uJoint Occupational Health & Safety Committee Meeting Minutes

Name of Committee:	Faculty of Arts	**Worker Co-Chair:**	Andrew Riter
		Employer Co-Chair:	Gerald Vanderwoude**/ interim Co- chair Kate Melkert**
Date:	**October 17, 2023**	**Time:**	10:00
		Location:	Zoom

AGENDA:

1. Land acknowledgement and 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 Centralized Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents (Monthly Incident List & Statistical Summary Report)
   - **132115 (132018)**
   - **132047 (132048)**
   - **132144 (132121)**
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 Formal Recommendation Letters & Regulatory Inspections
10. New and Other Business
11. Infrastructure and Facilities
12. Next Meeting
13. Meeting Adjournment

"We would like to acknowledge that UBC's Vancouver Point Grey campus is situated on the traditional, ancestral, unceded territory of the xwməθkwəz̓əm (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	☑	☐	☐
Aaron Woods	CUPE 116	Geography Building	☑	☐	☐
Jennie Ramstad	CUPE 2950	Buchanan Tower	☐	☑	☐
Ryan Murcar	CUPE 2950	FWT	☐	☑	☐
Darya (Dasha) Prykhodko	UBCFA	CENES	☐	☐	☑

Employer Representatives	Work Location	Present	Regrets	Absent
Katelyn Melkert	MOA	☑	☐	☐
Gerald Vanderwoude	Buchanan A	☐	☑	☐
Nick Smolinski	Old Administration Building	☑	☐	☐
Resources/Guests	**Work Location**	**Present**	**Regrets**	**Absent**
Paul Wong	SRS	☑	☐	☐
Ana Policzer	Dean's Office	☑	☐	☐

** (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? ** 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)
Remove document mark-up/ track changes

- Move to adopt minutes. Moved by: Nick Andrew

	Yes	No
	☑	☐

4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

	Yes	No
Is the agenda approved?	☑	☐

4 A. REVIEW ACTIONABLE ITEMS FROM LST MINUTES (if applicable)

AHVA LST Minutes 2023.04.04

- Auditorium Annex A – The heat situation is still a question mark. Have not heard any update.
- Unsanitary Washrooms in DSS
  - The washrooms have been cleaned this morning.
  - Perhaps citing occupational health and safety recommendation could be another strategy to deal with the continuous unsanitary washroom issue.
- AAC North Facing Door – There has been zero communication about the status. The closer is broken and the door is locked. We can make a sign for and paint the door.
  - No updates at October Meeting. This washroom has been problematic, an on-going issue.
  - Nick will check in with the FM
  - Being that this was 6 months ago, this issue may have been dealt with already
  - This item can be closed

4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

Buch Complex LST Minutes 2023.09.18

- CAIRS 131921 at BUCH A – Brocken Canopy incident was discussed
  - Nick will check in with Patrick to get an update
  - Windows have not yet been repaired though the site is safe
  - This item can be closed

MOA LST Minutes 2023.09.21

- **CAIRS -** Have to go back to the supervisor to for clarification. Don't need detailed medical information. Be careful when writing reports that worker is not blamed for the incident. Corrective actions completed
- Previously submitted inspection items being worked on
- DERP update: The planning committee is meeting with the area leads to determine what PPE is needed for "Grab and Go bags"
- Previously noted blocked door - Plant Ops check once a year. Do we need check more frequently and notify when there is a concern
- Shake out on October 19th.

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)*

5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

Item # (Use CAIRS Incident ID # and Incident Date)	**Priority**	**Action Plan (Actions Taken/Need to be taken)**	**Assigned To**	**Follow up: Date Pending**	**Status**
132115 (132018) 2023.09.18 Updated	**C**	**ASIA | Fall on Same Level | Staff** **Description** - Employee was walking to work at the Asian Centre when their foot caught a raised paving stone on the road and they fell forward landing on their right knee and hands. They hit their face on the ground which caused a nose bleed. **Root Cause** - The raised paving stone caught the employee unaware and they caught their toe on it and tripped. **Corrective Action** - Reported to LST. - If grounds issue, good to report this to the Grounds Keeper's FM as they may be able to take care of it and may not be aware of it - Noted that it was not clear if the supervisor offered first aid, if the worker was aware of first aid access - Nick will follow up with Asian Studies to activate their LST to report it.	Nick	October	
132047 (132048) 2023-09-19	**C**	**ANTH | Contact with Chemicals | Paid Student** **Description** - Student was mixing a dilution of NaOH with pellets. A pellet fell from the bench top and fell into the student's boot without realizing. They left shortly afterwards for class, and while walking felt discomfort. They		November	

5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

		realized an NaOH pellet fell into their boot and then when immediately to wash their foot. **Root Cause -** Awkward shape of the bottle to dispense NaOH pellets**.** **Corrective Action Identified -** A small spoon was added to the workflow in order to weigh NaOH pellets without incident **Final Actions Taken –** - Question about clothing – was the worker wearing appropriate footwear and pants which may ensure no loose objects can fall into worker's shoes - Nick had followed up and updated the CAIRS report to describe the type of spoon, procedural updates - Kate noted that she could check in with LOA when there is a CAIRS report in the future as she is in the same building or near by			
132144 (132121) 2023-09-29	**C**	**LING | Involuntary Motion | Paid Student** **Description** - The worker was moving some firewood being delivered to the Garden and stepped on a loose piece of wood, causing a bad ankle twist. The worker could not stand on the foot and needed to see a doctor to ensure no broken bones or significant damage occurred. **Root Cause** - A straightforward accident with no roots. Simple, a small piece of wood on the ground. **Corrective Action Identified -** area has been clear of debris and ensure everyone is aware of the cause of the accident. **Final Actions Taken –**	Nick	November	

5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

		- Noted that root cause is not sufficient as loose piece of wood is an environmental factor - Some confusion as to why a linguistics worker was working at the farm – why were they unloading firewood? - Is the worker was hired by UBC farm, why is linguistics reporting on the incident? - Was the worker wearing appropriate footwear? Where they oriented on moving firewood? - A garden was mentioned, was this person doing hobby work? Some units have gardens. - Ana noted that it may be Totem Field, not UBC Farm - Nick will follow up			

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**
		No new inspections submitted this last month			

** 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 2023.10.03		• **UBC Safety Day** • Kate, Jennie, Ryan and Nick from Arts JOHSC attended			
ED 2023.10.04_1	**E**	• **BC Safety Committee Conference** - Coast Langley City Hotel and Convention Centre • October 4, 2023 • Nick from Arts JOHSC attended • Teela and Himani from SRS also attended - Nick took notes and found some interesting points that he will share with the JOHSC			
ED 2023.10.12	**E**	• **WorkSafe BC – human factors approach to safety and incident investigations at BCIT** • Kate, Andrew and Nick from Arts JOHSC attended • Himani from SRS attended • Thanks to SRS for reaching out to us for this opportunity - Andrew noted that the SHELL format for incident investigation was very thorough and in hindsight, the site investigation done for an earlier incident could have been more thorough - Andrew, Kate and Nick are keen to bring this workshop to UBC. Will look into it as a JOHSC initiative for Spring, 2024			

7. REVIEW EDUCATION AND TRAINING

ED-2023.10	**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. - Dasha's training is still outstanding and she may be approaching her 6 months **JOHSC Training** **LST Training** **Part 2a** **Part 2b** **Part 2a** **Part 2b** November 20th November 22nd October 5th October 6th 10 am – 12 pm 1:00pm – 3:00pm 11:00am – 12:30pm 1:00pm – 2:30pm			

** 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			C

8. ONGOING BUSINESS – Status of Action Items

		(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** **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). • **No investigation** • **No root cause listed** • **No corrective actions** additional discussion: • **No injury more shock** - Update then close Can this be closed? - Can be closed			

** 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	**21-Day Letter (Snow Removal)** 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. **2022.11.18 Arts Safety and Municipal Meeting:** Possibility of having a deputized team on Campus to clear snow. Factors to consider are: employee groups, higher risk of musculoskeletal injuries, proper PPE Municipal is firmly committed to maintaining their current primary and secondary routes. **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.** **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	Gerald/ Andrew/Nick/	2022-05-17	2023	IP

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

		images with Arts Safety, about Arts safety getting the images vs the images being sent to Arts Safety • **Ongoing** • in progress • **see Share your feedback** for the Snow Policy until Sept 25th - Are we still interested in going forward with the Snow Angels? This item rests with Gerald.				

** 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_JOHSC ITEMS for October 2023	**E**	**Communicable disease prevention** With the academic year and fall in full swing, it is important to review ways to prevent the spread of communicable diseases. Communicable disease prevention outlines how Public Health, UBC and individuals can work together to prevent the spread of communicable disease. A communicable disease is an illness caused by an infectious agent or its toxic product that can be transmitted in a work, research or academic environment from one person to another (i.e. influenza, COVID-19,			

10. NEW & OTHER BUSINESS					
		norovirus). The Communicable Disease Prevention Framework is not meant to replace existing customized workplace exposure control plans. (For more information, please refer to 5.2 and 6.33 to 6.40 of the Occupational Health & Safety Regulation). **Mask update:** There is no general requirement to wear a face covering (mask) on UBC Premises. Starting October 3, medical mask wearing will be required by all health-care workers, volunteers, contractors and visitors in patient care areas (including UBC faculty, staff and learners who operate in the mentioned areas) to increase protections in health-care facilities in B.C. For further details, visit the SRS website. - Nick may put something together for the Arts and attend the next Admin meeting to remind everyone that as much as masks aren't mandated at this time, units should be monitoring their own situations, reminding staff to stay home, etc. - What to do if a student shows up to class with COVID – no jurisdiction to send a student home and cannot ask about medical issues. We can only inform and encourage people to stay home or wear masks if anyone is concerned. - Nick noted that units have been collecting masks from this office			

10. NEW & OTHER BUSINESS					
		Get Ready to Shakeout On October 19, 2023, practice how to DROP, COVER and HOLD ON at 10:19 a.m. during the annual Great BC ShakeOut. The Great BC ShakeOut is an annual province-wide earthquake drill for everyone to practice how to protect themselves and to be better prepared in the event of an earthquake: DROP to the ground (before the earthquake drops you!), take COVER by getting under a sturdy desk or table, and HOLD on to it until the shaking stops. - Good reaction from LSTs after Shakeout e-mail sent out **Arts sent out a faculty wide message reminder to all LSTs on October 11 with an offer of 10 personal emergency kits to first Arts LST who send a photo of team participation the day of.** **Safety Day UBC on October 3** **National Day for Truth and Reconciliation 2023** September 30th is a day of awareness of the individual, family, and community intergenerational impacts of Indian Residential Schools. Orange Shirt Day is a legacy of the St. Joseph Mission residential school commemoration event held in Williams Lake, BC in 2013, and grew out of Phyllis' story when she had her new orange shirt taken away on her first day of residential school at the Mission. On September 30th, the Faculty of Applied Science and Land and Food Systems are leading an intergenerational march to commemorate Orange Shirt Day at the Indian Residential School			

10. NEW & OTHER BUSINESS					
		History and Dialogue Centre. Members of the UBC community, families and those in solidarity are welcome to participate.			
NB_02_WSBC_IRs	**E**	• WSBC IR_2023-09-15_ IR #202317748092A **Summary – points for discussion** **IR #202317748092A – Trip/ Fall at Same Level** **Description:** • On September 15, 2023, a worker tripped on the concrete surface at the Rugby Centre, causing them to fall and sustain injuries. • First aid was provided to the worker, and they were transported to a nearby hospital for further assessment. • There were zero (0) orders issued to the University. **JOHSC/LST General Learnings/Discussion Points:** • As a reminder, a workplace incident that has caused a life-threatening or serious injury must be reported to Campus Security at 604-822-2222 (after calling 911 emergency • services) as part of the incident response. • More information regarding what to do in the event of a serious incidents or possible serious incident can be found on the SRS Website. • 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			

10. NEW & OTHER BUSINESS					
		• Reminder that incident investigations require a site visit that must be completed within 30 days, with description, unsafe conditions, contributors, causes, corrective actions, and • worker rep participation. - Reminder that if an ambulance takes a person to the hospital, that is immediately reportable. - If a worker is taken to hospital by First Aid attendants, it may not necessarily need to be reported, but they will know. Always important to call Frist Aid for this reason.			
Arts JOHSC safety messaging For Fall 2023.09 2		• Ergo month - October • Shakeout BC/Emergency Preparedness – sent October 11 • Important communication regarding current LST and JOHSC contacts + health & safety resources sent out October 11 - Documents are available on JOHSC teams for members to look at • Fall prevention – November, but grounds and fall conditions should go out now need input, message templates on teams • Ergo month – October? • Reminder to LSTs to post minutes and inspections on sharepoint – October? - Issues with only a few regular LSTs uploading their minutes. - Some minutes are uploaded when issues are months old. - WorkSafe looks at our minutes and it may be that some LST groups may not be aware or fully understand that their uploads are mandatory by WorkSafeBC - Andrew suggests a follow up with LST Co-Chairs to remind them of their responsibilities			

10. NEW & OTHER BUSINESS

		- Nick notes that a visit with the Heads and Director's meeting may help to push out this communication - JOHSC to look at how to reach out to LSTs in November/December			
NB_03_Arts JOHSC EVALUATION	**E**	Arts JOHSC Evaluation 2021 - 2022 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 (a) discuss the evaluation at the joint committee meeting immediately following (i) receipt of the evaluation, if the employer or a person retained by the employer conducted the evaluation, or (ii) the completion of the evaluation, if members of the joint committee conducted the evaluation, and (b) ensure that the evaluation and a summary of the discussion referred to in paragraph (a) are included in the report of that meeting. • JOHSC membership should have reviewed evaluation document as attached in July 11 email from Arts JOHSC/Arts Safety. • 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					
		• Paul: 86% is fabulous score. No comparison available to year(s) past • Gerald: suggests separate 1 hr meeting to discuss report • Before next meeting, gives time for people to review • To re-send document for clear email thread. • Still need to complete check list 2020 to complete • **Do we need to do anything in addition to approve the evaluation for 2022/23? Ask Paul.** - The JOHSC needs to discuss the report and complete any actionable items. - Nick is aware of an action item and will reach out for help from other JOHSC members if needed. - Nick will put together the minutes from 2021-2022 - Nick will send out a summary of Minutes from 2022/2023 for the JOHSC members to review prior to the next meeting - New report is only 7 pages long and JOHSCs are no longer audited by SRS, but rather the reports are done based on reports they receive from the Co-chairs			
NB_Arts JOHSC Animal Visitors 2023.06.20-01	**E**	Animal Visitors at UBC Public Venues Following conversations with MOA administration, Arts reached out to UBC Legal with an inquiry about a UBC wide policy regarding visitors with animals at public venues. MOA has done considerable work reaching out to BC and other units on campus. Service/Guide dogs and registration has clear guidance however other support and companion animals are not covered in the language however many visitors bring animals to public venues with different expectation and a range of reported experiences. A common policy would be appreciated on campus.		Look at this again in December	

10. NEW & OTHER BUSINESS					
		Ongoing, working with UBC Legal. The procedure might take some time. 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. 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. Discussion: • 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. Q: Are there limitations on service dogs? • 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			

10. NEW & OTHER BUSINESS					
		complaint survey needs to be set up, and that removes animal (1 person veto); dept makes decision, but if not, then Dean's office. Issues noted: • 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. 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. Ongoing			

10. NEW & OTHER BUSINESS					
NB-LST Inspections-2022.12.13-02	**B**	**LST Inspections:** 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. **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. - 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)	JOHSC	June	IP
NB-Mental Health & De-Escalation Training 20223.02.21-03	**B**	**Mental Health Response Concerns:** 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	Nick	June	IP

10. NEW & OTHER BUSINESS					
		individual if they're not comfortable and they may choose to leave if the situation changes. 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 Supporting Mental Health in the Workplace for Supervisors and Managers course you can register for. **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. Nick to distribute additional resources (see below). Still on-going • 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. Nick will report back in November with an update about what we may be able to do with the De-escalation session			
VRA + Personal Safety & Response Sheet & Call Lists 2023.05.16 - 1	**B**	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. - **A response sheet/call tree/resource page** has also been completed by Arts Safety as a desk side resource sheet to	Nick	June	IP

10. NEW & OTHER BUSINESS					
		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. **Update:** A response sheet/call tree/resource page is loaded onto sharepoint for review and comment from JOHSC. Will be shared with Arts after approved. - Document is on Teams for JOHSC members to review - May look at using Teams Planner to remind JOHSC member			
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. - **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	Nick	June	

10. NEW & OTHER BUSINESS					
		- On Going Stalled, Nick needs to follow up with Richard to set date around November 13 – 17 - Nick will come back in Nov. with update			
NB-Buchanan Wayfinding 2023.04.18-05	**B**	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 Navilens – which uses a QR code/ app system to help improve accessibility. Still in the early stages but seems promising. - 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**	**Performance Stage Inspection Checklist:** Nick to work with various performance-based units to create a stage inspection checklist. This would help facilitate consistent record keeping. Push to June/July - 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 - Kate: remove and SIGN IT as Not Safe. (Not Good for Use) - Ryan: includes Name Date and WHAT is wrong with it.	Nick/ Andrew/ Ryan	June	IP

10. NEW & OTHER BUSINESS					
		Update: Nick to reach out further in this regard in late June Talk about in next meeting • Revisit in December • IP - Andrew may create a check-list and send to relevant JOHSC members for review			
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 - Nick hopes to have a positive update in November			IP
NB-Alt Co-Chair and new membership call	**E**	• Kate has graciously agreed to take on the Alt Co- Chair role in Gerald's absence. • We need to put out a call for more alt members as we are running a little slim lately			

**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	Sept	C

11a. INFRASTRUCTURE AND FACILITIES					
		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 - 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. Move to facilities DONE!			
Formerly CAIRS - 130287 2022.11.20-02	**A**	**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.	Nick	June	IP

11a. INFRASTRUCTURE AND FACILITIES					
		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. MOA/SRS continue to work together with the insurance provider to inventory and replace the damaged equipment in the lab. Nick is still awaiting a response from FM to confirm if all cabinets have been assessed and reinforced. Reminded again at recent meeting. **Ongoing** • 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 • This requires attention. This has taken too long at this point. • Follow up with building ops - Ana noted that Building Ops has a triage system for immediate attention items			

11a. INFRASTRUCTURE AND FACILITIES					
		- When Nick and Ana meet with Patrick next, they will talk about this item. If another shelf falls it could hurt someone - Kate to check in with Brannen to see what the risk is of another cupboard falling and what could happen if it doesn't. Kate to add item to MOA LST meeting. This item is lingering too long. LST to highlight this item for JOSHC review - Paul pointed out that If another shelf falls and someone is injured, we could face a fine from WorksafeBC as it had been an			
Formerly CAIRS 128498 (128514) 2021-10-28-03	**B**	**Asian Studies – Worker fell down a flight of stairs at Aud Annex B** **-**Worker slipped down stairs due to poor weather conditions/ rain and moss/ algae on the surface. -The stairs have been pressure washed to remove debris and dirt. Awaiting handrail installation. No firm timeline has been provided by FM due to high workload and shortage of workers. FM has again followed up with Project Manager for update. **Ongoing** - Ongoing May 16, 2023 - 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. This requires attention. This has taken too long and now AHVA is also raising their ongoing concerns about the Aud X conditions and the also their washroom access.	Nick	2023	IP

11a. INFRASTRUCTURE AND FACILITIES					
		Nick asked LST to communicate these concerns in minutes. - Nick checks in with Patrick about this item whenever they meet - AHVA issues include lighting, handrail and washroom access. A Key is needed after hours to access the washroom. Their LST is working on a conditions list of building needs - Paul advises that this is another situation where the LST should be highlighting these items for JOHSC review. - Nick will take another look at the building and send pictures to Andrew. - Ana and Nick will bring this item up with Patrick on October 18th			
ARTS JOHSC I & F 2023.07_02	**B**	Iona Building • 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? Bring back top UBC SRS and review what an alternate plan could look like for this scenario and discuss implementation at UBC. Nick sent an email to SRS to propose a review and update of UBC fire watch protocol and directions to units			

11a. INFRASTRUCTURE AND FACILITIES					
		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. Nick will need to follow up with this for November/December - Nick says they need to identify the building's needs and can't get to this until November/December			

NEXT MEETING	
Date:	**November 21, 2023**
Time:	**10:00-11:30 AM**
Location:	Zoom

12. MEETING ADJOURNED	
Time:	

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