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)
	February 7th, 2022	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

Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Adriano Pucci (co-chair ALT)	CUPE 116	Landscape	☐	☐	☑
Brendan Elder (ALT)	CUPE 116	Landscape	☐	☐	☑
Issac Poku	CUPE 116	Waste Management	☑	☐	☐
Martin Go (ALT)	CUPE 116	Waste Management	☐	☐	☑
Mike Giannias	CUPE 116	Street & Operations Support	☑	☐	☐
Pravin Kumar	CUPE 116	Stores	☐	☐	☑
Sandy Hutchinson (ALT)	CUPE 116	Stores	☐	☐	☑
Joyce Ingram (ALT)	CUPE 116	Stores	☐	☐	☑
Andy Russell (co-chair)	CUPE 116	Garage	☑	☐	☐

Dillon Duckworth (ALT)	CUPE 116	Garage	☐	☐	☑
Employer Representatives	Work Location		Present	Regrets	Absent
Tamas Weidner	Manager, Municipal Waste Mgt & Garage		☑	☐	☐
Calvin Cheung (co-chair ALT)	Manager, Municipal, Labor Division		☐	☐	☑
Dale Low (co-chair)	Manager, Municipal Soft Landscape		☑	☐	☐
Jenniffer Sheel (ALT)	Superintendent, Municipal Services		☐	☐	☑
Paul Harris	Manager, Stores		☑	☐	☐
Wende Kinch (ALT)	Senior Manager, Fleet and Procurement		☐	☐	☑
Resources/Guests	Work Location		Present	Regrets	Absent
Ellen Grande	Clerical Pool		☑	☐	☐
Lori Takenaka	SRS		☑	☐	☐

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? ** 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: Andy Russell Seconded by: Calvin Cheung

List amendments to minutes:

- Meeting date to be amended to state January 12, 2022
- Committee agreed as of January 2022 item numbering will restart with “01,02,03” sequencing

• Item ED-21-11-10-05 should state: Mike Giannias has completed Part 1 and Part 2B. Needs to register for Part 2A to complete training.		
Are the minutes approved?	Yes ☑	N ☐

4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

- Co-Chair monthly email from SRS
- Terms of Reference (TOR) review

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)*

Item # (Use CAIRS Incident ID #)	Priority	Date	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status

128685	B	2022-01-09	• Investigation not completed. Worker has not returned to work. No update. Worker got some salt in their eye during snow and ice response. Root Cause: TBD	Calvin Cheung	2022-03	IP
128701	B	2022-01-10	• Corrective Actions to be updated in CAIRS as follows: ○ having salt/sand mix available ○ wearing spiked ice cleats. Cleats have been ordered for all crew members. ○ being aware of surroundings Worker was stepping out of work vehicle and slipped on a sheet of ice on the ground. Worker fell and injured their right hand and elbow. Root Cause: Root cause was ice accumulation on the ground	Calvin Cheung/ Mike Giannias	2022-03	IP
128712	B	2022-01-12	• Corrective action: Worker to be aware and not over fill funnel with oil before funnel drains. Incident complete. While worker was changing the oil on a building operations unit in the USB Garage some oil back splashed, to avoid the oil splash worker quickly moved upper body out of the way and in turn the worker stumbled and pulled a muscle in their lower right back Root Cause: employee was filling vehicle with oil, some oil backsplashes and got airborne. Worker quickly move to avoid airborne oil and in turn pulled a back muscle. Further details will be available when a formal incident investigation is concluded. Corrective Action Identified: corrective actions will be discussed during incident investigation			C
#1	C	2022-01-11	• Lori Takenaka met will all groups. Garage and Stores no trends identified. SOS, Soft Landscape, and Wasteman identified trends and will work with SRS to implement additional action items. In progress. Lori Takenaka will forward crew specific CAIRS stats to Managers and Worker Reps for them to review annual trends. Lori will set up meeting for discussion with respective crews.	Calvin Cheung/Dale Low/Tamas Weidner	2022-03	IP
128421	B	2021-11-03	• Will put a safe work procedure together for the Escalara by next week. Will then train staff on how to use Escalara		2022-03	IP

			• Report updated after report was distributed. Municipal group to come up with safe work procedure and scenarios for training. Two employees were tasked to transport a piece of equipment from the roof of the Life Sciences building down. The equipment was approx. 4 feet X 4 feet base with approx. 5 feet heights and weighed 100 - 200 lbs. The transport down the stairs was to be done using the escalara stair machine. Both employees have been trained on the use of the machine and have transported items using the machine down stairs numerous times before. It was noted that the machine was working fine before the move and no issues were observed with it. The move was taking place as intended and the move of the equipment down the stairs was handled by worker #1 using the escalara machine. Worker #2 was behind worker #2 assisting and watching as there wasn't enough space for both workers to hold the handles. A few steps down from the top step, worker #1 as holding the handles of the machine with both hands and leveling it to allow for a smooth move down, noticed that the machine started rolling down the stairs. Worker #1 was not able to see the cause of how the unit started rolling and because it all happened so fast, worker tried to hold on to the handles and stop the unit from rolling. In turn escalara and its load pulled worker #1 down the stair with it, after rolling stopped worker noticed that right hand was caught between the stairs and the handle of the escalara. With pain in right hand worker #1 asked worker #2 to lift the escalara up so right hand can be pulled out from under the escallera's handle. Worker proceeded to UBC hospital for treatment and reported incident to subhead. Fracture in right wrist area was confirmed by hospital. Later same evening worker felt some pain in the left arm as well which then dissipated the next morning. It was concluded that worker hung on to machine using left hand which would have contributed to the pain felt that evening. **Root Cause:** Although workers received some training on the use			

			of the escallera machine, it wasn't adequate for the type moves and complexities of the work and environment they often are in. IT was concluded the worker operating the machine did not see where the footing of the machine was as it was lowering down the stairs and in turn skipped off the step and started to roll downwards. All Corrective Actions Complete			
128074	B	2021-08-27	• No update • Investigation required. In progress. Worker was dropping off wood rounds that were too big to go into the shipper. Worker unloaded wood from Kubota, proceeded to turn left and while looking over left shoulder to turn left, vehicle went right into a hydrant that the worker did not see. Root Cause: TBD	Dale Low	2022-03	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)

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

Item # (Use Inspection #)	Priority	Action Plan (Actions Taken/Need to be taken) Description of Hazard: *(specific location and/or equipment, nature of hazard)*	Assigned To	Follow up: Date Pending	Status
Stores-309	B	• Ladders are too close to scaffolding. Reposition ladders further away for easier access. Ladders moved. Inspection complete.			C
SCWarehse-308	B	• Fall protection harness missing. Mike Giannias to ask crew who used it last. A recent move took place within the last four weeks.	Mike Giannias	2022-03	N
SCWarehse-307	B	• Several fluorescent lighting tubes need to be replaced.	Mike Giannias	2022-03	N

SCWarehse-306	B	• a portable carbon monoxide unit found on floor. Mike Giannias to submit SR for FLS to investigate.	Mike Giannias	2022-03	N
Nursery-305	B	• Electrical panel blocked. Items need to be removed to access panel	Dale Low	2022-03	N
SOS/Wasteman-304	B	• No eye wash bottles by wash station. Eye wash ordered.	Mike Giannias	2022-03	N
SOS/Wasteman-303	B	• Lights out by tool area wash station, Called Service Centre and reported on Feb 04/22	Mike Giannias	2022-03	N
HeaderHse-302	B	• Gas Room is disorganized. Have gas room cleaned up (shared room by SOS & SL	Dale Low	2022-03	N
SeaScan-301	B	• Spill kits are not easily accessible. Determine if appropriate to have spill kits in each crews Seacan. Bring up at subhead meeting.	Dale Low	2022-03	N
GI-Garage-300	B	• Tamas Weidner ordered a new part for the in-ground hoist.	Tamas Weidner	2022-03	N
GI-Garage-299	B	• All fire extinguishers have either been replaced or updated in USB. Inspection complete. • The new Service Provider has been given a list of the non-compliant fire extinguishers and is in the process of swapping the expired canisters. In progress. • Garage – fire extinguishers have expired as of Nov 2021. Tamas to notify Contract Manager have unit updated.			C
GI-SOS/WM-296	B	• All fire extinguishers have either been replaced or updated in USB. Inspection complete. • The new Service Provider has been given a list of the non-compliant fire extinguishers and is in the process of swapping the expired canisters. In progress. • SOS/WM warehouse and Garage- Fire extinguishers expired. Tamas to notify Contract Manager have unit updated.			C
GI-Header Hse- 294	A	• A spill container platform (spill tray) has been ordered and will arrive next week. In progress.	Mike Giannias	2022-03	IP

		• Dale Low forwarded email to Calvin Cheung regarding the secondary containment situation. In progress. • No smell detected – Dale to look into secondary containment • Dale to look into secondary containment for liquid and to check if there are any smells in area. • Sandy Hutchinson to review reference literature to determine best way to store the barrel of mineral spirits. In progress. • A barrel containing mineral spirits is being stored near the lunchroom. It has no second containment and should be on a container pad. The barrel needs to be moved.			
GI-Header Hse-293	C	• Line painting is waiting for dry weather • Waiting for date to be scheduled. • Quote has been received and contractors to begin work shortly. In progress. • Header house and USB are part of the scope for line painting. In progress. • Line painting part of larger project. Waiting for quote. In progress. • Lines need to be repainted in the parking lot. Job may be part of Building Ops planned improvements for the USB yard.	Calvin Cheung	2022-03	IP

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
ED-22-02-07-06	C	*Sandy Hutchinson – Returning member* • Sandy Hutchinson will return as a new worker rep for Stores. He has completed all of his training.	Paul Harris	2022-03	Info Only
ED-21-11-10-05	B	*Mike Giannias – New member* • Mike Giannias has completed Part 1 and Part 2B. Needs to register for Part 2A to complete training. • Mike Giannias completed Part 1 and has until May 2022 to complete Part	Mike Giannias	2022-03	IP

		2A and 2B. Calvin to follow up with Mike on training status • Mike Giannias joined November 10th, 2021 as a worker representative for Streets and Operations Support group. Mike Giannias to complete UBC JOHSC 8-hour training.			
ED-21-03-10-03	B	*Adriano Pucci – New member* • **Adriano Pucci has completed Part 1 and Part 2A. Needs to register for Part 2B to complete training.** • Adriano Pucci has become an inactive member until such time he completes Part 2A and Part 2B. Adriano has completed Part 1. • Adriano Pucci needs to complete Part 1 and Part 2A and Part 2B by September otherwise he will become an inactive member as of October 1st until he gets trained up • Adriano Pucci joined March 10, 2021 as a worker representative for Landscape group. Adriano Pucci to complete UBC JOHSC 8-hour training by September 2021.	Adriano Pucci	2022-02	IP

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-2022-01-12-06	B	*B-02 Isolation & Lockout – Metal Personal ID Tag* • **Feb 7/22: Committee agreed to the recommendation. Dale Low emailed Mike Paley to advise. Item closed.** • Jan 12/22: Dale Low reviewed with the Committee a recommendation from Trades JOHSC to modify I-B-02 Isolation and Lockout, specifically to remove the requirement to have a metal "Personal ID Tag". The metal Personal ID Tag is now redundant since locks nowadays can easily be marked/tagged by other means. Committee reviewed and agreed the metal tag is no longer required as long as the locks are clearly labelled with the worker's name. Dale to provide feedback back to Trades JOHSC.			C
NB-2021-12-08-546	B	*Injury Severity*	Lori Takenaka	2022-03	IP

		• Jan 12/22: To be reviewed in March 2022. • Dec 8/21: Committee would like to know the injury severity (e.g. days lost) for Time Loss claims that have occurred in 2021. Lori Takenaka will contact Peter Joseph to pull statistics in March 2022.			
NB-2021-11-10-541	B	*Table Tops Insert Cards* • Feb 7/22: Dale Low emailed the most recent version of the table top cards to the committee. He also uploaded the attachment to SharePoint. • Jan 12/22: Topics of table top cards are Cold Stress Awareness Course and Accident/Incident Reporting. Cards to be distributed shortly. Andy Russell suggested new topic could also be Safe Lifting Techniques. • Dec 8/21: Cards created with updated information. Dale to print and distribute. • Nov 10/21: New table top cards to be created. Items to add to cards are as follows: 1. update with new JOHSC members 2. add new courses 3. Reminder to report new injuries immediately	Dale Low	2022-03	IP
NB-2021-10-19-537	B	*USB Parking Lot* • Feb 7/22: Mirror has been installed. Item closed. • Jan 12/22: Tamas to follow up whether mirror has been installed. In progress. • Dec 8/21: Large parked van is no longer parked there. Mirror still needs to be installed. Tamas to check if lamp post across Lower Mall can house the mirror. • Nov 10/21: Vans have stopped parking in area. Issac to confirm whether mirror is missing. • Oct 19/21: Drivers views are being impaired by a large parked van in the USB lot near SOS/Mailroom. Also, mirror has been removed from post near drive through gate. Need further investigation and recommendations.			C
NB-2021-09-17-531	B	***Safe Lifting and Stretching Techniques*** • Feb 7/22: Calvin Cheung and Dale Low met with Linda Roseborough and discussed action plan. In progress. • Jan 12/22: No update. • Dec 8/21: no update	Dale Low/Tamas Weidner/ Calvin Cheung	2022-03	IP

		• Nov 10/21: Each manager can contact Linda to have customized presentation • 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.			
NB-2021-03-10-498	B	*Bops Landscape's Tree Falling Procedures* • Jan 12/22: In progress. To be reviewed in March 2022 • Dec 8/21: Arborists met to review new forms and checklists. Updates to be made on required training. Dale to present updated information in March 2022. • Nov 10/21: WSBC has new tree falling procedures. Adriano will review to ensure current procedures work with new changes. Dale to update committee at new meeting • Oct 19/21: Tree removal permitting review is in progress. In addition, workers have enrolled in WorkSafe's new regulatory course for tree falling. In progress. • Sept 17/21: No update. Item in progress. • Aug 11/21: Dale Low and Philip Beck are reviewing permitting for tree removal. Item 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.	Dale Low	2022-03	IP
NB-2021-03-10-497	B	*TDG Alert Certification* • Feb 7/22: The following trainees have completed training:			C

		○ Barry Jones ○ Russel Duke ○ Karan Samra ○ Aaron Esquive **No further trainees are required at this time.** • Jan 12/22: Sandy Hutchinson will forward list of members who have not completed certification to Calvin Cheung for follow up. • Dec 8/21: No update. • Nov 10/21: In progress • 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 Canada. Stores and SOS members will have to be re-certified. Transportation of Dangerous Goods by Ground and Air training is available on Canvas			
NB-2020-02-12-409A	B	*2nd Annual JOHSC Evaluation – Goal 3A:* • **Feb 7/22: In progress.** • Jan 12/22: SR has been submitted waiting for work to begin. • Dec 8/21: Ongoing. All measurements submitted. Tamas to submit	Tamas Weidner	2022-03	IP

		SR to sign shop to fabricate boards. • Nov 10/21: No update. • 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 9/12: 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.			

9. JOHSC RECOMMENDATION LETTERS & WORKSAFEBC (CORRESPONDENCE)

Item # (use Recommendation #)	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Complete	Status
E.g.: CODE-REC-2017-01		*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.*				

9. JOHSC RECOMMENDATION LETTERS & WORKSAFEBC (CORRESPONDENCE)						
REC 2018-02-19	A	*Occupational Health and Safety Issue:* • **Feb 7/22: Dale Low received acknowledgement from Jenniffer Sheel, Municipal Director, that she received the follow up to the committee's recommendation letter (REC 2018-02-19). Item closed.** • 2022/01/12: Email response drafted (please see Appendix I) and Dale Low will send to Jennifer Sheel on January 13, 2022. • 2021/12/08: Dale and Andy to compose letter and send to Jen Sheel, Director, Municipal • 2021/11/10: All addressed. Letter to be sent out. • 2021/10/17: With new recommendations in progress, Tamas Weidner will rewrite recommendations giving Employer a brief summary of what has been completed, i.e. line painting. 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: o power gate is no longer required o switch traffic flow to lessen congestion in the garage area o USB Yard and Header House require line painting • 2021/05/12: Dale Low and Adriano Pucci to meet and				C

9. JOHSC RECOMMENDATION LETTERS & WORKSAFEBC (CORRESPONDENCE)						
		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 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				
WSBC - 202118271153A	**B**	UBC CONTRACTOR INCIDENT RESPONSE o A contractor was found deceased in the workplace the following day after work. UBC SRS was notified along with WorkSafeBC for any required actions. After review of the known circumstances, UBC was not required to submit an Incident Investigation Report for this incident. JOHSC/LST General Learnings/Discussion Points: o Reminder that all worker fatalities on UBC premises must immediately be reported to Safety & Risk Services. We will provide guidance and support for regulatory required follow-up. o All UBC departments must be aware of their contractors on site, proper clearance, and any health & safety operations including, but not limited to working alone.	n/a	2021-12-10	n/a	E
WSBC - 202217748005A	**A**	CHEMISTRY INCIDENT FULL INVESTIGATION ACCEPTANCE o WorkSafeBC has accepted the full incident investigation report for the December incident that occurred in the Department of Chemistry. JOHSC/LST General Learnings/Discussion Points: o Reminder that incident investigations must be completed within 30 days, with description, unsafe conditions, contributors, causes, corrective actions, and worker rep participation.	n/a	2022-01-19	n/a	E

** REC – Recommendation Letter*

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
NB-2022-02-07-13	B	***Automated External Defibrillator (AED)*** • Safety & Risk Services have installed Automated External Defibrillators (AEDs) in a number of UBC buildings Risk Committee members would like to know locations and possible demonstration on how to use AED	All	2022-03	N
NB-2022-02-07-12	B	***Review Terms of Reference*** • **Dale Low e-mailed the 2021-22 Terms of Reference for proposed changes for the new Year 2022. Tamas Weidner suggested the following changes:** ○ **Page 1A), The Committee shall be known as the {UBC Facilities Municipal} Joint Occupational Health & Safety Committee (JOHSC).** ○ **Page 1B), This committee reports to UBC Director, Municipal Services, Facilities who reports to the VP of Finance** ○ **Committee to review and approve updated TOR in March meeting.**	All	2022-03	N
NB-2022-02-07-11	B	**COVID-19 Return to Campus and FAQ** Please regularly review the SRS-Return to Campus Website and FAQs for updated information on COVID-19.	All	Info	E
NB-2022-02-07-10	B	**IAQ vs Exposure Assessment** SRS receives a number of requests for the evaluation of indoor air pollutants every year and it is important that all JOHSCs and LSTs understand the types of assessments that can be performed when an issue is reported. There are 2 types of assessments, depending on the nature of the indoor workspace. Assessments are generally categorized as one of the following:	All	Info	E

		Exposure Assessment: This type of an assessment is done for a work process where a hazardous contaminant is being used or generated and can result in adverse health effects following exposure. The assessment begins with a site visit to the review the space, work process, and existing controls to determine if monitoring is appropriate. If necessary, a sampling strategy may be developed and implemented to evaluate the level of identified contaminants present during the process and to confirm those levels are within regulatory limits. If regulatory limits are exceeded, or likely to be exceeded, additional controls must be developed and implemented following the hierarchy of hazard controls. Contact UBC Occupational Hygiene to initiate an Exposure Assessment. *Indoor Air Quality Assessment:* This type of an assessment is typically done within office buildings and classrooms where to ensure the health and comfort of the space users. Following an initial site visit, pollutants that may be evaluated in the investigation include CO2, CO, Temperature and Relative Humidity. Other pollutants, such non-hazardous dust, may also be quantified. Section 4.70-4.80 of the BC Occupational Health and Safety Regulation state the requirements for Indoor Air Quality. A Referral Form should be completed and sent to UBC Occupational Hygiene to initiate an Indoor Air Quality Assessment.			
NB-2022-02-07-09	B	**Automated External Defibrillator (AED)** Safety & Risk Services have installed Automated External Defibrillators (AEDs) in a number of UBC buildings to provide quick response in the event of a cardiac arrest. As many of the AEDs on campus are needing replacement, all AEDs on campus will be provided with a newer model. With the assistance of UBC Campus Security, the new AEDs are expected to be in service by	All	Info	E

		the end of February. For a map of all the AEDs available across UBC Vancouver campus, please refer to the SRS-AED Website			
NB-2022-02-07-08	B	**Move UBC** February is Move UBC month to reduce the time spent sitting and increase overall health and wellbeing. Check out some of the opportunities below and at the link: move.ubc.ca. • ***Request a live movement break*** Request a free 5-15 min guided movement break (in-person or online) from the Move U Crew by completing the form here. • ***Movement Break Challenge*** Starting February 1st, take a movement break and enter in the draw to win a prize! Make sure to count the number of people that are impacted. The more people you impact, the greater chances you will have at winning a prize. Use the fillable movement tracker	All	Info	E
NB-2022-02-07-07	B	**Pink Shirt Day** On February 23, wear pink to show your support for an end to bullying and harassment in our communities. At UBC, we strive to provide a safe, respectful and productive environment for our faculty, staff and students. The UBC Respectful Environment Statement outlines our principles about creating a respectful environment for all. Visit https://www.pinkshirtday.ca/ for more information	All	Info	E

**NB – New Business*

11. FOLLOW-UP 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

NB-2021-04-16-506	B	*E-mail from Director of Municipal on Time-losses* • **Feb7/22: Temporary workers have been hired as of Jan 2022. Will review accident/incident reporting in June 2022 to review if additional workers had an effect on the amount injuries and 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. • Sept 17/21: No update. In progress. • 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. • 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.	Dale Low	2022-06	IP
NB-2021-03-10-496	B	*Green Waste Pile* • Dec 8/2021: No update – currently on LST minutes. HEO looking into this to see what other options there are to handle green waste. Follow up in March 2022. • Nov 10/2021 No update. This may be part of a larger project. • Oct 19/21: Issac Poku advised re-trenching is required to mitigate water pooling at site. In progress. • Sept 17/21: The consultant has completed the "In Vessel Composter assessment" and will now review facility and the	Tamas Weidner	2022-03	IP

		green waste area. In progress. • July 16/21: Consultant will be reviewing area. Presently, the ground is being scrapped to remove soil so that the soil doesn't build up. In progress. • 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. • 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. • 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.			
Safety Incident 126570	B	*Flail Mower Modifications* • **Flail mover still at Nursery. In progress.** • 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. • Investigation completed and Dale Low recommended the creation of a document for Standard Operation Procedure. Dale 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	Dale Low	2022-03	IP
GI-HEADER-218	B	*Eyewash Station at Nursery* • **Feb 7/22: Facility Manager and plumbers have visited the site. In progress.** • Jan 12/22: Dale Low has submitted SR for new tempered eyewash station and tempered Emergency Shower. • Dec 8/21: no update. Follow up in January 2022	Dale Low	2022-03	IP

		• Nov 10/21: Dale to follow up with Lori. • Oct 19/21: Dale Low will advise on recommendations next month. In progress. • July 16/21: No update. 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. • 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	
Date:	March 9th ,2022
Following Date:	April 13t ,2022
Time:	12:30 PM
Location:	TBD

12. MEETING ADJOURNED	
Time:	1:48 PM

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