



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Faculty of Arts

Worker Co-Chair: Andrew Riter
Employer Co-Chair: Gerald Vanderwoude

Date: September 19, 2023

Time: 10:10
Location: Zoom

AGENDA:

<ol style="list-style-type: none">1. Land acknowledgement and roll call2. Determination of Quorum3. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes4. Additional Agenda Items, Review Actionable Items from Local Safety Team (LST) Minutes & Approval of Agenda5. Review Centralized Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents (Monthly Incident List & Statistical Summary Report)<ul style="list-style-type: none">• 132018• 131848 (131841)	<ol style="list-style-type: none">6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)7. Review Education and Training8. Ongoing Business – Status of Action Items9. JOHSC Formal Recommendation Letters & Regulatory Inspections10. New and Other Business11. Infrastructure and Facilities12. Next Meeting13. Meeting Adjournment
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"We would like to acknowledge that UBC's Vancouver Point Grey campus is situated on the traditional, ancestral, unceded territory of the xwməθkwəz'əm (Musqueam people). I would also like to acknowledge that you are joining us today from many places, near and far, and acknowledge the traditional owners and caretakers of those lands.



1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Andrew Riter	CUPE 2950	Chan Centre	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aaron Woods	CUPE 116	Geography Building	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jennie Ramstad	CUPE 2950	Buchanan Tower	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ryan Murcar	CUPE 2950	FWT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Darya (Dasha) Prykhodko	UBCFA	CENES	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Employer Representatives	Work Location	Present	Regrets	Absent
Katelyn Melkert	MOA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gerald Vanderwoude	Buchanan A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Nick Smolinski	Old Administration Building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Guests	Work Location	Present	Regrets	Absent
Paul Wong	SRS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ana Policzer	Dean's Office	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

* (A) – Alternate member

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? <i>* 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.</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>



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)

Remove document mark-up/ track changes

• Move to adopt minutes.	Moved by: <u>kate</u>	<u>ryan</u>
	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

Is the agenda approved? Add shakeout - kate	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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4 A. REVIEW ACTIONABLE ITEMS FROM LST MINUTES (if applicable)

MOA LST Minutes 2023.08.17

SRS Chem Safety Advisor visited lab spaces in September 2023

- Compressed gasses need to be in a cage or chained to a wall. A suitable space and accessible location need to be found
- Peggy from SRS will send written report with recommendations as a follow-up for the site visit.
- The sign on the DNA Lab door has been updated to reflect the content of the lab. (corrosive symbol has been removed)
- Training - Check on Arial lift and fall protection of CCM staff for installation
- Gathering SOP, SWP for MOA areas.
- Kate is also working with Amina on SWP for the programing department
- Funding has been approved for new carpet in the admin wing,
- awaiting next steps.
- Brannen met with plant ops this week. Samples have been received



4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

- Library will be included in the scope.
- During NYP safety orientation Kate discovered Fire door in back hall became stuck with a foliage
- Stickers Emergency contact for phones are ready

Film & Theatre LST Minutes 2023.08.29

- Non-Smoking Signage: TK has put in Planon Request. Has found temporary files to print out and post in the meantime.
- BERP Update: FWT BERP completed and distributed.
- Fire Drills: FWT & TFPB completed fire drills on the 22nd.
- Parking garage construction: We've been given a key to access the space, but we're still worried about continuing access
- Safety inspection found chemicals used for fabric dye soaked into wooden shelving units. Remediation will need to happen.
- Safety Inspections: Inspectors are using N/A when situations do actually apply to us. Make sure items of note get transferred to the blocks at the top of the form for ease of reading. Also, it's recommended for inspections to happen in teams of two.

Iona LST Minutes 2023.09.12

- Discussed and identified floor warden per floor
- Discussed GI prep and floor assigned to individuals
- Areas of refuge to be reviewed in building

Nick feels there may be an opportunity to bring in reps from Arts LSTs and to go over LST minutes, make sure SRS items are on the agenda and to review GI and how these should be planned for and conducted. Just a refresher to get us all on the same page.



4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

- Theatre wants phone stickers
- Minutes and GI training supported by JOHSC
- MOA grounds have been neglected during closure, fire exits and exits getting blocked
- AR/Chan mentioned doing a daily fire door inspection

5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

See attached incident report:

- Monthly Incident List & Statistical Summary Report *(For any general CAIRS information that requires discussion or action, please record under "New Business" e.g., make note of trends etc. 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 # and Incident Date)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
132018 2023.09.18	C	ASIA Fall on Same Level Staff Description - Was walking to my work at Asian Centre when foot caught raised paving stone on road and I fell forward landing on my right knee and hands hitting my face on the ground which caused a nose bleed.		October	IP



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
		<p>Root Cause – awaiting investigation, this just happened yesterday</p> <p>Corrective Action - awaiting investigation, this just happened yesterday</p> <p>JOHSC Action – follow up with unit LST and worker if they are OK and or require assistance with investigation.</p> <ul style="list-style-type: none">- IP- SRS reached out to unit			
131848 (131841) 2023.08.21	C	<p>MOA Caught In, Under or Between Staff</p> <p>Description - Collections assistant wanted to try to fix the wheel on a rolling rack. While tipping it over, they dropped it on their right foot, badly bruising the big toe. (Note: another worker offered to help with the task, but the worker said they didn't need help.) Afterward, the worker reported the incident to a H&S rep in the same dept., who informed campus first aid- but the worker said they preferred to go to UBC ER instead. At ER they partially drained under the toe nail and told the worker to soak, elevate and rest it for a few days. The worker was able to work from home on other normal tasks over the next two days, and then returned to the museum for on-site work the following day. The worker had follow up medical appointments as follows: video appointment Aug 25th; in-person appointment Aug 29th (minor treatment); phone appointment Sept 4th (to discuss further treatment), and in-person appointment Sept 5th (toenail removed). Worker is not expecting any further treatment to be required.</p> <ul style="list-style-type: none">- Remind supervisor to remove details of medical <p>Root Cause - Employee should have accepted help from the other employee or, if help hadn't been offered, they should have asked for help from someone. The task isn't part of normal day to day activities, but when it is occasionally required, it is considered to be a 2-person task.</p>	Kate	September	C



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

		<ul style="list-style-type: none">- “No clear procedure present at this time” <p>All Corrective Actions Complete 2023-08-29</p> <p>Corrective Action Identified - Talked to employee via zoom* the next day and asked that they never perform the task alone again. (*Supervisor was home sick over the 2 days after the incident.) This was reiterated the next day (Thu), when we were both at work in person.</p> <p>Final Actions Taken - Met with MOA JOHSC rep, MOA H&S rep and employee rep (worker on vacation) to investigate the incident. Decided that in future the task will require employees to wear steel-toed shoes (everyone in dept already has them). Also, rules for assembling and/or repair of metal rolling racks will be added to new H&S on-boarding information, currently being developed.</p> <p>Previous additional discussion 2023.08.23:</p> <ul style="list-style-type: none">• No worker report attached here• Kate reached out to manager already – went over details and investigation• Steel toes required in this role?• Pronouns to change• Discussion on how a CAIRS report is closed – SRS <ul style="list-style-type: none">- Update: MOA LST met with supervisor- Spoke about details, inspection, pronouns- Orientation not yet updated- Discussion around completing and closing report- Blame on worker? – needs to change- Time loss?- Please close this.			
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6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)

Distribute inspection checklist(s) and report(s) for meeting 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)	Assigned To	Follow up:	Status
GI- Buch Complex - Buchanan C121- C130 2023.07.20	E	<ul style="list-style-type: none">A tall metal wardrobe next to water cooler needs to be secured to the wall behind it for safety. If it should fall, it could block entrance in and out of a room we use for storage/supplies and occasional meetings.Update: A Planon request was submitted on July 20, 2023, with a target date of Aug 4, 2023. Called the Service Centre (2-2173) on August 14, 2023, as this still has not been completed, and an email request to expedite this due to it being possible egress issue was sent out.D – 16: unit records have started to be kept; however, these are currently not signed off on. Anna Jubilo will look into including a sign-off line to the existing onboarding checklistThis GI is missing checkboxes and may not be complete See other GI doc . This had the boxes blacked out.	Nick	October	IP
GI-FWT Film & Theatre – Costume Shop Room 25 2023.08.29	E	<ul style="list-style-type: none">First Aid not postedEye Wash not tested – expired needs to be replacedShowers not checked on list/blankBlind corners not addressed – New door has blind corners and a open/close hazard for people not aware of the door openingExterior entrances, exits and sidewalks not clear of obstructionsAccess points not free of potential hiding spacesVegetation not trimmed	Andrew	October	IP



6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)

		<ul style="list-style-type: none">No smoking signs requiredSnow removal from entrances is an issueAirflow and ventilation for work tasks is an issueAir and gas lines not clearly labelledOrientation records – not clear so follow upEquipment logs are checked as NA – follow upEquipment controls/labeled/inadvertent activation checked as NA <p>Equipment to be reviewed.</p>			
GI – emergency equipment and procedures review 2023.06.22	E	<p>This was an inspection following an fire drill of building emergency systems.</p> <ul style="list-style-type: none">Iona House (housing) did not participate in the annual fire drill <p>IP</p>	Andrew R and Nick	October	IP

* GI – General Inspection

7. REVIEW EDUCATION AND TRAINING

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

Item # (ED-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
ED 2023.09.18_1	E	<ul style="list-style-type: none">BC Safety Committee Conference - Coast Langley City Hotel and Convention CentreOctober 4, 2023			



7. REVIEW EDUCATION AND TRAINING

ED-2023.09	E	JOHSC and LST Training New dates have been released for JOHSC and LST training. You can register for JOHSC training here, and LST training here.						
		JOHSC Training		LST Training				
		Part 2a	Part 2b	Part 2a	Part 2b			
		September 11	September 13	TBD	TBD			
		10 am – 12 pm	1:00pm – 3:00pm					
		- Better to get dates in advance?						

* ED – Education and Training

8. ONGOING BUSINESS – Status of Action Items

Original Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
131640 (131732) 2023.07.06		Chan usher incident – trip and fall Updated CAIRS report summary sent to JOHSC at 9:58, included this fourth incident (usher trip and fall after climbing under railing) Discussed Gender pronouns to be struck - AR to contact supervisor Waiting on update from Chan for corrective action (NICK: when running CAIRS report for August meeting, include updated version of this CAIRS report to see corrective actions and finalized report.) SOM/CHAN Fall from Elevation Staff			



8. ONGOING BUSINESS – Status of Action Items					
		<p>Description - Usher saw patron using phone to film and tried to get their attention from the aisle/stair side of the row. But the patron did not see her. Usher then went under the bar to the left of the usher stool and went around to get her attention, but missed the stair on the left of the row and tripped on the stair and fell and hit her face on the back of the chair and hit her elbow hit something (they are not sure if their arm hit the chair or the floor). Their glasses also hit the chair and got bent. They came into the lobby and I immediately took them to the first aid room where we had Campus Security First Aid available for our concert tonight. They have a pink mark/bruise on their left cheek bone, a big bruise and cut on their left forearm near their elbow (but did not require stitches).</p> <ul style="list-style-type: none">• No investigation• No root cause listed• No corrective actions <p>additional discussion:</p> <ul style="list-style-type: none">• No injury more shock <p>- Update then close</p>			
131405 2023.05.25 131481 (131453) 2023.05.25	B	<p>PSYCH Equipment/Facility Failure Paid Student</p> <ul style="list-style-type: none">• Description - The research assistant and lab coordinator were setting up the room for a study, including plugging in camera equipment for recording the subject. Assistant Lab Coordinator prepping camera connection reported minor heat burn from the camera power source potentially due to exposed wire. As equipment connections were being adjusted smoke was reported and lab coordinator grabbed a fire extinguisher and sprayed it on the smoking equipment. All risk of fire was eliminated. Reported to department administrators and UBC Building Operations. Electrical checked the circuit for safety. Cause - faulty equipment.			



8. ONGOING BUSINESS – Status of Action Items

		<ul style="list-style-type: none">• Root Cause - The camera connection shorted out and the wires melted. It was an old camera and you had to put the wires into the holes, much like you do with a speaker. They must have touched each other which is what caused it. We are now replacing the camera.• Corrective Actions - Estimated Completion Date: 2023-05-30• Getting a new camera wiping all the fire extinguisher dust off everything <p>Psych Contact with Electric Current/Heat Burns Staff</p> <ul style="list-style-type: none">• Description - The research assistant and lab coordinator were setting up the room for a study, including plugging in camera equipment for recording the subject. Assistant Lab Coordinator prepping camera connection reported minor heat burn from the camera power source potentially due to exposed wire. As equipment connections were being adjusted smoke was reported and lab coordinator grabbed a fire extinguisher and sprayed it on the smoking equipment. All risk of fire was eliminated. Reported to department administrators and UBC Building Operations. Electrical checked the circuit for safety. Cause - faulty equipment.• Root Cause - the camera connection shorted out and the wires melted. It was an old camera and you had to put the wires into the holes, much like you do with a speaker. They must have touched each other which is what caused it. We are now replacing the camera.• Corrective Action 1 - Estimated Completion Date: 2023-05-30 Dispose of old camera and getting a new camera that is CSA approved.• Corrective Action 2 - Estimated Completion Date: 2023-06-30			
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8. ONGOING BUSINESS – Status of Action Items

		<p>Corrective Action Identified: Recommend to review any other equipment in labs and as used in the unit and ensure it has appropriately insulated cords and is CSA approved. Any equipment and chords that are not CSA approved, or appear worn/damaged or have exposed electrical wires must</p> <ul style="list-style-type: none">• be taken out of service right away, tagged as do not use and appropriately serviced by certified technicians or disposed of (in the case of non-CSA approved or beyond repair). Equipment to be replaced as required.• Nick explained why this incident has several reports. Initial report was filed by third party who was not directly affected. Later report was filed by individual who was affected. The faulty equipment has been removed. Department is working on checking all equipment to ensure it is up to standard.• Noted.• Stays open until confirmed it all complete• Nick, please check with department about status• Nick emailed unit in late August. Awaiting response. <p>additional discussion:</p> <ul style="list-style-type: none">• Keep open until sept <p>PI assured me this was completed and should be closed</p> <ul style="list-style-type: none">- Please close			
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* ED – Education and Training * GI – General Inspection *NB – New Business

9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g., WorkSafeBC)						
Item # (Use Recommendation or Report #)	Priority	Discussion and/or Action Items	Assigned To	Date of Issue (YY-MM-DD)	Date to be Completed	Status
FOA-REC- 2022.05.17-01	N	<p>21-Day Letter (Snow Removal)</p> <p>Snow Removal letter was sent to the employer on May 17th, 2022 (Teams) based on information from recent CAIRS reports. It also included recommendations for potential actions we'd like to see. Received response (Teams) from Jen Sheel, Director of Municipal Services and Sean Lynch, Acting Director of Custodial Services.</p> <p>2022.11.18 Arts Safety and Municipal Meeting:</p> <p>Possibility of having a deputized team on Campus to clear snow. Factors to consider are: employee groups, higher risk of musculoskeletal injuries, proper PPE</p> <p>Municipal is firmly committed to maintaining their current primary and secondary routes.</p> <p>Overall accessibility pathways are still not being cleared. This is a barrier to anyone who is in a wheelchair or mobility impaired. The JOHSC will continue to pursue this conversation in order to receive a better snow clearing response.</p> <p>GV – did have some success with our Blue Phone images. People could see what conditions were like, but hit and miss what images came in. There is a</p>	Gerald/ Andrew/Nick/	2022-05- 17	2023	IP



9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g., WorkSafeBC)						
		<p>chance for us to provide to Arts and the rest of campus with real time images of conditions that could lead to better and safer decisions w.r.t. working remotely.</p> <p>Potential Solutions: Looking at a pilot project of student workers to deputize snow removal for Arts. This would be for emergency situations when we know the weather is coming. Initial reaction from Municipal was no, but then circled back once snow actually came. Work in progress, to see if it's feasible to deputize a labour force properly and safely. Some conflict about priority shovelling of some pathways and entrances/exits (between Arts and university). These are all longer conversations and there are equity issues surrounding "essential" service. Hopefully we can rectify moving forward, by next Fall.</p> <p>03.18.2023: Clearing building entrances is the responsibility of custodial staff, however they have competing priorities and may not physically be capable of shovelling snow.</p> <p>Gerald will aim to reach out to all JOHSC co-chairs at UBC and determine if there is interest in sending a joint formal recommendation letter to the employer.</p> <ul style="list-style-type: none">- Waiting on contracts to be signed. (busy)- On going- Blue phone access, discussion with Head of Security, about security sharing blue phone				



9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g., WorkSafeBC)

		<p>images with Arts Safety, about Arts safety getting the images vs the images being sent to Arts Safety</p> <ul style="list-style-type: none">• Ongoing• in progress• see <u>Share your feedback</u> for the Snow Policy until Sept 25th <p>- please do this Arts JOHSC team</p>				
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* REC – Recommendation Letter *IR – WorkSafeBC Regulatory Inspection

10. NEW & OTHER BUSINESS

- General discussion items (list actionable items below)

Item # (NB-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status
NB_01_SRS_JOH SC ITEMS for September 2023	E	<ul style="list-style-type: none">• Safety Day Registration Closed Safety Day Registration is now closed as we've reached capacity. If you want to be added to the waitlist, cancel your registration or have other questions, please email Shilan.keshvadi@ubc.ca. An email will be going out next week to everyone who registered to confirm their registration so if we are notified of any cancellations, there will definitely be opportunity to move from the waitlist to being registered for the event.			



10. NEW & OTHER BUSINESS

		<ul style="list-style-type: none">• UBC Safe Vancouver UBC Safe App is the official mobile safety app of UBC Vancouver (Point Grey). This multi-function app allows you to receive important safety push notifications, safety information, contacts, maps and procedures — all in one place! Download the UBC Safe Vancouver app and make sure you turn on push notifications to receive timely updates and urgent notifications. The mobile safety app is available for download on the iOS/App Store for iPhone or Google Play Store for Android. The UBC Safe App is free and recommended for UBC students, faculty, staff and campus visitors.• Are you prepared for an emergency? Safety & Risk Services' Emergency Management team will be setting up a booth from September 5 to 7, 2023, to help increase the campus community's resilience, emergency awareness and preparedness			
NB_02_WSBC_IR s	E	<ul style="list-style-type: none">• WSBC IR_2023-08-11_ IR202316973099A• WSBC IR_2023-08-25_ IR202316973103A• WSBC IR Summary - September 2023 <p>Summary – points for discussion (please refer to WSBC IR summary attachment for complete details):</p> <p>202316973099A</p>			



10. NEW & OTHER BUSINESS

		<ul style="list-style-type: none">• On August 8, 2023, a worker was working with a high voltage machine. As their hand passed by an insulated wire, a discharge of electricity (arc) resulted in the worker's hand receiving an electrical shock.• The machine was pulled from service until a full investigation is completed.• There were zero (0) orders issued to the University.• It is important to conduct a pre-use inspection and scheduled preventative inspections as per the manufacturer's manual to prevent injuries due to faulty equipment.• To ensure quality, check for certification marks such as CSA or cUL or cETL on purchased electrical products or equipment• A pre-use and/or preventative maintenance inspection checklist specific to the tool, vehicle, machine, or equipment should be used. Items of deficiency are identified and documented in the corrective action report following the inspection checklist.• As a reminder, an incident believed to have resulted in a serious injury, such as life-threatening conditions, as well as incidents that had the potential for causing serious injury (near miss) must be reported to Campus Security at 604-822-2222 as part of the incident response following the necessary emergency responses.• Information regarding what to do in the event of a serious incidents or possible serious incident can be found on the SRS Website.			
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10. NEW & OTHER BUSINESS					
		<ul style="list-style-type: none">• Encourage everyone to report incidents and near misses into CAIRS within 48 hours of the occurrence so that a preliminary investigation can be completed within 48 hours as required by section 71 of the Workers Compensation Act• Reminder that incident investigations must be completed within 30 days, with description, unsafe conditions, contributors, causes, corrective actions, and worker rep participation. <p>202316973103A</p> <ul style="list-style-type: none">• This Inspection Report documents the receipt and acceptance of the employer's full Incident Investigation Report (EIIR), relating to an incident which occurred on July 19, 2023, when a worker who was involved in an incident while riding a motorized scooter and sustained injuries.• There were zero (0) orders issued to the University.• Reminder that incident investigations must be completed within 30 days, with description, unsafe conditions, contributors, causes, corrective actions, and worker rep participation.			
Safety Champions Meeting 2023.09	E	<ul style="list-style-type: none">• Emergency Management – Mass Care Exercise- Not enough room for the support we will need• Environment, Health & Safety Management Ecosystem Project- Overall H & S Systems review• Round table - Nick asked about Communicable Disease messaging from central as Arts units are asking			



10. NEW & OTHER BUSINESS					
		<ul style="list-style-type: none">- Nick expressed concerns from Arts units regarding if there will be additional central messaging			
Arts JOHSC safety messaging For Fall 2023.09 2		<ul style="list-style-type: none">• AR inquired about prepping Fall time grounds safety/fall at same level messaging. Should the JOHSC consider other too?• Fall prevention - October• Ergo month - October• Shakeout BC/Emergency Preparedness - October <ul style="list-style-type: none">- Kate spoke about what MOA does in this regard			
MOA Wood Shop SWP_01	B	<p>Kate Melkert has completed some SWP for the MOA woodshop that she would like feedback on. Go to Art JOHSC Teams under draft SWP and please provide some feedback.</p> <ul style="list-style-type: none">• Andrew took a look and made comments• Question about links for none computer-based workers- Members should look at this please in sharepoint	Membership & Kate	Sept	IP
NB_03_Arts JOHSC EVALUATION	E	<p>Arts JOHSC Evaluation 2021 - 2022</p> <p>For your reference, under Section 3.26(6) of the OHSR, and therefore will be part of the next annual evaluation: The joint committee must</p> <p>(a) discuss the evaluation at the joint committee meeting immediately following</p> <p>(i) receipt of the evaluation, if the employer or a person retained by the employer conducted the evaluation, or</p> <p>(ii) the completion of the evaluation, if members of the joint committee conducted the evaluation, and</p> <p>(b) ensure that the evaluation and a summary of the discussion referred to in paragraph (a) are included in the report of that meeting.</p> <ul style="list-style-type: none">• JOHSC membership should have reviewed evaluation document as attached in July 11 email from Arts JOHSC/Arts Safety.			



10. NEW & OTHER BUSINESS

- Drum roll please. **Score 86%**
- **Top Goals:**
- 1. Review the JOHSC membership and promote committee membership/representation on the Arts JOHSC.
- 2. Create a formal tracking system to confirm completion of all general inspections.
- 3. Continue to encourage members to offer their contribution to JOHSC activities/tasks.
- **Well Done team**



10. NEW & OTHER BUSINESS

		<p>Ongoing, working with UBC Legal. The procedure might take some time.</p> <p>Legal has responded that a new role is starting with their office that will specialize in Human Rights Legislation this summer. This concern and request will go to their portfolio and they hope to have something back to us by end of Summer.</p> <p>Thanks to MOA for doing a lot of background work to collect information from various on campus units and connecting with various non UBC resources on the matter.</p> <p>Discussion:</p> <ul style="list-style-type: none">• Gerald: UBC can't challenge a pet re: therapy or service dog Provincial guidelines for only 2 types of dogs Guide dogs and therapy• Can't ask about certification (violation of person's Human Rights)• Seeing more dogs in campus (affects people with allergies), dogs in workplace, incident of aggressive act by dogs; people afraid of pets, feel scared about preventing others from bringing pets. <p>Q: Are there limitations on service dogs?</p> <ul style="list-style-type: none">• GV: 2nd scenario, bring in guide dogs in training, but that is not UBC's role (as a trainer, but can't prevent UBC staff from being a trainer) Arts Pet Policy: animal stays in office, notify Custodial, owner responsible for cleaning messes; disrupting area? Business decision if it is affecting floor; anonymous			
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10. NEW & OTHER BUSINESS

		<p>complaint survey needs to be set up, and that removes animal (1 person veto); dept makes decision, but if not, then Dean's office.</p> <p>Issues noted:</p> <ul style="list-style-type: none">• Some people not comfortable with dog, but students feel bad or scared or awkward complaining about professor's dog. (power imbalance); "it's complicated"• Allergies and fear are issues,• Aaron hears some bark in his building. It will only increase demand, and affects others.• Therapy animals (pigs cats) a bigger issue than just service dogs.• Should have ID clothing, to specify animal as therapy• Chan has service (guide) dogs on occasion, no known issues• NEW: it was requested for UBC provide doggy daycare;• Space requirement ??? taxable benefit??, contract out the service. . .• What is health risk what is safety risk?• What is health benefit of having dog (personal or larger)• UBC Legal is looking at it. <p>September Update: MOA (MW) has emailed a few documents that UBC O uses and these appear to address the designation of service dogs and emotional support animals, certifications and how to request access for non-certified animals on their campus. Legal has these documents as reference now too.</p> <p>ongoing</p>			
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10. NEW & OTHER BUSINESS

NB-LST Inspections- 2022.12.13-02	B	<p>LST Inspections:</p> <p>Only some of the units have been completing their annual general inspections. Does the JOHSC need to reach out and offer support to the LSTs? The LSTs may appreciate a refresher/ reminder as well as guidance from the JOHSC members.</p> <p>Update: Shared Arts JOHSC request with Arts Admins at Admins Meeting on May 25. Admins will reach out to their LSTs to request inspections are completed and in sharepoint on or before August 15. Resources provided and Arts Safety offered to assist if where required. A number of LSTs have already reached out to Arts Safety.</p> <ul style="list-style-type: none">- Some admins have already reached out, some units have already finished inspections. One per calendar year required for basic, office type workplaces.• In Progress• “light” request for all to have General Inspection. Get it going this year. Next year a hard Aug 15 deadline to get info to apply for funding and planning in September. Aug 15 deadline or May 15 (but summer work difficult to schedule with plant ops)- Chan will complete this mid-October	JOHSC	June	IP
NB-Mental Health & De- Escalation Training 20223.02.21-03	B	<p>Mental Health Response Concerns:</p> <p>Many of our units have supported individuals during episodes of mental distress. While their care and support is greatly appreciated, there is an inherent risk of injury in dynamic situations such as these. It should be noted that while mental health training is encouraged, it is not mandatory and no worker is ever required to assist an</p>	Nick	June	IP



10. NEW & OTHER BUSINESS					
		<p>individual if they're not comfortable and they may choose to leave if the situation changes.</p> <p>De-escalation training to be scheduled for May/June or August 2023. Inquiring with Arts Admins for best time. There is also a WPL course</p> <p>IP</p> <p><u>Supporting Mental Health in the Workplace for Supervisors and Managers course</u> you can register for.</p> <p>Update: De-escalation session are set for June 21 and June 22. Thanks to CK Choi and Liu Institute (SPPGA) for providing facilities for this.</p> <p>Nick to distribute additional resources (see below). Still on-going</p> <ul style="list-style-type: none">• Post event survey distributed to Arts. Nick meeting with vendor for post event debrief on July 10. Will report back in August meeting. See education section for update notes.• Nick met with vendor (Pro-Active Resolutions) to review the feedback and discuss future sessions• Arts units are inquiring about future sessions to Arts Safety so there is interest. Arts should plan and schedule future sessions.• Training for new employees to combine with this? They receive some with standard courses but not in depth.			
VRA + Personal Safety & Response Sheet & Call Lists 2023.05.16 - 1	B	<p>Arts Safety is completing a broader review of VRA Employee Experience Survey that Himani had developed with Nick. This additional review is with both Arts JOHSC Members and Comms. The VRA process will hopefully be launched in Summer 2023.</p>	Nick	June	IP



10. NEW & OTHER BUSINESS					
		<ul style="list-style-type: none">- A response sheet/call tree/resource page has also been completed by Arts Safety as a desk side resource sheet to assist with incidents where front facing workers might experience a member of the public, student or worker in distress. So, points on what to do for personal safety, who to call and who to inform of incident in the Faculty of Arts. This will also include some resources for individuals in distress (workers or students) and after care resource. This is part of the worker personal safety assessment process, procedures and in line with the de-escalation training we are offering for our employees in Arts. <p>Update: A response sheet/call tree/resource page is loaded onto sharepoint for review and comment. Will be shared with Arts by end of month.</p> <ul style="list-style-type: none">- IP			
Arts Chem Safety Training Session with SRS	E	Richard Wambolt from SRS Research - Compliance & Occupational Hygiene Associate has assembled a great .ppt for training Arts Employees about Chem and Chem products, handling and storage safety. Nick met with Richard to review and the draft Richard assembled is really great and really focused on the Arts work environment. Nick will reach out to Arts managers in mid-May to share and get feedback and then to confirm in-person learning sessions with Richard and Sam (Chem safety student worker and our units. All performing arts, assembly and processing workshops, labs and studios should be prepared to send staff to this and they will all need to complete UBC Basic WHMIS in advance.	Nick	June	IP



10. NEW & OTHER BUSINESS					
		<ul style="list-style-type: none">- Ongoing. Nick reviewing with a few reps from arts units who would benefit from the learning session.- Film and Theatre suggested a Nov 2023 date for this- On Going - IP			
NB-Buchanan Wayfinding 2023.04.18-05	B	<p>The JOHSC has previously discussed the challenges of Wayfinding in Buchanan Complex particularly for individuals with accessibility concerns. The Centre for Workplace Accessibility has reached out to Arts with a potential software called <u>Navilens</u> – which uses a QR code/ app system to help improve accessibility. Still in the early stages but seems promising.</p> <ul style="list-style-type: none">- Ongoing- Talk about in next meeting, ran out of time- Revisit in August. Additional information is required- Need to circle back and review if pilot in Vancouver was well received- Review in December 2023 - IP	Nick	June	IP
NB-Stage Inspection Checklist 2023.04.18-06	B	<p>Performance Stage Inspection Checklist: Nick to work with various performance-based units to create a stage inspection checklist.</p> <p>This would help facilitate consistent record keeping. Push to June/July</p> <ul style="list-style-type: none">- Ongoing- FWT: important stuff looked at regularly. If it's broken, it's removed.- Maintenance, ongoing as needed.- Remove things from use, then fix when there is time	Nick/ Andrew/ Ryan	June	IP



10. NEW & OTHER BUSINESS

		<ul style="list-style-type: none">- Kate: remove and SIGN IT as Not Safe. (Not Good for Use)- Ryan: includes Name Date and WHAT is wrong with it. Update: Nick to reach out further in this regard in late June Talk about in next meeting <ul style="list-style-type: none">• Revisit in December• IP			
NB_Health & Safety Assistant Role to be posted in late July	E	The posting for the Health & Safety Assistant role will be posted at the end of July (31). We hope to go through the hiring process in August with a new hire for/into September if all goes according to schedule with a successful candidate. IP			

*NB – New Business

11a. INFRASTRUCTURE AND FACILITIES

Original Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
Formerly CAIRS 130915 (130912) 2023.03.08		Economics Buch A Fall from Elevation Worker was walking down the stairs in lecture hall A104 when they tripped on the edge of the stair and fell. The worker fractured their foot and was taken to UBC urgent care. Worker stated no contributing factors, they just tripped on the stairs in the lecture hall. Nick visited Fall site and followed up with report writer. Nick inspected and documented A104 site and found an interior stair with damaged nosing. Nick completed the report and submitted SR for Classroom Services. with Classroom Services now – check site in June	Nick	Sept	IP



11a. INFRASTRUCTURE AND FACILITIES

		<ul style="list-style-type: none">- in progress. Following up with Classroom Services Nick to check if completed on site.• Nick missed visiting this site before leaving Campus. He will look at it when he is back in August. Scheduling Services would also be aware if this work was completed as it is in their house.• Nick visited the site and the end cap was even worse then when last visited. Nick marked the hazard with tape and marker and called in a trouble call for carpenters to visit and repair on August 23. <p>Move to facilities</p>			
Formerly CAIRS - 130287 2022.11.20-02	A	<p>MOA Equipment/ Facility Failure: 4 cabinet units fell off the wall in room 223B and were discovered on Nov 21st. This occurred in the DNA lab, no users were in the lab at the time. It was discovered that the cabinets had been installed using a French cleat. The cleat was made of MDF, which is not structurally as strong as plywood or solid wood.</p> <p>Corrective Actions: MOA contacted Patrick Wong (FM) to report this concern. Building Ops cleared the damaged material. Update: SR has been submitted for B Ops. There are many other cabinets of this type installed throughout the building and all of them have to be checked and secured as required.</p> <p>MOA/SRS continue to work together with the insurance provider to inventory and replace the damaged equipment in the lab.</p>	Nick	June	IP



11a. INFRASTRUCTURE AND FACILITIES					
		<p>Nick is still awaiting a response from FM to confirm if all cabinets have been assessed and reinforced. Reminded again at recent meeting.</p> <p>Ongoing</p> <ul style="list-style-type: none">• Ongoing May 16, 2023• Remaining shelving not inspected. Requires all equipment to be removed. Is P.ops waiting for MOA, or is MOA waiting for P.Ops?• P Ops waiting on MOA. P.Ops coming in June to reinstall in lab. Hope to do all others at same time.• Update:? Waiting for installation, inspection• Replacement cabinets ready to be installed in to lab where previous cabinets had collapsed.• Brannen working Building Operations to schedule and review the rest of the cabinets.• IP• Still outstanding			
<p>Formerly CAIRS 128498 (128514) 2021-10-28-03</p>	<p>B</p>	<p>Asian Studies – Worker fell down a flight of stairs at Aud Annex B</p> <p>-Worker slipped down stairs due to poor weather conditions/ rain and moss/ algae on the surface.</p> <p>-The stairs have been pressure washed to remove debris and dirt. Awaiting handrail installation.</p> <p>No firm timeline has been provided by FM due to high workload and shortage of workers.</p> <p>FM has again followed up with Project Manager for update.</p> <p>Ongoing</p> <ul style="list-style-type: none">- Ongoing May 16, 2023	<p>Nick</p>	<p>2023</p>	<p>IP</p>



11a. INFRASTRUCTURE AND FACILITIES					
		<ul style="list-style-type: none">- No new update. Nick spoke with FM on July 10. Awaiting UBC Building Operations to confirm.- FM reported that a handrail was in the shop and awaiting install. Awaiting confirmation.- Almost complete. Wait until October.- IP			
ARTS JOHSC I & F 2023.07_02	B	<p>Iona Building</p> <ul style="list-style-type: none">• Fire Panel completely failed• No easy to replace• vendor Installed temp replacement• Old panels will fail overtime• Fire watch was on, but does not meet “residential” standard (walkthrough every 15 minutes)• Alternate plan for units in this scenario required. Can we close a building from access? <p>Bring back top UBC SRS and review what an alternate plan could look like for this scenario and discuss implementation at UBC.</p> <p>Nick sent an email to SRS to propose a review and update of UBC fire watch protocol and directions to units</p> <p>SRS recommended to connect with UBC fire life safety group, security (who will sometimes do these walkthroughs) and to keep PN in the loop as we work through it.</p>			

NEXT MEETING	
Date:	October 17, 2023
Time:	10:00-11:30 AM

**NEXT MEETING**

Location: Zoom

12. MEETING ADJOURNED

Time: 11:26

LEGEND

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

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

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