Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: UBC Building Operations Municipal Joint Occupational Health & Safety Committee

Worker Co-Chair: Andy Russell (chair)
Employer Co-Chair: Dale Low (co-chair)

Meeting Date: October 19th, 2021
Time: 12:30 p.m. – 2:30 p.m.
Location: Zoom Teleconference

AGENDA:

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
   - Monthly Incident List & Statistical Summary Report
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
12. Next Meeting
13. Meeting Adjournment

1. ROLL CALL

<table>
<thead>
<tr>
<th>Worker Representatives</th>
<th>Association/Union</th>
<th>Work Location</th>
<th>Present</th>
<th>Regrets</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adriano Pucci (co-chair ALT) (INACTIVE MEMBER)</td>
<td>CUPE 116</td>
<td>Landscape</td>
<td>☐</td>
<td>☐</td>
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</tr>
<tr>
<td>Brendan Elder (ALT)</td>
<td>CUPE 116</td>
<td>Landscape</td>
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</tr>
<tr>
<td>Issac Poku</td>
<td>CUPE 116</td>
<td>Waste Management</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Martin Go (ALT)</td>
<td>CUPE 116</td>
<td>Waste Management</td>
<td>☐</td>
<td>☐</td>
<td>☑</td>
</tr>
<tr>
<td>Sandy Hutchinson</td>
<td>CUPE 116</td>
<td>Street &amp; Operations Support</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Pravin Kumar</td>
<td>CUPE 116</td>
<td>Stores</td>
<td>☐</td>
<td>☐</td>
<td>☑</td>
</tr>
<tr>
<td>Joyce Ingram (ALT)</td>
<td>CUPE 116</td>
<td>Stores</td>
<td>☐</td>
<td>☐</td>
<td>☑</td>
</tr>
<tr>
<td>Andy Russell (co-chair)</td>
<td>CUPE 116</td>
<td>Garage</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Dillon Duckworth (ALT)</td>
<td>CUPE 116</td>
<td>Garage</td>
<td>☐</td>
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</tr>
</tbody>
</table>
2. DETERMINATION OF QUORUM

- A minimum of 4 members;
- Worker representatives (faculty and staff workers who do not exercise managerial functions) and employer representatives (management workers who exercise managerial functions);
- At least half of the members must be worker representatives;

Is there quorum for this meeting?
* 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.

Yes ☑
No ☐

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: Tamas Weidner Seconded by: Issac Poku

List amendments to minutes:

Are the minutes approved?
Yes ☑
No ☐
4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

- List additional agenda items)
- Co-Chair monthly email from SRS
- Removal of vehicle and installation of mirror USB Parking Lot

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 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)

<table>
<thead>
<tr>
<th>Item # (Use CAIRS Incident ID #)</th>
<th>Priority</th>
<th>Date</th>
<th>Action Plan (Actions Taken/Need to be taken)</th>
<th>Assigned To</th>
<th>Follow up: Date Pending</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>128146</td>
<td>B</td>
<td>2021-09-13</td>
<td>Incident discussed. Tamas Weidner will review the possibility of using bump caps. No further actions. Incident closed. Employee was working in the TEF3 parking lot, was working under a compactor bin to secure the load. To secure the chain worker had to stoop under the edge of bin on the truck, when worker stood back up head and contacted edge of the bin.</td>
<td></td>
<td></td>
<td>C</td>
</tr>
<tr>
<td>Case Number</td>
<td>Case Type</td>
<td>Date</td>
<td>Description</td>
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<td></td>
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</tbody>
</table>
| 128143      | B         | 2021-09-11 | **Root Cause:** Worker had to stoop and bend under vehicle and bin in order to secure the chain that hold the bin on the truck. Worker forgot that the edge of the bin was above head and when they stoop up head bumped the edge of the bin.  
**All Corrective Actions Complete**  
**Corrective Action Identified:** Worker to be aware of overhead bin edge when stooping under the bin to secure a load. Move away before proceeding to stand back up.  
**Estimated Completion Date:** 2021-09-29  
**Final Actions Taken:** Discussed recommendation and will ensure worker is following corrective actions.  
**Date Completed:** 2021-09-29 |
| 128131      | B         | 2021-09-02 | **Incident discussed.**  
**Remind crew to empty fridge before moving. No further actions. Incident closed.**  
Worker went to electrical shop to move fridge a to clean rat feces from behind. Due to the tight space, the worker needed to shimmy the fridge out in order to provide access. When worker was walking out to the truck to grab a broom to clean up rat feces, worker felt sharp a pain on their left knee. Worker went to the hospital the following day as the pain did not subside. The hospital confirmed that it was a ligament strain.  
**Root Cause:** root cause was limited space in maneuvering the fridge out of the space.  
**All Corrective Actions Complete**  
**Corrective Action Identified:** Head to remind crew members to utilize equipment such as sliding pucks or the escalara, if the situation allows.  
**Estimated Completion Date:** 2021-09-13  
**Final Actions Taken:** Head to remind crew members to utilize equipment such as sliding pucks or the escalara, if the situation allows.  
**Date Completed:** 2021-09-13 |
| 128131      | B         | 2021-09-02 | **Incident discussed. No further actions. Incident closed.**  
Employee was pulling weeds from flower bed. As they were  


<table>
<thead>
<tr>
<th>Incident ID</th>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>128020</td>
<td>2021-08-13</td>
<td>Worker was moving construction fencing at South Campus Warehouse, when they stepped on a rock and right ankle twisted inwards. <strong>Root Cause:</strong> Worker was lifting large panel of construction fencing without the assistance of a partner. <strong>Corrective Action Identified:</strong> Head to remind all crew members to wait for assigned partner to arrive before moving heavy material and to also be aware of surroundings while performing tasks. <strong>Estimated Completion Date:</strong> 2021-08-18 <strong>Final Actions Taken:</strong> Head to remind all crew members to wait for assigned partner to arrive before moving heavy material and to also be aware of surroundings while performing tasks. <strong>Date Completed:</strong> 2021-08-18</td>
</tr>
<tr>
<td>128017</td>
<td>2021-08-16</td>
<td>It was noted that all Corrective Actions add value albeit even minor incidents and should be recorded. Discussion on minor incidents and whether they require logging into CAIRS. Incident closed</td>
</tr>
<tr>
<td>Incident ID</td>
<td>Date</td>
<td>Incident Details</td>
</tr>
<tr>
<td>-------------</td>
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<td>------------------</td>
</tr>
<tr>
<td>128055</td>
<td>2021-08-25</td>
<td>Employee was getting dressed for work and was leaning down to untie shoe laces and felt pull in lower back. Employee rested for 15-30 mins to see if pain would go away, when it didn’t they reported to first aid. First aid recommended employee to go see their physician. Employee left work to see physician.</td>
</tr>
<tr>
<td>128074</td>
<td>2021-08-27</td>
<td>Worker was performing moving job when they bumped their chin into a railing and bit their lip.</td>
</tr>
<tr>
<td>127885</td>
<td>2021-07-12</td>
<td>Calvin Cheung has reached out to trades for additional solutions (e.g. mixer). Worker to use platform and have partner hand bags to them. Incident closed.</td>
</tr>
</tbody>
</table>

**Root Cause:** Bending to untie shoe

**All Corrective Actions Complete**

**Corrective Action Identified:** No Corrective Actions

**Estimated Completion Date:** 2021-08-16

**Final Actions Taken:** NA

**Date Completed:** 2021-08-16
• Root Cause: worker was lifting 50 lb. bag of cement over shoulder height. Recommendations: to build platform so worker is not lifting over shoulder height. A second worker at ground level is to pass bag to worker on platform. Also research to see if mixer can be adjusted to various heights. Calvin Cheung to reach out to Linda Roseborough for additional solutions. In progress.

Worker was lifting bag for cement mixing and had experienced pain/numbness in right shoulder. Worker attended first aid and was transported to UBC Hospital for further assessment.

• Dale Low will have further discussions with Sheetmetal. Incident in progress.
• Incident is being discussed with Sheetmetal for better solution rather than pulling out the pin. In progress.

As the tail gate dropped the chain that holds the gate whipped up and hit the employee’s thumb. Employee was not wearing gloves. Employee notified co-worker who called first aid for them. First aid assessed and recommended for the employee to stay at work and do modified duties. The following evening (July 7) employee's finger was still bleeding so they went to doctor to have it looked at. Doctor determined thumb was broken.

Root Cause: Poor design for a very heavy tailgate
Corrective Action Identified: Inspect Tailgate to see if anything can be done to make it better.
Estimated Completion Date: 2021-07-16

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)

☐ No actionable items noted
<table>
<thead>
<tr>
<th>Item # (Use Inspection #)</th>
<th>Priority</th>
<th>Description of Hazard: (specific location and/or equipment, nature of hazard)</th>
<th>Action Plan (Actions Taken/Need to be taken)</th>
<th>Assigned To</th>
<th>Follow up: Date Pending</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>GI-Stores -295</td>
<td>B</td>
<td>6 skids of Furniture on mezzanine floor is a tripping hazard. Reposition pallets so that tripping hazard is removed.</td>
<td>Pravin Kumar</td>
<td>2021-11</td>
<td>IP</td>
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</tr>
<tr>
<td>GI-Header Hse- 294</td>
<td>A</td>
<td>Sandy Hutchinson to review Safety Data Sheet (SDS) for the product to determine best way to store the barrel of mineral spirits. In progress.</td>
<td>Dale Low/ Sandy Hutchinson</td>
<td>2021-11</td>
<td>IP</td>
<td></td>
</tr>
<tr>
<td>GI-Header Hse-293</td>
<td>C</td>
<td>Quote has been received and contractors to begin work shortly. In progress.</td>
<td>Dale Low</td>
<td>2021-11</td>
<td>IP</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Header house and USB are part of the scope for line painting. In progress.</td>
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<td>Line painting part of larger project. Waiting for quote. In progress.</td>
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<tr>
<td></td>
<td></td>
<td>Lines need to be repainted in the parking lot. Job may be part of Building Ops planned improvements for the USB yard.</td>
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</tr>
<tr>
<td>GI-Seacan-292</td>
<td>B</td>
<td>In progress.</td>
<td>Adriano Pucci will follow-up with Philip Beck. In progress.</td>
<td>Dale Low</td>
<td>2021-11</td>
<td>IP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Eyewash stations have date on them that is past. Believe it’s the expiry date (not the packaging date)</td>
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</tbody>
</table>

**7. REVIEW EDUCATION AND TRAINING**

(General discussion, confirm all training is up-to-date, etc. For all actionable items please list below)

<table>
<thead>
<tr>
<th>Item # (ED-yr/mm/dd-01)</th>
<th>Priority</th>
<th>Discussion/Comments/Recommendations</th>
<th>Assigned To</th>
<th>Follow up: Date Pending</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ED-21-03-10-03</td>
<td>B</td>
<td>Adriano Pucci – New member</td>
<td>Adriano Pucci</td>
<td>2021-11</td>
<td>IP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Adriano Pucci has become an inactive member until such time he completes Part 2A and Part 2B. Adriano has completed Part 1.</td>
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</tr>
</tbody>
</table>
### 8. ONGOING BUSINESS – Status of Action Items

<table>
<thead>
<tr>
<th>Original Item #</th>
<th>Priority</th>
<th>Action Plan (Actions Taken/Need to be taken)</th>
<th>Assigned To</th>
<th>Follow up: Date Pending</th>
<th>Status</th>
</tr>
</thead>
</table>
| NB-2021-09-17-532 | B        | **Injury Severity**  
- Oct 19/21: Lori Takenaka presented data on # of Time Loss Incidents and Municipal Services Injury Rates. Further discussion may be required.  
- Sept 17/21: Committee would like to know the injury severity (e.g. days lost) for Time Loss claims that have occurred this past year. Lori Takenaka will contact Peter Joseph to pull statistics. | Lori Takenaka | 2021-11 | IP |
| NB-2021-09-17-531 | B        | **Safe Lifting and Stretching Techniques**  
- Oct 19/21: Safe Lifting and Stretching Techniques to be offered at crew level for SOS and stores. Garage, Soft Landscape, and Waste Management will participate individually. Lori Takenaka will arrange accordingly.  
- Sept 17/21: Due to the number of incidents involving repetitive motion and back strain SOS and Stores would like additional resources on lifting and stretching techniques for their crews. Lori to reach out to Linda to assist. If other groups would like the same, please let Lori know. | Lori Takenaka | 2021-11 | IP |
| NB-2021-09-17-530 | B        | **Require New SOS Worker Rep**  
- Oct 19/21: In progress.  
- Sept 17/21: Dean Bains is no longer a worker rep for JOHSC. Sandy Hutchinson will ask for volunteers from the Labor Shop and to subsequently vote for a new worker rep. | Sandy Hutchinson/ Calvin Cheung | 2021-11 | IP |
| NB-2021-03-10-498 | B        | **Bops Landscape’s Tree Falling Procedures**  
- Oct 19/21: Tree removal permitting review is in progress. In addition, Dale | Dale Low/ Adriano Pucci | 2021-11 | IP |
and Adriano will attend webinar to learn more about new tree falling procedures. In progress.
- July 16/21: Item in progress.
- June 9/21: Dale Low is in the process of drafting documentation. In progress.
- May 12/21: Dale to set up meeting. In progress.
- Apr 16/21: Further discussion required. Phil Beck to be included in discussion. In progress.
- Mar 10/21: As a result of the WSBC IR WSR202117752008A, Soft Landscape and Lori Takenaka will be reviewing their existing Tree Falling procedures.

**TDG Alert Certification**

- Oct 19/21: Labor shop must find the time to complete the certification. Sandy Hutchinson will advise crew members to sign up this month. In progress.
- Sept 17/21: One crew member has completed certification. Other members have signed up, but have yet to complete. In progress.
- Aug 11/21: One crew member has completed certification. Other members have signed up, but have yet to complete. In progress.
- July 16/21: Scheduling has begun for next week. In progress.
- June 9/21: Sandy Hutchinson has spoken with SOS members on the list. No training has been scheduled to date. In progress.
- May 12/21: Paul Harris confirmed training is now current for all Stores staff. Calvin to provide update for SOS at next meeting. In progress.
- Apr 16/21: Lori Takenaka sent out training records to Paul Harris and Calvin Cheung for them to follow-up to ensure employees take training. In progress.
- Mar 10/21: In reference to the TDG Alert in the SRS Newsletter, employees who handle, ship and receive Dangerous Goods must ensure their training records are up to date and accessible during inspection by Transport.
2nd Annual JOHSC Evaluation – Goal 3A:
- Oct 19/21: Soft Landscape to submit measurements for shop boards to Tamas Weidner, so that he can complete item. In progress.
- Sept 17/21: Tamas Weidner has received measurements from Garage, Stores and Waste Management. He is waiting for Labor Shop and Soft Landscaping to send information. In progress.
- Aug 11/21: Members to ensure that all measurement for shop boards have been forward to Tamas Weidner. In progress.
- July 16/21: Measurements for shop boards to be forwarded to Tamas Weidner, who will in turn send to sign shop for fabrication.
- June 9/21: Subcommittee convened to discuss the redesign of the safety shop boards. Dale Low showed prototype and the committee agreed to go forward with the new boards. SR will be submitted to the Sign Shop. In progress.
- May 12/21: Commitment required from sub-committee to meet and discuss redesign of shop boards. Tamas Weidner will schedule new meeting. In progress.
- Apr 16/21: Meeting scheduled for next week with sub-committee to discuss redesign of shop-boards. Comment boxes are ready to be installed. In progress.
- Mar 10/21: In progress.
- Feb 11/21: Comment boxes purchased for Shop-boards need to be put up. Item has been moved to NB-2020-02-409A.
**Occupational Health and Safety Issue:**

- **2021/10/17:** Line painting referenced in Inspections (GI-Header Hse-293) will help resolve a bunch of the existing recommendations. Dale, Andy and Tamas will rewrite recommendations giving Employer a brief summary of what has been completed, i.e. line painting, and update recommendations. In progress.
- **2021/09/17:** Follow-up letter to be drafted by the Chair, Co-chair and Tamas Weidner stating new recommendations. In progress.
- **2021/08/11:** In progress.
- **2021/07/16:** Follow-up letter to be drafted by the Chair, Co-chair and Tamas Weidner stating new recommendations that are required and the safety items that are no longer relevant as expressed in the first recommendation letter. In progress.
- **2021/06/08:** Committee has reviewed and due to LMRS no longer housing USB staff the following recommendations have been made:
  - power gate is no longer required
  - switch traffic flow to lessen congestion in the garage area
  - USB Yard and Header House require line painting
- **2021/05/12:** Dale Low and Adriano Pucci to meet and discuss any issues regarding Header House and report to committee next month. In progress.
- **2021/04/16:** Project approved and consultant hired, however, due to fiscal restraint project paused. Committee Dales Low/Andy Russell/Tamas Weidner 2018-02 2021-11 IP
suggested taking another look at the recommendations since over two years have passed. Tamas Weidner will email safety recommendation submission and documents to all for review. In progress.

To view original proposal, see Previous Minutes.

* REC – Recommendation Letter

### 10. NEW & OTHER BUSINESS

General discussion items (list actionable items below)

<table>
<thead>
<tr>
<th>Item # (NB-yy/mm/dd-01)</th>
<th>Priority</th>
<th>Discussion and/or Action Items</th>
<th>Assigned To</th>
<th>Date to be Completed</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>NB-2021-10-19-537</td>
<td>B</td>
<td><strong>USB Parking Lot</strong>&lt;br&gt;● Oct 19/21: Drivers view of the road is being impaired by a large parked van in the USB lot near SOS/Mailroom. There used to be a mirror to help drivers see, but it has been removed. Issac to see if existing post is still there and can a mirror just be reinstalled. Issac to also find out the parked van’s vehicle number so that Tamas can see if it can be parked elsewhere.</td>
<td>Issac Poku/ Tamas Weidner</td>
<td>2021-11</td>
<td>N</td>
</tr>
<tr>
<td>NB-2021-10-19-536</td>
<td>B</td>
<td><strong>First Aid – Campus Security</strong>&lt;br&gt;In 2020, Campus Security joined Safety &amp; Risk Services (SRS). As part of becoming an integrated team and elevating the profile for Campus Security, part of that journey includes taking on 24/7 First Aid responsibilities for students, faculty, staff and visitors. We would like your help with sharing this information to inform the campus community that First Aid is provided by UBC Campus Security.</td>
<td>All</td>
<td>Info</td>
<td>E</td>
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</tbody>
</table>
Patrol officers are Occupational First Aid Level 2 (OFA2) certified and will respond and provide initial care and implement any critical interventions up to the scope of their training until paramedics arrive on scene. All medical emergencies should continue to be directed to 9-1-1.

- For students and visitors, please dial 604-822-2222
- For faculty, staff, and student-staff, please dial 604-822-4444
- For emergencies, first call 9-1-1 and then call Campus Security for First Aid

We understand there may be questions regarding the use of two separate numbers for first aid. After consultation with WorkSafeBC, the decision was made that our first aid services would require two separate numbers; one for students and visitors, and one for our faculty, staff, and student-staff. Since occupational first aid is regulated by WorkSafeBC, the university is required to provide first aid services to faculty, staff, and student-staff. The rationale we received from WorkSafeBC was there was a risk the 604-822-4444 line would cause missed calls from faculty, staff, and student-staff due to congestion by student and visitor calls. To mitigate this risk, it was decided that two numbers were needed to properly serve the UBC community.

For more information, please visit [http://www.security.ubc.ca/firstaid](http://www.security.ubc.ca/firstaid)

<table>
<thead>
<tr>
<th>NB-2021-10-19-536</th>
<th>B</th>
<th>All</th>
<th>Info</th>
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</thead>
<tbody>
<tr>
<td><strong>New Workday Expiry Notifications</strong></td>
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<tr>
<td>On September 20, Workday will begin to notify employees of training that expires in 60 days, so that employees can re-take any necessary training before it expires. The employee will get an email indicating which training is set to expire in 60 days. If the employee allows the training to expire without re-taking it, then</td>
<td></td>
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</table>
Workday will notify the employee and their supervisor via email on the same day indicating that the training record has expired.

Employees should speak with their supervisor about their training when they receive these notifications, either to make plans to re-take the training or to ensure that it is no longer necessary. If an expiring training is not required for the employee, no action is necessary and the notifications can be dismissed.

*Note:* A training course must be set up with an expiry date in order for Workday to send notifications. Not all training courses are set up to expire after a certain period.

| NB-2021-10-19-535 | UBC Safe App | UBC Safe is a free mobile safety app for the UBC Vancouver Campus and available for iPhone and Android devices. This multi-function app puts direct access to campus safety resources and security tools in your hand while on the go such as:
|                  |              | • Calling First Aid  
|                  |              | • Accessing the seven COVID-19 Safety Plans  
|                  |              | • Bluephone and AED Maps  
|                  |              | • Emergency Procedures for various emergencies  
|                  |              | • Accessing SafeWalk  
|                  |              | • Reporting Incidents  
|                  |              | Please encourage everyone to download the app on their phones. For more information visit, [https://srs.ubc.ca/health-safety/ubc-safe-vancouver-app/](https://srs.ubc.ca/health-safety/ubc-safe-vancouver-app/). |

| NB-2021-10-19-534 | Building Ventilation and Safety Measures | UBC Facilities continues to add more information and updates on building ventilation. Please review the [new updated website](https://srs.ubc.ca/health-safety/ubc-safe-vancouver-app/) at your next meeting. It is important that staff is reminded that with high vaccination rates and the implementation of primary controls |
like daily health assessments, staying home if you’re sick and proper hand/respiratory hygiene, UBC workplaces are low risk for the transmission of COVID-19.

**NB-2021-10-19-533**

**B**

**Get ready to ShakeOut**

On October 21, remember to drop, cover and hold. We encourage you all to spread the word and have everyone in your building/department/area participate in this exercise. Information on what to do before, during and after an earthquake can be found on the Ready Website. A quick fact sheet has been attached.

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**11. FOLLOW-UP BUSINESS**

Gene5al discussion items (list actionable items below)

<table>
<thead>
<tr>
<th>Item # (NB-yy/mm/dd-01)</th>
<th>Priority</th>
<th>Discussion and/or Action Items</th>
<th>Assigned To</th>
<th>Date to be Completed</th>
<th>Status</th>
</tr>
</thead>
</table>
| **NB-2021-04-16-506**   | B        | *E-mail from Director of Municipal on Time-losses*  
- Oct 19/21: Seasonal and temporary workers have been hired. Item to be reviewed in February to see if new hires reduced the amount of injuries and time losses within the Soft Landscape department.  
- Aug 11/21: Dale Low and Jenniffer Sheel are reviewing the time loss for Soft Landscaping. Some of the recommendations may include additional staff and resources. Note: Season workers have been hired. In progress.  
- July 16/21: No further update. In progress.  
- June 9/21: Dale Low drafted a document to explore time loss specifically for Soft Landscape. He shared his summary and will advise next month recommendations. In progress. | Dale Low | 2022-02 | IP |

*NB – New Business*
### Joint Occupational Health & Safety Committee Meeting Minutes

#### May 12/21: Dale Low will set up meeting with relevant Heads and Managers to explore options for improvement. In progress

#### Apr 16/21: All Municipal committee members recently received an email from Jenniffer Sheel, Director of Municipal, stating that “our time losses are climbing and we need to explore how we might reduce injuries”. The committee agreed that this was an opportunity to look at injuries and time losses and come up with recommendations. Dale Low will form a sub-committee to discuss items such as seasonal labor, maintenance of old equipment, and the non-enforcement of technical guidelines.

<table>
<thead>
<tr>
<th>NB-2021-03-10-496</th>
<th>B</th>
<th>Green Waste Pile</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 19/21: Issac Poku suggested re-trenching may be required to mitigate water pooling at In-Vessel Compost site. Tamas to set up site visit to review. In progress.</td>
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<tr>
<td>Sept 17/21: The consultant has completed the “In Vessel Composter assessment” and will now review facility and the green waste area. In progress.</td>
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<tr>
<td>July 16/21: Consultant will be reviewing area. Presently, the ground is being scapped to remove soil so that the soil doesn’t build up. In progress.</td>
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<tr>
<td>May 12/21: Simple drainage system has mitigated the water problem. A maintenance program needs to be implemented for the winter. Workers will be required to use the backhoe for this maintenance. In progress.</td>
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<tr>
<td>Apr 16/21: The green waste pile has been reduced and trenching has begun to mitigate water problem. Require a plan for building a foundation of crushed rock. In progress.</td>
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<tr>
<td>Mar 10/21: Green waste pile has become increasing large due to rain water pooling in the access area. Site visit planned to look at how to mitigate the rain water issue.</td>
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<thead>
<tr>
<th>Safety Incident 126570</th>
<th>B</th>
<th>Flail Mower Modifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flail mower still at Nursery. In progress.</td>
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<tr>
<td>Since flail mower won’t be used until later in Spring, wait until attachment is on then bring to Garage to check. Dale Low and Andy Russell will discuss follow-up. In progress.</td>
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<tr>
<td>Investigation completed and Dale Low recommended the creation of a document for Standard Operation Procedure. Dale</td>
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</tbody>
</table>
to reach out to Garage to see if any modifications can be made to the flail mower and/or window to prevent them from contacting each other and offer their recommendations. In progress.

• Incident investigation required. Incident in progress. Employee was raising flail mower and it hit the rear window the tractor causing the window to shatter. Root Cause: Employee did not know that flail mower would reach window of the tractor. Corrective Action Identified: tbd

### Eyewash Station at Nursery

- Oct 19/21: Dale Low will advise on recommendations next month. In progress.
- June 9/21: Dale Low is reviewing the recommendations. In progress.
- May 12/21: Risk assessment now complete and recommendations were sent to Dale with requirements for an eyewash facility and an emergency shower facility. Dale to implement the recommendations. In progress.
- Apr 16/21: Dale Low and Lori Takenaka are finalizing the risk assessment. In progress.
- Mar 10/21: Dale to provide update at next meeting. In progress.
- Pesticides have been moved to the Nursery. Eyewash station will be a long-term project. Inspection item has been moved to Section “Follow-up Business.
- Lori and Dale’s assessment completed. Dale to proceed with recommendations. In progress.
- Dale and Lori to work on assessment. In progress.
- Chris Longford has completed list. Dale Low will complete risk assessment. In progress.
- Chris Longford is still preparing the list of pesticides. In progress.
- Dale is creating list of pesticides first and then will complete risk assessment. In progress.
<p>| | | | |</p>
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</table>
|   | Dale Low will complete a risk assessment to help determine requirements for emergency washing facilities for Soft Landscape group. In progress.  
   | Suggested having an eyewash added to the current sink. Potential option to add another sink. Further discussion needed. In progress.  
   | Inspection item is under discussion. In progress.  
   | Still looking at the feasibility of installing an eye wash station. In progress.  
   | Looking at feasibility of installing eyewash station. In progress. |

### 11. NEXT MEETING

<p>| | | | |</p>
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<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>Date:</td>
<td>November 10th, 2021</td>
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</tr>
<tr>
<td>Following Date:</td>
<td>December 8th, 2021</td>
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<tr>
<td>Time:</td>
<td>12:30 PM</td>
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<tr>
<td>Location:</td>
<td>TBD</td>
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### 12. MEETING ADJOURNED

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<tbody>
<tr>
<td>Time:</td>
<td>2:23 p.m.</td>
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### LEGEND

| PRIORITY: | STATUS: |
Joint Occupational Health & Safety Committee
Meeting Minutes

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>Critical/Life threatening/high probability</th>
<th>B</th>
<th>Urgent/moderate probability of re-occurrence</th>
<th>C</th>
<th>Important/low probability of re-occurrence</th>
<th>D</th>
<th>Reminders</th>
<th>E</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>N</td>
<td>New</td>
<td>R</td>
<td>Repeat</td>
<td>C</td>
<td>Complete</td>
<td>IP</td>
<td>In Progress</td>
<td>RF</td>
<td>Referred forward</td>
</tr>
</tbody>
</table>

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