox"/> Inspection Date: 05/26/2021 Location: CERC HH Concern: H2S Comments: Tar Cracking in the Presence of H2S List of deficiencies to be addressed Review when procedures updated.			
		MECH			
GI-MECH-20/02/25-01	C	ICICS X035 - Concerns: <ul style="list-style-type: none"> • Please post “no food and drink” signage on the door. • Please add a 30cm clearance requirement for a flywheel in the lab manual. • Please post and perform monthly lab inspections. • Please provide pinch point stickers on equipment. • LST Comments: <i>In progress & deferred until the resumption of activity on campus.</i> 	JP & NH (MECH)		RF
GI-MECH-20/02/26-02	C	KAIS 1210 - Concerns: Please provide training documents and procedures for the coil winder. Please provide pinch point stickers on equipment. LST Comments: <i>In progress— deferred until the resumption of activity on campus.</i>	JP & NH (MECH)		RF
GI-MECH-20/02/26-03	C	KAIS 1230 - Concerns: <ul style="list-style-type: none"> • Old X-Y Table, electrical upgrades are in progress and the FSR inspection is to be scheduled before lab activity starts in September. • New X-Y Table, electrical upgrades are in progress and the FSR inspection is to be scheduled before lab activity starts. • Please provide standard operating procedures for both XY Tables. 	JP & NH (MECH)		RF



6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
		LST Comments: <i>FSR inspection and review of standard operating procedures for XY Tables will be tabled until September.</i>			
GI-MECH-20/03/10-04	C	KAIS 1st and 2nd floors - Concerns: KAIS Building Emergency Response Plan is currently being updated and will be provided to Mech once completed.	JP & NH (MECH)		RF
GI-MECH-20/09/09-01	C	20/08/07 - RH 123G: <ul style="list-style-type: none"> • Electrical equipment needs to be inspected by FSR LST Comments: All action immediate action items have been completed. CSA approval inspection will be tabled until a field safety representative can visit the site. Feb 10/21: CSA approval inspection tabled until FSR can visit site. Will follow up with the PI for next inspection date (TBD). June 09/21 Update - In progress - inspection planned for July 2021	JP & NH (MECH)	2021-09-08	IP
		New Inspections			
		BPI			
GI-BPI-21/07/06-01	C	<ul style="list-style-type: none"> ✓ Inspection Date: July 6, 2021 Location: PPC 121 Notable Issues or "No major concerns": Chemical bottle in fridge were not properly labeled. Completed JOHSC Action Required?: No ✓ Inspection Date: July 6, 2021 Location: PPC 116 Notable Issues or "No major concerns": Minor housekeeping/tripping hazards, items cluttering walkways. Completed JOHSC Action Required?: No 	RS (BPI)		C
		CIVIL			
GI-CIVIL-21/08/11-01		<ul style="list-style-type: none"> ✓ Inspection Date: 2021-06-29 Location: CEME - ENV 	SJ (CIVIL)	2021-09-08	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)

	<p>Notable Issues <i>or "No major concerns"</i>: Nothing to report JOHSC Action Required?: No</p> <p><input checked="" type="checkbox"/> Inspection Date: 2021-06-24 Location: CEME - MAT Notable Issues <i>or "No major concerns"</i>: Missing a guard rail in upper mezzanine storage JOHSC Action Required?: No</p> <p><input checked="" type="checkbox"/> Inspection Date: 2021-06-29 Location: RH - GEO Notable Issues <i>or "No major concerns"</i>: Wiring on de-aired water system exposed JOHSC Action Required?: No</p> <p><input checked="" type="checkbox"/> Inspection Date: 2021-06-24 Location: CEME – CWL Notable Issues <i>or "No major concerns"</i>: Fire extinguisher expired, electrical panel blocked, check stability of materials stored on shelving JOHSC Action Required?: No</p> <p><input checked="" type="checkbox"/> Inspection Date: 2021-06-08 Location: RH- HYD Notable Issues <i>or "No major concerns"</i>: Couple lights out, check stability of stored materials JOHSC Action Required?: No</p> <p><input checked="" type="checkbox"/> Inspection Date: 2021-06-30 Location: CEME C2F Notable Issues <i>or "No major concerns"</i>: Private office room cluttered JOHSC Action Required?: No</p>			
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6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)

	<p><input checked="" type="checkbox"/> Inspection Date: 2021-06-30 Location: EERF Notable Issues or "No major concerns": Rm101 (washroom) partially used for storage, Spill kit not available, ventilation inadequate in rm 201, worn lifting slings, temp shelving needs upgrade JOHSC Action Required?: No</p> <p><input checked="" type="checkbox"/> Inspection Date: 2021-06-14 Location: RH-STRUCT Notable Issues or "No major concerns": Two lights out, HPS maintenance log needed, check stability of materials on shelving, no smoking signs absent from outside entrance JOHSC Action Required?: No</p> <p><input checked="" type="checkbox"/> Inspection Date: 2021-06-29 Location: MCM Labs Notable Issues or "No major concerns": Evacuation area not posted, Seismic restraint for reactor tube, Emerg. contacts to be updated, FA kits restocked. JOHSC Action Required?: No</p>			
		Other Inspection Reports:		
	<p>BRIM – Nothing to report CHBE & CERC – Nothing to report ECE – Nothing to report ICICS – Nothing to report MTRL – Nothing to report MINE – Nothing to report NURS – Nothing to report SALA – Nothing to report</p>			

* 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-yy/mm/dd-01)	Priority	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status
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* 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
NB-20/02/12-07	C	<p>Goals discussed at Feb meeting:</p> <ol style="list-style-type: none"> 1. Create Benchmark reports by Department on compliance rates for SRS required courses (from report 910s), and review them once / term. Update 2020-12-09: MC to ask IRP Support if similar report available via WorkDay. Update 2021-01-13: TN provided instructions on how to do this (see below in New Business-4). 2. Increase engagement with Campus Security by arranging outreach workshops. Ongoing. 	1.JP+MC+RC 2.JP+MC+RC	Ongoing	IP
		Items arising from previous LST meetings:			
		APSC			
NB-20/12/09-7	E	<p>ETA on the ‘working along with app’? It has been delayed due to enhancement issues. JOHSC is asking SRS for a timeline. Update 2021-08-11: available on UBC Safe App (see below in New Business- 2)</p>	TN (SRS)		C
NB-21/06/09-02	C	<p>Communications around reporting requirements/timelines. RC to reach out to APSC Communications team for strategies.</p>	RC (APSC)	2021-09-08	IP



8. ONGOING BUSINESS – Status of Action Items					
		<p><i>July 14/31 Update: RC granted access to ML to distribute reminders and newsletters. Should we set up a standardize calendar for new communication to be distributed? Please send recommendations to JP, MC & RC</i></p> <p><i>2021-08-11 update: Messaging to be delayed until Sept/Oct. 2021</i></p>			
NB-21/02/10-03	C	<p>Issues with mental health: students working from home commenting feeling isolated. Have other departments noticed similar issues? Question: Is there any guidance from WorkSafe BC about this? Mental Health and Remote Work? Nothing new. UBC HR has sources and links. – Jody to follow up with Central HR Wellness Partner.</p>	JS (ASPC)	2021-09-08	IP
		BPI			
NB-21/06/09-01	C	<p>Fume hood shut down due to renovation work has been extended to July 1. <i>Update: They all have been certified and operational</i></p>	RS (BPI)		C
		CHBE & CERC			
NB-21/07/14-01	E	<p>Upcoming fire drill in mid-July! <ul style="list-style-type: none"> - Fire warden list was finalized - Evacuation routes were created and distributed - High vis safety vests were acquired and distributed - Fire drill was scheduled! <i>Update: Meet with fire department this month to review the drill and do a walk through the area to solidify routes and procedures.</i> </p>	EH (CHBE)	2021-09-08	IP
		CIVIL			
NB-20/02/12-03	C	<p>As discussed in the LST meeting, Civil Engineering will be meeting with Mechanical Engineering to discuss the possibility of putting together a CEME Building Safety Video which would be shown on the building's video monitor in the lobby. The suggested content is to provide building-specific emergency information to students and occasional users of the building— <i>deferred until the resumption of activity on campus.</i></p>	SJ (CIVIL)		RF
		ECE			
NB-20/07/08-03	E	<p>We have put together a checklist that we will use for approving our (ECE phase 1) return to lab applications.</p>	MK (ECE)		RF



8. ONGOING BUSINESS – Status of Action Items					
		<ul style="list-style-type: none"> - Sections for requesting more details from the PI, operational/procedure aspects, free form feedback. - We will use this template to cross-check with the next application we receive. <p>We are expecting a few more return to lab applications to come in over the next few weeks.</p>			
		MECH			
NB-20/10/14-06	C	Building- Area Plans September & October 2020 Discussed within listed LST(s), and in Progress: KAIS Office Child Plans: 3102, 3103 & 3106.	JP & NH (MECH)		RF
NB-20/11/18-05	C	<p>It was noted in the October Mech LST meeting that the fire doors numbered 1050:2, CR1L1:1 and CR1L1:2, which are located in the Fred Kaiser Building have been repeatedly been propped open over the years. These doors are all equipped with an electric solenoid valve mechanism that should hold open the doors and should close in the event of a fire and smoke detection. The Red Zone Facilities Manager was notified and it was discovered that the electric solenoid valve mechanism for door 1050:2 was not working. SRs were submitted for the repairs for the solenoid valve and for Fire Life Safety to test all doors numbered 1050:2, CR1L1:1 and CR1L1:2. Building users including custodial staff and technicians have been notified of the issue.</p> <p>Mech LST update (2020/12/03): Fire Life Safety (FLS) teams recently re-tested all doors and noted that they require repairs. FLS records show that past service requests to the locksmiths have been outstanding for some time. This request has been expedited and brought to the attention of the Head Locksmith for action.</p> <p>Mech LST update (2020/12/17): No updates at this time.</p> <p>Mech LST update (2021/02/04): No updates at this time.</p> <p>Mar 10/21 Update: Escalated to Trades Manager. They have said it is a complex issue due to redundant parts and inferior and problematic hardware. They are considering changing all the doors mechanism into magnetic locks on the wall but funding is a challenge so is looking into a</p>	JP & NH (MECH)		RF



8. ONGOING BUSINESS – Status of Action Items

		temporary repair until funding can be secured. – tabled until further update received from building operations. Apr 14/21 - Sitting with Building Operations. Plans to temporary fix isolated issues but funding is being sourced to update all door mechanisms due to redundant and outdated parts. – <i>in progress</i> May 12/21 - Request is with Building Operations. No updates at this time. – in progress			
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* ED – Education and Training * GI- General Inspection *NB – New Business

9. JOHSC RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafe BC)

Item # (use Recommendation #)	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status
IR202117747064A	C	Heat Stress. A worker at the Malcolm Knapp Research Forest working outdoors for a significant amount of time resulted in heat stress concerns and was transport to hospital. No orders to UBC. (IR and summary report available on share-point).	RC (APSC)	2021-06-28		C

* REC – Recommendation Letter

10. NEW & OTHER BUSINESS

Item # (NB-yy/mm/dd-01)	Priority	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
		Items arising from LST meetings for August meeting:			
		BPI			
NB-21/08/11-01	E	The Local Safety Team needs to be renamed to BioProducts Institute, or BPI for short.			C
		Additional New Items for Discussion:			
NB-21/08/11-02	E	UBC Safe Vancouver App : Working Alone Feature for UBC-V campus has now been added.			C



10. NEW & OTHER BUSINESS					
		Prior to using the app, it is important that a documented working alone risk assessment and procedure is in place. Templates for both can be found on the SRS website. The full launch of this app complete with a communication campaign is anticipated to be rolled out in September. Please contact safety.programs@ubc.ca if you have any questions or feedback.			
NB-21/08/11-03	D	JOHSC ToR and Annual Checklist review (checklist available on share-point).			C
NB-21/08/11-04	D	Asking all LSTs to submit any changes to their membership to Richard to update list on respective share-point sites			C
		Informational Items			
NB-21/08/11-05	E	<p>SRS:</p> <ul style="list-style-type: none"> a. Welcome Back: Being Aware and Taking Care- series of online sessions to learn about the most commonly sought information regarding safety at work, personal wellness and soft skills for a better workplace. More information here . A communications toolkit can be found here . b. A new “Heat Stress Awareness” 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 SRS Website. c. The new Remote Work course 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: https://hr.ubc.ca/remote-work-ubc. If you are deemed to be eligible for remote work, 			C



10. NEW & OTHER BUSINESS					
		<p>information about applying for remote work can be found in this Knowledge Base Article. There is a process that must be followed within Workday.</p> <p>d. OHSC Part 2 training: 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: https://wpl.ubc.ca/browse/srs/johsc/programs/wpl-srs-johsco</p> <p>e. UBC Facilities have updated their website regarding building ventilation and safety measures.</p>			
NB-21/08/11-06	E	Healthy UBC			C
NB-21/08/11-07	E	Road Safety at Work			C
NB-21/08/11-08	E	<p>WorkSafeBC:</p> <p>a. Amendments to OHS regulations approved.</p> <p>b. Proposed policy amendments on determining workplace status</p> <p>c. eNews</p> <p>d. Recent Work-related incidents</p>			C

*NB – New Business

11. NEXT MEETING	
Date:	Wednesday, September 8th, 2021
Time:	09:00 – 10:30
Location:	Zoom

12. MEETING ADJOURNED	
Time: 09:39	Moved by Markus Fengler Seconded by Jill Mahy



LEGEND

PRIORITY:		STATUS:	
A	Critical/Life-threatening/high probability	N	New
B	Urgent/moderate probability of re-occurrence	R	Repeat
C	Important/low probability of re-occurrence	C	Complete
D	Reminders	IP	In Progress
E	Information	RF	Referred forward

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

- Responsible VP
- Responsible Managing Director/Dean
- All JOHSC members
- Internal Communications Person
- Safety & Risk Services ubcsafety.committee@ubc.ca
- Posted on any Safety Bulletin Boards (if applicable)