



Arts Joint 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:	November 21, 2023	Time:	10:00
		Location:	Zoom

AGENDA:

<ol style="list-style-type: none"> 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) <ul style="list-style-type: none"> • 132405 (132394) 	<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 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
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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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jennie Ramstad	CUPE 2950	Buchanan Tower	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ryan Murcar	CUPE 2950	FWT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>

* (A) – Alternate member

2. DETERMINATION OF QUORUM

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

Is there quorum for this meeting?

** If quorum is not met, the meeting does not qualify as a monthly meeting. The monthly meeting will need to be rescheduled within the same month.*

Yes



No



3. APPROVAL OF PREVIOUS JOHSC MEETING MINUTES

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

Remove document mark-up/ track changes

- Move to adopt minutes. Moved by: Andrew Jennie

Yes



No





4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

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

Theatre & Film LST Minutes 2023.10.31

- DSS & BCB Roofing project: Binning nearly done, Somerset about to start.
- We had a portion of a ceiling collapse in the TFPB. We're remediating it with Building Ops, but a reminder to look up during inspections and look for cracks in the ceiling.
- Plaster piece fell down on desk when no one was in the office and was about the size of TV. Near miss. CAIRS to be submitted? Paul said yes. Ryan will let Sarah know.

MOA LST Minutes 2023.10.27

- Library shelving need to be attached to the wall. Conservation shelving attached to the wall. Waiting until November to attach shelving to walls.
- FM plus engineer looked at the fallen shelves and stated not all of them needed reinforcement. Brennen and Kate question this, as not all shelves are directly attached into studs. Some are not mounted into concrete either. MDF cleats are not ideal. Paul – engineer should write a letter to confirm. All Agreed.
- A walk about discovered another row of bookshelves that needs to be secured-all shelves.

Buchanan Complex LST Minutes 2023.10.16

- Classroom CAIRS incident: A chair got broken and a student fell off on the ground hitting the back of his head on the ground. No serious injury reported.



4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

- The furniture should be removed from the room. No JOHSC follow up required. Furniture that is broken needs to be removed as soon as possible. Fire exits also cannot be blocked.
- The automatic door access (BUCH C): There is an issue with automatic door access at BUCH C. A Complaint has been reported to the Safety team.
- Nick to follow up on what this was.

AHVA LST Minutes

2023.09.13

- Auditorium Annex A – Critical Accessibility and Working Condition 12.02.2022
 - Andrea – Seasonal things will start to occur there, yet there has been no improvement to the stairs, and no railing to hold onto. A dangerous place to be during inclement weather.
 - Jeremy – At safety advisor's meeting yesterday, accessibility in general was brought up by several people. It should be on JOSCH's radar. Submitting a request highlighting accessibility could be a push.
 - Yasmin – Can highlight to faculty that the VRC has an accessible space should they wish to use it. Letter from JOHSC to come
- OFH Access without Communication Follow up with AHVA and PM.
 - Jeremy – Had a request from demolition office to take power over to the OFH. Andy and Jeremy met with UBC project manager to steer them to a better solution instead of creating trip hazards and blocking doors. The follow-up was that they just showed up and did the work at faculty studio. The real work has not even started yet, but we are moving into the phase of lack of communication from subcontractors showing up doing work.
 - Andrea – The subcontractors left the space unlocked while doing work. If faculty did not come to studio, no one would have known. It is a security issue.
 - Jeremy – If you see a door open and something does not look right– please communicate right away. Thankfully it followed a positive solution, but this is the type of things we can expect and we should work together. Should bring this issue up in caucus.
- AAC 3rd Floor Glass Shattered – Unattended
 - Jeremy – Vacuumed broken glasses from a panel that has never been repaired. It is falling out from the frame, which is open to the lobby from the third floor.
- AAC General / Gallery – Custodial Shortage 11.08.2022 Follow up with FM/and custodial services



4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

- Andrea – Noticed on Monday that the ground floor has not been cleaned, the corners have insects, and the kitchen floor is unsanitary.
- Jeremy – Did a vacuum and sweep yesterday. Custodial have not been taking out garbage there.
- Andrea – Custodial should clean the floor and take out the garbage.
- Ian – We seem to have new custodial team that did not seem to think PRC is under their purview. Even after discussion, taking out garbage is not something that has been continued. After putting in requests to have areas cleaned, nothing seemed to have been done and requests have disappeared into the ether. Ian wanted to clarify what the various of custodial responsibilities are.
- Jeremy – Suggested sending an email to Building Ops and referencing the Planon number (include kitchen and areas that are not getting attention), or give a call.
- DSS Accessibility Issue 09.13.2023
 - Jeremy – There was delivery truck right outside the accessibility lane outside the Workshop. If that is a result of construction footprint, it is pushing the drivers there.
 - Andy – It is a regular route for the driver as they do go by the accessibility lane.
 - Jeremy – Another increase in access. Maybe we have to convey in caucus, to get faculty to encourage students to use the in between building paths and steer away from accessibility lane.
 - Appropriate Signage needed.

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
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5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

English Fall on Same Level Worker					
132405 (132394)	B	<p>Description - The worker left their office in the Buchanan Tower for Buchanan D. The worker was walking up the stairs, to the 3rd floor of Buchanan D in the east stairway, to their work site on that floor. The toe of their right shoe caught the edge of the top step of the 3rd floor landing and the worker tripped and fell forward. The worker grabbed the railing with their left hand, which made them spin and they landed on their right hip. First Aid called to scene and security called ambulance. Injury sustained - hip fracture</p> <p>Immediately reportable incident – Nick called SRS</p> <p>Root Cause: This incident occurred as the worker was making their way upward 3 flights of stairs. Although the weather was wet that day it is not believed this contributed to this incident. The worker reported their toe on their right foot caught the edge of the top stair. This caused them to trip forward at which point they reached for the adjacent hand rail to help with balance recovery, however, as they did this their body ended up spinning around in the process and they ended up landing on their right hip which resulted in an injury.</p> <p>Corrective Action 1: As a result of the site visit the safety advisor noted that the stairs, landing and hand rails on both sides of the staircase and the middle of the stairway are in good working order without any noted debris or obstructions. He did note however that the tread nosing of the top step in the stairway was a little loose and should be repaired. The location of the loose tread nosing (only nearest the outer wall) is not immediately believed to have contributed to the incident as it is not believed to be in the location where the worker would have actually caught their foot and tripped. This is based on their description of events and motion. This still should be repaired as soon as possible. Submit SR to building operations.</p> <p>Estimated Completion Date: 2023-11-17</p>		December	



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

		<p>Final Actions Taken: SR submitted (242198) to UBC Building Operations as a safety concern with priority sequence. Safety Advisor will leave a caution tape marker at the staircase where the tread nosing is loose.</p> <p>Date Completed: 2023-11-15</p> <p>Corrective Action 2: LST and Arts Safety office should consider to send out some additional follow up to November's Slips, Trips and Falls messaging from the Arts JOHSC reminding all employees to consider using handrails for balance support for the whole duration of travel in stairways both outside and inside buildings. This could be via email or perhaps signage.</p> <p>Estimated Completion Date: 2023-11-28</p>			
132416		<p>Tripping Accident at Music Building</p> <ul style="list-style-type: none">• Happened at outdoor parking lot behind Music bldg• Office of the Comptroller employee so it is not ours, it is UBC parking and their office <p>Dd</p> <p>- Follow up with Jose at UBC Parking</p>			

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
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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)

		No new inspections submitted this last month			
GI-GRSJ- 2023.10.26		<ul style="list-style-type: none">• A-8 Fire Drill needed. The most recent one was done on August 24, 2022• C-1 Entrance Visibility - East Entrance and Exit are not visible due to the construction• C-2 Obstructions - Construction on east side• C-13 Fire Hose Connections Accessible? The one on east side is blocked due to construction• D-6 Heating/cooling - The HVAC is shut down due to construction at the time of inspection• D-7 Ventilation. - The HVAC is shut down due to construction at the time of inspection• D-9 Electrical Panel Clear of Obstructions - Not sure where it is• D-14 MSI Supports - Will make it available in our AIR site• E-5 Fire alarm unobstructed? - It's in the hallway• E-6 emergency exit doors unobstructed? - It's in the hallway• H-13 Fire alarm unobstructed? - In the hallway• H-14 emergency extinguisher unobstructed? - In the hallway• H-15 MSI support information available? - Will make it available in our AIR site• H-20 Two storage cabinets need to be secured to the wall	Nick	Decemb er	
		- Nick to follow up with Buto LST			

* 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 2023.11.21_1	E	<ul style="list-style-type: none">The Centre for Workplace Accessibility (CWA) at Workplace Health Services UBC is hosting a week of online webinars in recognition of the UN International Day of Persons with Disabilities at the end of this month. Join the CWA for <u>a series of online events</u> from Nov 27th-Dec 1st to recognize the UN International Day for Persons with Disabilities.<ul style="list-style-type: none">November 27th, 10-11am: <u>Disability and Wellness: Hard of Hearing in the Workplace</u>November 28th, 10-11am: <u>Disability Inclusion in Hiring</u>November 29th, 11am-12pm: <u>Disability Inclusion in Teaching and Learning</u>November 30th, 1-2pm: <u>Deaf Culture in the Workplace</u>December 1st, 10-11am: <u>Shifting Our Perspective on Inclusion and Accessibility</u>			
ED 2023.11.21_2	E	<ul style="list-style-type: none">ActSafe - Preventing Slips, Trips and Falls Date: November 21, 2023 Time: 2:00 - 3:00 PM (including Q&A)			



7. REVIEW EDUCATION AND TRAINING

		- Register here																			
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 . <table><tr><td colspan="2">JOHSC Training</td><td colspan="2">LST Training</td></tr><tr><td>Part 2a</td><td>Part 2b</td><td>Part 2a</td><td>Part 2b</td></tr><tr><td>November 20th</td><td>November 22nd</td><td>December 4th</td><td>December 8th</td></tr><tr><td>10 am – 12 pm</td><td>1:00pm – 3:00pm</td><td>10:30am – 12:00pm</td><td>1:00pm – 2:30pm</td></tr></table>		JOHSC Training		LST Training		Part 2a	Part 2b	Part 2a	Part 2b	November 20th	November 22 nd	December 4 th	December 8th	10 am – 12 pm	1:00pm – 3:00pm	10:30am – 12:00pm	1:00pm – 2:30pm		
JOHSC Training		LST Training																			
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10 am – 12 pm	1:00pm – 3:00pm	10:30am – 12:00pm	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
132115 (132018) 2023.09.18 Updated		<p>ASIA Fall on Same Level Staff</p> <p>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.</p> <p>Root Cause - The raised paving stone caught the employee unaware and they caught their toe on it and tripped.</p> <p>Corrective Action - Reported to LST.</p>		Nick	October



8. ONGOING BUSINESS – Status of Action Items					
		<ul style="list-style-type: none">- 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.			
132047 (132048)		<p>ANTH Contact with Chemicals Paid Student</p> <p>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 realized an NaOH pellet fell into their boot and then when immediately to wash their foot.</p> <p>Root Cause - Awkward shape of the bottle to dispense NaOH pellets.</p> <p>Corrective Action Identified - A small spoon was added to the workflow in order to weigh NaOH pellets without incident</p> <p>Final Actions Taken –</p> <ul style="list-style-type: none">- 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		November	



8. ONGOING BUSINESS – Status of Action Items					
		- Can we close this? Check report but think it is done.			
132144 (132121) 2023-09-29	C	<p>LING Involuntary Motion Paid Student</p> <p>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.</p> <p>Root Cause - A straightforward accident with no roots. Simple, a small piece of wood on the ground.</p> <p>Corrective Action Identified - area has been clear of debris and ensure everyone is aware of the cause of the accident.</p> <p>Final Actions Taken –</p> <ul style="list-style-type: none">- 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 <p>It's Gone? Nick has followed up with SRS to inquire.</p>	Nick	November	



8. ONGOING BUSINESS – Status of Action Items

		- Remove this report as it is not Arts and has been redirected to the appropriate unit on campus.			
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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	21-Day Letter (Snow Removal) Snow Removal letter was sent to the employer on May 17 th , 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.	Gerald/ Andrew/Nick/	2022-05- 17	2023	IP



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



9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g., WorkSafeBC)						
		<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 images with Arts Safety, about Arts safety getting the images vs the images being sent to Arts Safety <ul style="list-style-type: none">• Ongoing• in progress• see <u>Share your feedback</u> for the Snow Policy until Sept 25th <ul style="list-style-type: none">- Are we still interested in going forward with the Snow Angels? This item rests with Gerald.- Median at marine drive has annual snow buildup from Vancouver municipal plows. Not UBC's Jurisdiction. Alternate way at Lights near MOA.- Connect with Patrick and James to speak with municipal.				



* 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 November 2023	E	<p>Safety Day Safety Day 2023 was very successful with the largest attendance to date at 276 attendees and terrific in-person support from the UBC Executive and the President. Thank you to all who attended! As promised, winners will be drawn from survey respondents and a member of Safety & Risk Services will be reaching out to you for details on how to claim your prize.</p> <p>Daylight Savings Ends A reminder that daylight savings ends on November 5 at 2:00 am. To help you feel safe when the sun goes down, have a look at the following UBC-V campus information and resources:</p> <ul style="list-style-type: none">- Travel with colleagues or friends- Contact the AMS Safewalk Program (operates from 8pm-2am)- Contact Campus Security to accompany you across campus after 2am- Know the location of UBC Blue Phones (download the UBC Safe App for quick access to this)- Use the Translink Community Shuttle- Use main pathways and avoid short cuts- Report malfunctioning/burnt out lights to Building Operation Service Centre- Dial 911 if you need emergency assistance			



10. NEW & OTHER BUSINESS					
		<p>December JOHSC meeting</p> <p>The end of the year is slowly approaching. Since it is mandatory to have a JOHSC meeting every month, please consider if the December meeting needs to be rescheduled to maintain quorum because of vacation and the holiday season.</p> <p>Program and Exposure Control Plan Feedback surveys</p> <p>As part of an ongoing commitment to continual improvement, SRS will be launching consultation surveys to facilitate feedback and input from "UBC Community members" on programmatic updates relevant to their roles. In December, the Silica Exposure Control Plan will be shared. JOHSCs and LSTs are encouraged to review and provide feedback, especially if this hazard is of particular concern to</p> <ul style="list-style-type: none">- workers in their unit.			
NB_02_WSBC_IR s	E	<p>2023-11-10 WSBC IR #202316973122A Fall at same Level (Arts)</p> <p>The employer stated they are performing an investigation into the incident as required under sections 71 and 72 of the Act.</p> <p>INCIDENT INFORMATION</p> <p>The following information is known about this incident:</p> <ul style="list-style-type: none">- date of incident: November 10, 2023,- a worker was walking to class when they fell going up the stairs,- the worker sustained a hip injury,- first aid attended the scene, and- the injured worker was transport to a hospital for medical treatment.			



10. NEW & OTHER BUSINESS

		<p>2023.10.11 WSBC IR #202319279077A</p> <p>Description: 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 18, 2023, when a student with a known medical condition participating in a clinical placement suffered a medical event during which their head contacted the ground. There were zero (0) orders issued to the University.</p> <p>JOHSC/LST General Learnings/Discussion Points: Reminder that incident investigations must be completed within 30 days, with description, unsafe conditions, contributors, causes, corrective actions, and worker rep participation.</p> <p>2023.10.20 WSBC IR #202317748094A</p> <p>Description: This Inspection Report documents the receipt and acceptance of the employer's full Incident Investigation Report (EIIR), relating to an incident which occurred on September 15, 2023, when a worker tripped on the concrete surface at the Rugby Centre, causing them to fall and sustain injuries. There were zero (0) orders issued to the University.</p> <p>JOHSC/LST General Learnings/Discussion Points: Reminder that incident investigations must be completed within 30 days, with description,</p>			
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10. NEW & OTHER BUSINESS					
Arts JOHSC safety messaging For Fall 2023.09 2		<ul style="list-style-type: none">• Shakeout BC/Emergency Preparedness – sent October 11• Important communication regarding current LST and JOHSC contacts + health & safety resources sent out October 11• Fall Prevention Month - Slips Trips and Falls Resources and safety contest for LST sent out 2023-10-24• Reminder to LSTs to post minutes and inspections on sharepoint – Sent 2023-11-01 <p>MOA LST sent back entry for slips trips and fall prevention and won a prize</p>			
NB_03_Arts JOHSC EVALUATION	E	<ul style="list-style-type: none">• Arts JOHSC Evaluation 2021 – 2022 revisited/completed• Arts JOHSC Evaluation 2022 – 2023 meeting today to review			
NB_Arts JOHSC Animal Visitors 2023.06.20-01	E	<p>Animal Visitors at UBC Public Venues</p> <p>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.</p> <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>Look at this again in December</p>	



10. NEW & OTHER BUSINESS

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 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"



10. NEW & OTHER BUSINESS					
		<ul style="list-style-type: none">• 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>			
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.</p>	JOHSC	June	IP



10. NEW & OTHER BUSINESS

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 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 <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.	Nick	June	IP



10. NEW & OTHER BUSINESS					
		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	<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> <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 from JOHSC. Will be shared with Arts after approved.</p> <ul style="list-style-type: none">- Document is on Teams for JOHSC members to review- May look at using Teams Planner to remind JOHSC member	Nick	June	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	Nick	June	



10. NEW & OTHER BUSINESS					
		<p>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.</p> <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 Stalled, Nick needs to follow up with Richard to set date around November 13 – 17- Nick will come back in Nov. with update <p>Peggy and Richard from SRS Chem Safety met with Nick and walked through the new course which will take place in February, reading week, 2024. Nick to reach out to Arts units.</p> <p>The course content looks great. Focus on chem safety, handling, and storage with “household” and commercial products that we use in our production areas, studios, and labs.</p>			
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	Nick	June	IP



10. NEW & OTHER BUSINESS					
		<ul style="list-style-type: none">- Need to circle back and review if pilot in Vancouver was well received- Review in December 2023- 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- Kate: remove and SIGN IT as Not Safe. (Not Good for Use)- Ryan: includes Name Date and WHAT is wrong with it. <p>Update: Nick to reach out further in this regard in late June</p> <p>Talk about in next meeting</p> <ul style="list-style-type: none">• Revisit in December• IP - Andrew may create a check-list and send to relevant JOHSC members for review <p>Andrew has an update. He has done some work on this document.</p>	Nick/ Andrew/ Ryan	June	IP
NB_Health & Safety Assistant Role to be posted in late July	E	<p>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.</p> <p>New Health and Safety Assistant hired and will start in December 2021. Vicky Alexandrakis</p>			IP



10. NEW & OTHER BUSINESS

		- Nick hopes to have a positive update in November			
NB-Alt Co-Chair and new membership call	E	<ul style="list-style-type: none"> 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-December JOHSC Date-proposed time		<ul style="list-style-type: none"> December JOHSC – December 12 at 10 AM? 			
NB-Fieldwork Safety-new advisor at SRS		<ul style="list-style-type: none"> Nick met with Laurinda Tracy – great new Field Work Safety Advisor She has been meeting with various groups on campus and will be able to assist with field work inquiries and developing central guidance as we move forward. 			

*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 - 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</p>	Nick	June	IP



11a. INFRASTRUCTURE AND FACILITIES

		<p>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> <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. <ul style="list-style-type: none">• IP• This requires attention. This has taken too long at this point.• Follow up with building ops<ul style="list-style-type: none">- Ana noted that Building Ops has a triage system for immediate attention items- When Nick and Ana meet with Patrick next, they will talk about this item. If another shelf falls it could hurt someone			
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11a. INFRASTRUCTURE AND FACILITIES					
		<ul style="list-style-type: none">- 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 . <p>Kate has an update and a new discussion to initiate in this regard.</p>			
Formerly CAIRS 128498 (128514) 2021-10-28-03	B	<p>Asian Studies – Worker fell down a flight of stairs at Aud Annex B</p> <ul style="list-style-type: none">-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. <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- 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. <p>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.</p>	Nick	2023	IP



11a. INFRASTRUCTURE AND FACILITIES					
		<p>Nick asked LST to communicate these concerns in minutes.</p> <ul style="list-style-type: none">- 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	<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 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>			



11a. INFRASTRUCTURE AND FACILITIES

		<p>Nick will need to follow up with this for November/December</p> <ul style="list-style-type: none">- Nick says they need to identify the building's needs and can't get to this until November/December- Nick has received info from AHVA, Theatre, History and Education. AHVA and Education both have concerns with the building ranging from stairwell condition, maintenance, heating and overgrown vegetation. Letter forth coming. Perhaps it needs to be from the JOHSC?- Can I get some help please to compose and review?			
I & F_2023.11.21 DSS rooting project		<ul style="list-style-type: none">• Nick visited DSS site on 2023.11.16 after AHVA issued concerns to the PM about how the roofing project was being handled by subcontractor. Contractor closed off all east fire escapes and exits and fenced in that side of building and accessible access door without prior communication or internal signage.• The situation was resolved later that day and the egress and access points opened• Consideration for Arts units when a project is being planned and work commences on site. Be mindful, connect with JOHSC and PM if there are safety issues on site <ul style="list-style-type: none">- Paul recommends to speak with Paul Gill and Lori Takenaka to reach back out to Project Services on how to address concerns.			



NEXT MEETING	
Date:	December 12, 2023
Time:	10:00-11:30 AM
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)