Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: UBC Building Operations Municipal 
Joint Occupational Health & Safety Committee
Worker Co-Chair: Andy Russell (co-chair)
Employer Co-Chair: Dale Low (chair)

March 9th, 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

<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)</td>
<td>CUPE 116</td>
<td>Landscape</td>
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<td>Brendan Elder (ALT)</td>
<td>CUPE 116</td>
<td>Landscape</td>
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<td>Issac Poku</td>
<td>CUPE 116</td>
<td>Waste Management</td>
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<td>Martin Go (ALT)</td>
<td>CUPE 116</td>
<td>Waste Management</td>
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<td>Mike Giannias</td>
<td>CUPE 116</td>
<td>Street &amp; Operations Support</td>
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<td>Karan Samra (ALT)</td>
<td>CUPE 116</td>
<td>Street &amp; Operations Support</td>
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<tr>
<td>Pravin Kumar</td>
<td>CUPE 116</td>
<td>Stores</td>
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</table>
### Joint Occupational Health & Safety Committee

**Meeting Minutes**

<table>
<thead>
<tr>
<th>Employer Representatives</th>
<th>Work Location</th>
<th>Present</th>
<th>Regrets</th>
<th>Absent</th>
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</thead>
<tbody>
<tr>
<td>Sandy Hutchinson (ALT)</td>
<td>CUPE 116</td>
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<tr>
<td>Andy Russell (co-chair)</td>
<td>CUPE 116</td>
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<tr>
<td>Dillon Duckworth (ALT)</td>
<td>CUPE 116</td>
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<tr>
<th>Resources/Guests</th>
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<th>Present</th>
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<th>Absent</th>
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<tr>
<td>Andy Russell (co-chair ALT)</td>
<td>CUPE 116</td>
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<td>Dillon Duckworth (ALT)</td>
<td>CUPE 116</td>
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### 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.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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### 3. APPROVAL OF PREVIOUS JOHSC MEETING MINUTES

(Statement to indicate minutes of previous meeting have been read & acknowledged and to record any corrections to it)

Move to adopt minutes. Moved by: Andy Russell Seconded by: Mike Giannias

List amendments to minutes:

- 

Are the minutes approved?  

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA
- Co-Chair monthly email from SRS
- Confined Space Entry Program document review
- BRDF Smoke Stack
- Garbage Truck Camera

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>128856</td>
<td>B</td>
<td>2022-02-03</td>
<td>Incident discussed. Hook has been ordered. Incident closed. Employee has had ongoing pain in neck. From Feb 1, 2022 - Feb 4, 2022 employee was assisting with tree pruning they were required to stand relatively stationary and ensure pedestrians</td>
<td></td>
<td></td>
<td>C</td>
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<tr>
<td>Incident ID</td>
<td>B</td>
<td>Date</td>
<td>Details</td>
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</table>
| 128826      | B | 2022-02-07 | Employee was removing a bolt from the suspension component in a limited space of the underneath of a vehicle. Using an impact wrench on the bolt worker right hand finger got pinched causing laceration of the skin on the finger. Worker attended first aid for bandage and ice and returned to work.  
**Root Cause:** Worker was removing a bolt using an old model large impact wrench in a limited space, while doing that a finger got pinched while holding tool and bolt. Adequate protective gloves were not worn due to dexterity issues.  
**Corrective Action 1**  
**Corrective Action Identified:** Although latex gloves were worn it does not provide much if any protection against pinching of fingers and or lacerations. Additionally, dexterity is required for this task and thicker gloves that are available from stores would not have allowed for the task to be done due to space to fit hands, bolt and air wrench. It was concluded that Head will look into purchasing alternate types of gloves specifically designed for mechanics that may offer better protection and still give the required dexterity needed for these types of tasks.  
**Final Actions Taken:** Alternative gloves have been ordered.  
**Date Completed:** 2022-02-22  
**Incident discussed. Incident closed.**
<table>
<thead>
<tr>
<th>Incident Number</th>
<th>Date Reported</th>
<th>Date Occurred</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>128852</td>
<td>B 2022-02-08</td>
<td></td>
<td>Incident discussed. Worker reminded to report the day of incident. Reported 3 days later. Incident closed. Employee was digging out blackberries, they pushed the shovel into the ground with their foot and their foot slipped causing the shovel to move to the side and hit the employee in their right ear. Over the next few days headache on the left side of their head that did not go away so employee reported to first aid. First aid diagnosed incident as a concussion and recommended employee stay at work. Employee was wearing leather gloves at the time of the work. Root Cause: Shovel slipped when hit a rock underground. All Corrective Actions Complete Corrective Action Identified: try different shovel in this area Estimated Completion Date: 2022-02-14 Final Actions Taken: Employee used a different shovel after this Date Completed: 2022-02-14</td>
</tr>
<tr>
<td>128872</td>
<td>B 2022-02-09</td>
<td></td>
<td>Worker received a splinter in his right hand while carrying a wooden bin up two flights of stairs. Worker was not wearing gloves. Root cause: Worker not wearing correct PPE. Corrective Actions: remind worker to use proper PPE for the job. Incident discussed. No further action. Incident closed. Worker was moving a wooden bin and gotten slivers in their fingers.</td>
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<tr>
<td></td>
<td>B 2022-01-29</td>
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<td>Cart has been ordered for accessibility of all equipment for</td>
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**Estimated Completion Date:** 2022-02-28

**Corrective Action 2**

**Corrective Action Identified:** Employee was using a very old model bulky air wrench for the task in tight space, not much room was left for hands to hold onto the tool and the bolt. It is recommended that the Head and worker look into purchasing a new model air wrench as these are smaller form factor which would allow for more space for better grip, trigger and handling of bolts etc.

**Estimated Completion Date:** 2022-02-28

**Corrective Action Identified:**

- Incident discussed. Worker reminded to report the day of incident. Reported 3 days later. Incident closed.
- Estimated Completion Date: 2022-02-28
| 128792 |  | future pest control work. Incident was crew talked. Incident closed.  
On Wednesday (Jan 26, 2022) employee was asked to perform rat feces removal work on the upcoming Saturday (Jan 29) as OT work. Employee had previously helped with this type of work but had not received complete training on how to properly do work and what the appropriate PPE was. For the work employee wore an N95 masks, outdoor coveralls and gloves. Employee was given this by coworker who they were working with on the day. Worker had 11 different jobs that they had to go to throughout the day, the work involved sweeping and vacuuming of rat feces. Employee was assisting another employee who had more experience. The other worker was vacuuming rat feces in the ceiling while the worker was assisting by moving the vacuum around. Concerns and questions were brought up around safe work procedures, appropriate PPE, pre-work planning and standard operating procedures.  
**Root Cause:** Training/procedures were not clearly communicated.  
**Corrective Action 1**  
**Corrective Action Identified:** Explore availability of different vacuum attachments or better vacuum.  
**Estimated Completion Date:** 2022-02-18  
**Corrective Action 2**  
**Corrective Action Identified:** Ensure proper PPE is available to all employees (disposable booties/tyvex suits/gloves/respirator)  
**Estimated Completion Date:** 2022-02-11  
**Corrective Action 3**  
**Corrective Action Identified:** Ensure all employees are made aware of the safety manual. Have a tailgate talk prior to work  
**Estimated Completion Date:** 2022-02-25 |  |
|---|---|---|
| 128685 | B | 2022-01-09  
- Worker threw empty bag of salt into a bin where upon some of salt granules got in the worker’s eye. No time loss. Worker was not wearing glasses.  
**Recommendations:** Worker to be | C |
<table>
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<tr>
<th>ID</th>
<th>Type</th>
<th>Date</th>
<th>Details</th>
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<tbody>
<tr>
<td>128701</td>
<td>B</td>
<td>2022-01-10</td>
<td>mindful of placing the bag in the garbage rather than throwing. Second recommendations: Worker should be wearing the appropriate PPE. CAIRS updated. Incident discussed. Investigation not completed. Worker has not returned to work. No update. Work incident discussed. CAIRS updated. Incident closed. Worker got some salt in their eye during snow and ice response. Root Cause: TBD</td>
</tr>
<tr>
<td>#1</td>
<td>C</td>
<td>2022-01-11</td>
<td>CAIRS updated. Recommended worker to be mindful of weather conditions and carry salt shaker in truck to prevent slipping. Incident discussed. Corrective Actions to be updated in CAIRS as follows: o having salt/sand mix available o wearing spiked ice cleats. Cleats have been ordered for all crew members. o 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</td>
</tr>
<tr>
<td>128421</td>
<td>B</td>
<td>2021-11-03</td>
<td>Calvin completed draft of Escalara work procedure and will be reviewed by the Subheads and Heads by next committee</td>
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</table>
meeting. After approval the draft will be forwarded to SRS.

- Will put a safe work procedure together for the Escalara by next week. Will then train staff on how to use Escalara
- 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 was 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 escalara'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**

<table>
<thead>
<tr>
<th>128074</th>
<th>B</th>
<th>2021-08-27</th>
<th>Dale Low</th>
<th>2022-04</th>
<th>IP</th>
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<tbody>
<tr>
<td>• Investigation on-going.</td>
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<td>• No update</td>
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<td>Investigation required. In progress.</td>
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<td>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.</td>
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<tr>
<td><strong>Root Cause:</strong> TBD</td>
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<tr>
<td>Location</td>
<td>Status</td>
<td>Description</td>
<td>Responsible</td>
<td>Date</td>
<td>Priority</td>
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| SC Warehse-308   | B      | • Fall protection harness and connection, floor markings and declinator’s missing from second floor mezzanine. Tamas was involved in the original setup and will set up a site visit with Mike Giannias to confirm what needs to be in place.  
• Fall protection harness missing. Mike Giannias to ask crew who used it last. A recent move took place within the last four weeks. | Tamas Weidner/Mike Giannias | 2022-04 | IP       |
| SC Warehse-307   | B      | • Overhead lighting at the North East back side exit door are burnt out first floor in the ceiling. As well as 2nd floor west side by the stacking chairs/desks. Mike Giannias submitted SR.  
• Several fluorescent lighting tubes need to be replaced. | Mike Giannias         | 2022-04 | IP       |
| SC Warehse-306   | B      | • SR submitted.  
• a portable carbon monoxide unit found on floor. Mike Giannias to submit SR for FLS to investigate. | Mike Giannias         | 2022-04 | IP       |
| Nursery-305      | B      | • Adriano Pucci to follow up. In progress.  
• Electrical panel blocked. Items need to be removed to access panel | Dale Low              | 2022-04 | IP       |
| SOS/Wasteman-304 | B      | • Eye wash bottles replaced. Inspection closed.  
• No eye wash bottles by wash station. Eye wash ordered. | Dale Low              | C       |          |
| SOS/Wasteman-303 | B      | • Lights replaced. Inspection closed.  
• Lights out by tool area wash station, Called Service Centre and reported on Feb 04/22 | Dale Low              | C       |          |
| HeaderHse-302    | B      | • Recommend using best practices labelling cans and shelves. Mike Giannias, Dale Low and Adriano Pucci will visit site and determine recommendation. In progress.  
• Gas Room is disorganized. Have gas room cleaned up (shared room by SOS & SL | Dale Low              | 2022-04 | IP       |
| SeaScan-301      | B      | • In progress.  
• Spill kits are not easily accessible. Determine if appropriate to have spill kits in each crews Seacan. Bring up at subhead meeting. | Dale Low              | 2022-04 | IP       |
| GI Garage-300    | B      | • New part has arrived and installed. Inspection closed.  
• Tamas Weidner ordered a new part for the in-ground hoist. | Tamas Weidner         | C       |          |
### Joint Occupational Health & Safety Committee
#### Meeting Minutes

| GI-Header Hse-294 | A | • Spill container has been implemented. Inspection closed.  
• A spill container platform (spill tray) has been ordered and will arrive next week. In progress.  
• 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 | • In progress.  
• 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. |

### 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>
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</table>
| ED-22-03-09-08          | B        | **JOHSC Training**  
New dates have been released for JOHSC Training Part 2A (March 16th, from 1pm-3pm) and Part 2B (March 21st, from 10am-12pm). | ALL         | 2022-04                  | N      |
<table>
<thead>
<tr>
<th>No.</th>
<th>Date</th>
<th>B</th>
<th>Event Description</th>
<th>Name</th>
<th>Year</th>
<th>Status</th>
</tr>
</thead>
</table>
| ED-21-11-07 | 2022-04  | N   | Karan Samra – New member  
Karan Samra joined November 10th, 2021 as a worker representative for Streets and Operations Support group. Karan Samra to complete UBC JOHSC 8-hour training.  
Karan Samra – New member  
Karan Samra joined November 10th, 2021 as a worker representative for Streets and Operations Support group. Karan Samra to complete UBC JOHSC 8-hour training. | Karan Samra       | 2022-04 | N      |
| ED-21-11-06 | C         | B   | Joyce Ingram has stepped down as Alternative Worker Rep for Stores.  
Joyce Ingram has stepped down as Alternative Worker Rep for Stores.  
Joyce Ingram has stepped down as Alternative Worker Rep for Stores.  
Joyce Ingram has stepped down as Alternative Worker Rep for Stores. | Joyce Ingram      |         | C      |
| ED-21-11-05 | IP        | B   | Mike Giannias – New member  
Mike Giannias has registered for Part 2A training  
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 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. | Mike Giannias     | 2022-04 | IP     |
| ED-21-03-03 | IP        | B   | Adriano Pucci – New member  
Adriano Pucci has registered for Part 2B training  
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     | 2022-04 | IP     |
## 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>
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</table>
| NB-2022-02-07-13 | B        | **Automated External Defibrillator (AED)**  
• Item to be taken to the shop level as topic of discussion. Item closed.  
• 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. |             |                         | C      |
| NB-2022-02-07-12 | B        | **Review Terms of Reference**  
• Dale Low reviewed TOR with the JOHSC Committee and made the following revision:  
  o remove Managing Director  
  o change UBC Building Ops to UBC Facilities  
  o add alternative meeting on Zoom.  
  Committee approved and Dale Low will forward new Terms of Reference to all committee members. Item complete.  
• Dale Low e-mailed the 2021-22 Terms of Reference for proposed changes for the new Year 2022. Tamas Weidner suggested the following changes:  
  o Page 1A), The Committee shall be known as the (UBC Facilities Municipal) Joint Occupational Health & Safety Committee (JOHSC).  
  o Page 1B), This committee reports to UBC Director, Municipal Services, Facilities who reports to the VP of Finance  
  o Committee to review and approve updated TOR in March meeting. |             |                         | C      |
| NB-2021-12-08-546| B        | **Injury Severity**  
• Mar 9/22: Lori Takenaka spoke with Peter Joseph and was advised that the breakdown by crew will be supplied later in May. In progress.  
• 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. | Lori Takenaka | 2022-04 | IP     |
**Table Tops Insert Cards**
- **Mar 9/22:** Table top cards have to be revised for new worker rep, Karan Samra.
- **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

**Safe Lifting and Stretching Techniques**
- **Mar 9/22:** Calvin Cheung has met with Linda Roseborough. Dale Low will follow-up with Linda this month. In progress.
- **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
- **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.

**Bops Landscape’s Tree Falling Procedures**
- **Mar 9/22:** Procedures not finalized. Follow up May 2022.
- **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
Joint Occupational Health & Safety Committee  
Meeting Minutes

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 16/21</td>
<td>Item in progress.</td>
</tr>
<tr>
<td>June 9/21</td>
<td>Dale Low is in the process of drafting documentation. In progress.</td>
</tr>
<tr>
<td>May 12/21</td>
<td>Dale to set up meeting. In progress.</td>
</tr>
<tr>
<td>Apr 16/21</td>
<td>Further discussion required. Phil Beck to be included in discussion. In progress.</td>
</tr>
<tr>
<td>Mar 10/21</td>
<td>As a result of the WSBC IR WSR202117752008A, Soft Landscape and Lori Takenaka will be reviewing their existing Tree Falling procedures.</td>
</tr>
</tbody>
</table>

**2nd Annual JOHSC Evaluation – Goal 3A:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar 9/22</td>
<td>Sign Shop has received SR. In progress.</td>
</tr>
<tr>
<td>Feb 7/22</td>
<td>In progress.</td>
</tr>
<tr>
<td>Jan 12/22</td>
<td>SR has been submitted waiting for work to begin.</td>
</tr>
<tr>
<td>Dec 8/21</td>
<td>Ongoing. All measurements submitted. Tamas to submit SR to sign shop to fabricate boards.</td>
</tr>
<tr>
<td>Nov 10/21</td>
<td>No update.</td>
</tr>
<tr>
<td>Oct 19/21</td>
<td>Soft Landscape to submit measurements for shop boards to Tamas Weidner, so that he can complete item. In progress.</td>
</tr>
<tr>
<td>Sept 17/21</td>
<td>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.</td>
</tr>
<tr>
<td>Aug 11/21</td>
<td>Members to ensure that all measurement for shop</td>
</tr>
</tbody>
</table>

NB-2020-02-12-409A  |  | Tamas Weidner  | 2022-04 | IP |
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)

<table>
<thead>
<tr>
<th>Item # (use Recommendation #)</th>
<th>Priority</th>
<th>Discussion and/or Action Items</th>
<th>Assigned To</th>
<th>Date of Issue</th>
<th>Date to be Complete</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>E.g.: CODE-REC-2017-01</strong></td>
<td></td>
<td>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 &quot;Ongoing Business&quot; and updated with any additional information until fully resolved.</td>
<td></td>
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<tr>
<td><strong>WSBC - 202216973014A</strong></td>
<td>B</td>
<td><strong>VIOLANCE RISK ASSESSMENT</strong></td>
<td>n/a</td>
<td>2022-02-11</td>
<td>n/a</td>
<td>E</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Description: Incident occurred at an off-site location, Centre for Gender &amp; Sexual Health Equity</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>o Incident involved a patron being upset after their appointment was cancelled</td>
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<td></td>
<td></td>
<td>o Worker was working alone and deescalated the situation</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>o There was one order issued regarding the need to complete a violence risk assessment as per OHSR 4.28 (1)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
9. JOHSC RECOMMENDATION LETTERS & WORKSAFEBC (CORRESPONDENCE)

- JOHSC/LST General Learnings/Discussion Points:
  - As per the OHSR, 4.28 (1) “A risk assessment must be performed in any workplace in which a risk of injury to workers from violence arising out of their employment may be present”
  - A fillable UBC Workplace Violence Risk Assessment tool is available on the SRS Website
  - Working Alone or in Isolation tools are available here: https://srs.ubc.ca/health-safety/safety-programs/personal-safety/workingalone/

* REC – Recommendation Letter

10. NEW & OTHER BUSINESS

General discussion items (list actionable items below)

<table>
<thead>
<tr>
<th>Item #</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-2022-03-09-19</td>
<td>B</td>
<td><strong>BRDF Smoke</strong></td>
<td>Mike Giannias/Lori Takenaka</td>
<td>2022-04</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Mar 9/22: Smoke observed to come from BRDF. Contractor performing function checks on a new boiler. When boiler starts up from cold state it may result in some dark scented smoke. Smoke entering into the west side air intake. Will need to confirm with Project Manager to see what can be done</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NB-2022-03-09-18</td>
<td>B</td>
<td><strong>Review and Update of UBC Confined Space Entry Program</strong></td>
<td>Lori Takenaka/All</td>
<td>2022-04</td>
<td>N</td>
</tr>
</tbody>
</table>
|                 |          | • Mar 9/2022: Lori Takenaka emailed the UBC Confined Space Entry Program document to committee members asking them to review and give feedback. **Summary of changes are as follows:**
|                 |          | • Changes to the Footer                                                                 |
|                 |          | • Addition of the following under Contractor Responsibilities (page 6):                      |
- Develop their own Confined Space Hazard Assessment and Entry Procedures as it pertains to the work they are performing.
- Ensure rescue services are made available for their workers before a worker enters a confined space.
  - Addition of “hygrometer” as an example of a heat stress meter when hot temperatures are present (page 12)

This document will also be given to other JOHSCs (who have employees performing confined space work) for them to provide feedback. Since there are multiple JOHSCs that are part of the review, there is a deadline date of **March 31, 2022** for when feedback must be received.

Feedback can be sent directly to Lori. They can send tracked changes or just general feedback to lori.takenaka@ubc.ca.

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Description</th>
<th>Assigned</th>
<th>Info</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>NB-2022-03-09-17</td>
<td>B</td>
<td><strong>Garbage Truck Cameras</strong>&lt;br&gt;• Mar 9/22: Employee asked why there are cameras in the garbage trucks. Cameras in garbage truck are for the sole purpose of collecting data and committee agreed it is not a safety issue. Item closed.</td>
<td>Brendan Elder</td>
<td>Info</td>
<td>E</td>
</tr>
<tr>
<td>NB-2022-03-09-16</td>
<td>B</td>
<td><strong>Building Emergency Response Plan (BERP)</strong>&lt;br&gt;The BERP has been updated and accompanied by a list of changes. Please remember to annually review the BERP for your building and distribute a final copy to all the building occupants. Remember to schedule an annual fire drill once within a calendar year! Instructions on how to schedule a drill is included in the BERP along with guidance on what to do for persons requiring assistance</td>
<td>All</td>
<td>Info</td>
<td>E</td>
</tr>
<tr>
<td>NB-2022-03-09-15</td>
<td>B</td>
<td><strong>Annual CAIRS Stats</strong>&lt;br&gt;Across UBC between 2018-2021, three of the most prevalent accidents reported continue to be falls on same level, overexertion</td>
<td>All</td>
<td>Info</td>
<td>E</td>
</tr>
</tbody>
</table>
and repetitive motion. The attached pdf PowerPoint presentation details further information on tips to investigate these incidents and common contributing factors to help avoid the incident altogether. A thorough review of this PowerPoint presentation at your meeting (~15 min) can be used towards a JOHSC member’s annual 8 hours of training. Remember to document this in your minutes! If you haven’t already, review annual incident trends for your particular areas and see what trends you can find! Feel free to contact Peter Joseph if you need any assistance with downloading incident/accident statistics for your portfolio.

**Safe Driving on Campus**

With an increase in pedestrian and vehicular traffic on and off campus, it’s important that when you are behind the wheel, especially in a UBC branded vehicle to abide by all the standard driving rules. This will help to ensure a safe community and set a good example for other drivers. Please communicate the following to all managers and workers within your areas:

- Use your seat belts at all times
- Use vehicle or hand signals prior to any maneuver
- Stop fully at marked signs
- Stop at stale amber lights
- Do not be a distracted driver
- Always err on the side of caution

*NB – New Business*

<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>
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<tbody>
<tr>
<td>B</td>
<td></td>
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</tbody>
</table>

11. FOLLOW-UP BUSINESS

General discussion items (list actionable items below)
### E-mail from Director of Municipal on Time-losses

- **Feb 7/22:** 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.

### Green Waste Pile

- **Mar 9/22:** Crews continue to mitigate water buildup and drainage. In progress.
- **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.
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- Sept 17/21: The consultant has completed the “In Vessel Composter assessment” and will now review facility and the 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 increasingly large due to rain water pooling in the access area. Site visit planned to look at how to mitigate the rain water issue.

**Flail Mower Modifications**

- Flail mower will be transported to Garage. Andrew Carr or Chris Edwards to make modifications. In progress.
- Flail mower 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 of 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
2022-04
IP

**Eyewash Station at Nursery**

- Mar 9/22: Facility Manager advised of longer timeline. Dale

21 | Page
Low to speak with Jenniffer Sheel to see if timeline could be moved up. In progress.

- 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
- Nov 10/21: Dale to follow up with Lori.
- 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.
- 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

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

11. NEXT MEETING
Date:       April 13th, 2022
Following Date: May 11th, 2022
Time:       12:30 PM
Location:   TBD

12. MEETING ADJOURNED
Time:       2:23 PM
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