



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee:	Energy & Water Services Joint Occupational Health & Safety Committee	Worker Co-Chair:	Kevin Shillitto
		Employer Co-Chair:	Julie West (Chair)
Date:	December 7, 2023	Time:	12:30 – 2:00PM
		Location:	CEC main meeting room

AGENDA:

1. Roll Call	6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)
2. Determination of Quorum	7. Review Education and Training
3. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes	8. Ongoing Business – Status of Action Items
4. Additional Agenda Items (e.g., RMS co-chair email), & Approval of Agenda	9. JOHSC Recommendation Letters (Correspondence)
5. Review Central Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents	10. New and Other Business
• Monthly Incident List & Statistical Summary Report	11. Communications
	12. Take 5
	13. Next Meeting
	14. Meeting Adjournment

EWS-JOHSC Evaluation Goals

The following areas/goals of growth have been identified:

1. Collaborate with various groups to address pedestrian safety concerns in the loading bay.
2. Identify opportunities to collaborate with other JOHSCs on campus.
3. Communicate the importance of committee members' responsibilities as safety reps with all units.



1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Vacant	IUOE 115	CEC & BRDF – Shift Engineers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Brennan Sekora (Alt.)	CUPE 116	CEC – Administrative Areas	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kevin Shillitto (Co-Chair)	CUPE 116	CEC – Administrative Areas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blair Antcliffe (Alt)	AAPS	CIRS 4 th Floor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Colin Mingus	AAPS	CIRS 4 th Floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Frank Kwok (Alt.)	AAPS	CIRS 4 th Floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stan Takenaka (Alt.)	CUPE 116	CEC – Electrical Trades	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Scott Stevens	CUPE 116	CEC – Electrical Trades	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joel Daley	CUPE 116	CEC – Mechanical Trades	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vic Jammu (Alt.)	CUPE 116	CEC – Mechanical Trades	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tyler Cudmore (Alt. Co-Chair)	CUPE 116	CEC - Trades	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employer Representatives	Work Location	Present	Regrets	Absent
Jason Rako (Alt.)	CEC & BRDF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clay Mullen	CEC & BRDF (Alt)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Richard Hugli (Alt. Co-Chair)	CEC – Trades	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Russell Neal	CEC–Trades	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vacant	CEC – Administrative Areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vacant (Alt.)	CEC – Administrative Areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Zach Danyluk (Co-Chair)	CIRS – EPI	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Julie West (Alt.)	CIRS – EPI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Guests	Work Location	Present	Regrets	Absent
Caroline MacLeod	Minute Taker	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Rosanna Ma	SRS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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);

At least half of the members must be worker representatives;

Is there quorum for this meeting? If NO , meeting re-scheduled for: <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)

• Move to adopt minutes.	Moved by:	Julie West	Seconded by:	Blair Antcliffe
• Amendment made to minutes:				
Are the minutes approved?			Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

- Review of Inspection trends and state

Is the agenda approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
-------------------------	--	--------------------------------

5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

See attached incident report:

- Monthly Incident List & Statistical Summary Report *(make note of trends etc. For any general CAIRS information that requires discussion or action, please record under "New Business." Any incident specific items and follow up requests are to be listed below)*
- CAIRS Trend Review

(See Legend at end for Priority and Status Codes)*



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
Item # (Use CAIRS Incident ID #)	Priority	Date	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
132444	E	2023-11-21	Incident Only: Other Bodily Injury Injury Type: Back Strain Description: Worker was repeatedly ascending, and descending a ladder at the BRDF while at times having to navigate around obstacles. Worker began to feel onset pain in the lower back. Root Cause: The area is congested around the plant so stooping and twisting is needed when coming up and down the ladder. The worker tweaked their back - even if the pain subsided - the area should be checked to see if any assets can be shifted to allow for more space. Dec7: Recommendation by JOHSC: Incorporate all-trades early morning daily stretch routines. RH to contact Kinesiology Instructor for routine. SS to champion to trades			N
132214 (132217)	E	2023-10-12	Incident Only: Motor Vehicle Accident No injuries Vehicle came in contact with a fire hydrant. Root cause: Tight spaces with municipal signage and utilities assets. Corrective Actions: <ul style="list-style-type: none">• Worker to take driver safety training• Perform a personal assessment before entering a vehicle• Refrain from crossing major pedestrian intersections during class change			C



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

--	--	--	--	--	--	--

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

Attach inspection checklist(s) and report(s) to these meeting minutes and use this table to record discussion and new recommendation(s)

6a. HAVE ALL INSPECTIONS BEEN SUBMITTED? YES ☒ NO ☐ Comments:

6b. IS IT OCTOBER? NO if YES, review inspection trends and state in New Business

Item # (GI- location- date-#)	Priority	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status
GI-UNY-23/08/08	C	Leaky roof. Nov 2023: On schedule for April Oct 2023: No new updates. Still in progress. Sept 2023: Temporary fix until new roof to be installed in January. Aug 2023: Divert leaking water: construction crew to implement temporary fix until permanent new roof gets installed as part of switchgear replacement project.	ST/SS	Apr 2024	IP
GI-UNY-23/10/12-01		Transformer T2 leaking Dec 2023: Complete Nov 2023: Scheduled for completion by December 8 Oct 2023: Scheduled with contractor for repair at a later date.		Jan 2024	C

* 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	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status								
ED-23/08/10-01	C	New dates have been released for JOHSC and LST training. You can register for JOHSC training here , JOHSC Training TBD- Keep this space open for training updates Dec 2023: New training schedule is out. See below. Oct 2023: Will Swenson confirmed interest in becoming a member. Sep 2023: New dates TBD. Awaiting response re: Will Swenson becoming a member. Aug 2023: JR to confirm if new millwright (Will Swenson) wishes to join	JR	Jan 2024	IP								
ED-23/12/07	E	Upcoming JOSHC training <table><tr><th colspan="2">JOHSC Training</th></tr><tr><th>Part 2a</th><th>Part 2b</th></tr><tr><td>January 9th 10:00am – 12:00pm</td><td>January 11th 1:00pm – 3:00pm</td></tr><tr><td>TBD</td><td>TBD</td></tr></table>	JOHSC Training		Part 2a	Part 2b	January 9 th 10:00am – 12:00pm	January 11 th 1:00pm – 3:00pm	TBD	TBD			N
JOHSC Training													
Part 2a	Part 2b												
January 9 th 10:00am – 12:00pm	January 11 th 1:00pm – 3:00pm												
TBD	TBD												

* 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
ED-20/10/08-01	E	Driver Safety Training: Nov 2023: 85% done. Still ongoing. Sep 2023: Online training has started. Some staff have already completed. Expected completion by November Aug 2023: Training Planned for September **Refer to previous July 2023 minutes for further history	All	Dec 2023	C
NB-22/07/14-02	C	BRDF Fuel Delivery Traffic Control Dec 2023: R.Huffman to bring consultant in to witness a test delivery (early 2024) Nov 2023: Ryan Huffman contacted consultant Sep 2023: JR contacted Project Services for update. Was informed that PSG thought the project was low priority. Project now put into queue. Aug 2023: Project submitted to New Job Strategy. Waiting for a PM to be assigned. Jul 2023: PSG looking into it. In Progress **Refer to previous July 2023 minutes for further history	JR	Mar 2024	IP
NB-23/04/13-02	C	Security/First Aid Responders no access to mechanical/electrical rooms Dec 2023: KS to meet with Security for further updates in Jan 2024 Nov 2023: KS to meet with Nick Sagliocco to discuss a way to resolve training requirement before consulting with Siu for guidance before sending a 21-day letter to Security. Oct 2023: KS spoke with security staff at Safety Day. email was received 11-Oct-2023 requesting info on training required, example of warning signage on electrical rooms and list of keys with appropriate personnel for authorization. KS responded after advice from RM regarding training, provided example of signage and list of required keys along with the contact info for RH to facilitate key authorization. Security staff are hoping to complete training by November.	ZD/KS	Mar 2024	IP



8. ONGOING BUSINESS – Status of Action Items					
		 RE_ Question about Security Access to me Sep 2023: Security staff still not returned from vacation. Will let stand for one more month. Aug 2023: Letter from Nick Sagliocco received. Will wait until stakeholders return from vacation and follow up in Sept. Jul 2023: Clarifying that what is needed is that First Responders can access when time is of the essence. Lori to send RN link to the online course which can be forwarded to First Responders June 2023: Letter sent to Nick and Ali (Add link to the email) May 2023: Recommendation to send a general letter to bring to the attention of SRS (Campus Security) to ask what they are doing for the safety of a worker injured in mechanical/electrical rooms, specifically, room access and not entry by first aid Co-chairs to send general letter to Nick Sagliocco, Glen MacNeil, and Ali Mojdehi through the original email thread from Russ.			
GI-CEC-23/06/08-01	C	Blind corner in locker hallway with limited space from plant to locker. Remind staff to open doors gently. Dec 2023: Construction office to bring in door specialist to measure door. Nov 2023: Door has been ordered. Sep 2023: No updates. Facility Manager looking at door options Aug 2023: SR has been entered to add viewing window. Jul 2023: Consider adding a window on the inside door, plant access to hallway. RN to submit an SR to Francois and the carpenter shop.	RN	Mar 2024	IP
NB-2023/06/09-02	C	Abandoned steam tunnels (Item tabled)	RN/RH		C



8. ONGOING BUSINESS – Status of Action Items					
GI-CIRS-22/01/13	C	BERP – CIRS Dec 2023: BERP not yet posted. JW to follow up with building mgr Oct 2023: BERP updated to be posted. ZD to follow up Sep 2023: No update. ZD to follow up again Aug 2023: ZD to follow up with building manager. No update Jul 2023: in progress Jun 2023: No new update May 2023: Ongoing Mar 2023: Ongoing. Zach to follow-up with building admin. Feb 2023: No new updates. Administrator updating with the new format . Jan 2023: Email was sent to building administrator in December. Awaiting response. Rosanna (SRS) to send new form. **Refer to previous July 2023 minutes for further history	ZD/JW	Dec 2023	IP
GI-BRDF-22/11/10	C	Muster station location not posted in the emergency plant of BRDF. Dec 2023: Posted on site. Complete Oct 2023: Poster created, ready for printing. Sep 2023: Poster created but not yet placed. Waiting for further approval Aug 2023: Renos are complete. JR to create poster for muster station. Jul 2023: Renovation still in progress. June 2023: No new updates May 2023: No new updates. Renovation still in progress. Apr 2023: Renovations will be completed soon which will allow the posting of the muster station location. Mar 2023: Unable to finalize with construction in progress. No new updates. **Refer to previous July 2023 minutes for further history	JR/RH	Dec 2023	C
GI-CEC Trades – 23/05/11-01	C	Housekeeping needed to clear clutter in interior of building <ul style="list-style-type: none">• Recommendation: to discuss at shop talks		Jan 2024	IP



8. ONGOING BUSINESS – Status of Action Items					
		<ul style="list-style-type: none">• Move whiteboard to windows to cover up clutter while cleaning is underway• Each team to sort out items• Reach out to IT to identify equipment for e-Waste Dec 2023: To be brought up at all-trades meeting mid-Dec. Trades to start cleanup immediately after Oct 2023: No new update Sep 2023: In progress. Aug 2023: Work in plant area is impeding progress. Pushed to Sept Jul 2023: Cleaning up still in progress. Items need sorting out still Jun 2023: No new update			
NB-2023/08/10-01	B	USB lot traffic pattern change Enter/Exit reversal. Dec 2023: Complete Nov 2023: Sign ready for installation Oct 2023: A Do Not Enter sign will be installed soon. Sep 2023: Foliage has been trimmed, but contractors are still using the incorrect entry/exit. RM to talk with Rishi to add regulatory “Do Not Enter” (red with white stripe) sign at exit points. Aug 2023: Send recommendation to Fleet manager to clear visual obstructions (garbage can) and trim foliage around mirror across street.	RN	Dec 2023	C
NB-2023/08/10-03	C	BRDF catwalk area with tight right angle to be chamfered to allow room around conveyor motor. Dec 2023: Modification ready to install Nov 2023: SR has been assigned Oct 2023: No new update Sept 2023: Not yet completed. To be done as part of conveyor modifications. Aug 2023: Contractor to complete as part of their scope	JR	Jan 2023	IP



8. ONGOING BUSINESS – Status of Action Items					
NB-2023/08/10-05	C	<p>SDS expiries. Need to validate at least 1 in 3 years that SDS are not expired.</p> <p>Dec 2023: Volunteers will be sought during all-trades safety meeting mid-December</p> <p>Nov 2023: Reminders sent. Will be discussed at the crew safety meeting to select representative who will take inventory of the SDS.</p> <p>Oct 2023: KS to send reminders for the list</p> <p>Sep 2023: Qualtrics checklist updated. All trades to compile list of chemicals used. SRS looking into process for validation</p> <p>Aug 2023: KS to add checklist item into Qualtrics for June/January item “Has someone confirmed SDS are updated or relevant”. RM to provide further information for next meeting.</p>	KS	Jan 2024	IP
NB-2023/09/14-02		<p>Increase lighting in BRDF:</p> <p>Dec 2023: Installation started</p> <p>Nov 2023: ZD to reach out to JR. No new updates</p> <p>Oct 2023: JR to send ZD an email to assess what is needed.</p> <p>Sep 2023: Under canopy lighting needs to be improved</p>	ST/SS	Jan 2024	IP
NB-2023/10/12-01		<p>Incident regarding Electrical High Voltage Infrastructure Rules/regulations through EWS infrastructures as per WorkSafe policies.</p> <p>SHCS operated a couple of breakers under EWS jurisdiction. Still waiting for the report from SHCS. RM to reach out to representatives and follow up on status.</p> <p>Dec 2023: EWS met with SHCS to discuss. Outcome is mandatory joint investigations for X-jurisdictional incidents. Also, EWS to provide further recommendations that include better signage and a tamper seal.</p> <p>Nov 2023: Report received from SRS and discussed. EWS will work with SHCS safety team on the CAIRS report to better understand root cause and aim to re-do the investigation.</p>	RN/Util Elec	Feb 2024	IP
NB-23/11/09-01	B	Safe Driving Concerns on Campus	RN	Dec 2023	C



8. ONGOING BUSINESS – Status of Action Items					
		<ul style="list-style-type: none">• UBC vehicle driver was seen at an intersection with phone in hand. Distracted driving• UBC vehicle did not come to a full stop at 3 controlled intersections <p>Requesting more RCMP presence for enforcement. RN to discuss with Rishi Purohit. Also publish a reminder in the newsletter</p>			
NB-23/11/09-02	E	Ensure gates and locked. Remind crews and contractors to always close gate behind them to prevent pedestrians wandering into the yard and sub-station.	All	Dec 2023	C

* ED – Education and Training * GI- General Inspection *NB – New Business

JOHSC RECOMMENDATION LETTERS & WORKSAFE BC REPORTS (CORRESPONDENCE)					
Original Item #	Priority	Action Plan (Action/Taken/Need to be taken)	Assigned to	Follow up: Date Pending	Status
IR202316973116A	E	<ul style="list-style-type: none">• Description:<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 August 8, 2023 when a worker received an electrical shock from an arc discharge while working with a high-voltage machine.○ There were zero (0) orders issued to the University.			N
IR202316973122A	E	<ul style="list-style-type: none">• Description:			N



JOHSC RECOMMENDATION LETTERS & WORKSAFE BC REPORTS (CORRESPONDENCE)					
		<ul style="list-style-type: none">o On November 10, 2023, a worker sustained an injury after falling while going up the stairs, received first aid on the scene, and was then transported to a hospital for medical treatment.o There were zero (0) orders issued to the University.			
IR202319279077A	E	<ul style="list-style-type: none">• Description:<ul style="list-style-type: none">o 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.o There were zero orders issued to the University.• JOHSC/LST General Learnings/Discussion Points:<ul style="list-style-type: none">o Reminder that incident investigations must be completed within 30 days, with description, unsafe conditions, contributors, causes, corrective actions, and worker rep participation.			C
202317748094A	E	<ul style="list-style-type: none">Description:<ul style="list-style-type: none">o 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.o There were zero orders issued to the University.• JOHSC/LST General Learnings/Discussion Points:<ul style="list-style-type: none">o Reminder that incident investigations must be completed within 30 days, with description, unsafe conditions, contributors, causes, corrective actions, and worker rep participation.			C

* REC – Recommendation Letter



9. NEW & OTHER BUSINESS

- General discussion items (list actionable items below)

Item # (NB-yy/mm/dd-01)	Priority	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
NB-23/12/07-01	E	Confined space trailer contents about to expire in February. Contents include ropes, harnesses (i.e., all soft equipment). RN and TC to take lead	RN/TC	Feb 2024	N

*NB – New Business

10. COMMUNICATIONS

- General discussion items (list actionable items below)

Item # (yy/mm/dd-01)	Priority	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
23/12/07-01	E	Silica Exposure Control Plan (ECP) Feedback Prior to the publication of the Silica Exposure Control Plan, Safety & Risk Services is seeking input from the UBC community to ensure the content of this document considers the working conditions where silica is found, and provides the information needed to keep you safe at work. To provide your feedback, please complete Qualtrics survey (check meeting invite for link) by January 30th, 2024. The Silica ECP can be found using the link on the first page of the survey.			N
23/12/07-02		Lead Exposure Control Plan and Training Course			N



10. COMMUNICATIONS																					
		Exciting News! SRS is launching an updated UBC Lead Exposure Control Plan (ECP) and a new Lead Awareness training course. This ECP and the associated training is intended specifically for supervisors, workers, and students who are likely to come into contact with lead or lead containing products. The document will provide information on the hazards associated with lead and provide guidance on exposure control measures.																			
23/12/07-03		Preparing for Extreme Winter Weather at UBC Facilities’ Municipal Services and Custodial Service teams provides ice prevention and snow removal services on the Vancouver Campus. Visit the website to see a map that identifies priority roads, sidewalks and pathways that crews will work towards when dealing with an ice or snow event. If you see any areas that need attention, please contact the Facilities Service Centre at 604-822-2173.			N																
23/12/07-04		Annual Seasonal Shutdown and Holiday Tips Before leaving for this holiday season, help save energy and keep valuables safe by taking some simple actions: <table><tr><th>Seasonal Shutdown Tips from Sustainability</th><th>Holiday Tips from Campus Security</th></tr><tr><td>• Switching off electronics</td><td>• Closing and locking office and exterior building doors & windows</td></tr><tr><td>• Turning off the lights</td><td>• Turning off office lights and electronic equipment</td></tr><tr><td>• Unplugging small appliances</td><td>• Locking away portable equipment, tools, laptops and any external data devices</td></tr><tr><td>• Closing windows and blinds</td><td>• Closing blinds and curtains</td></tr><tr><td>• Reporting any air or water leaks</td><td>• Locking valuable personal property out of sight or taking it home</td></tr><tr><td>• Shutting fume hood sashes</td><td>• Ensuring all your data devices are encrypted for security</td></tr><tr><td>• Shutting down non-essential lab equipment</td><td>• Protecting your building and office keys at all times to prevent risk to your workspace.</td></tr></table>	Seasonal Shutdown Tips from Sustainability	Holiday Tips from Campus Security	• Switching off electronics	• Closing and locking office and exterior building doors & windows	• Turning off the lights	• Turning off office lights and electronic equipment	• Unplugging small appliances	• Locking away portable equipment, tools, laptops and any external data devices	• Closing windows and blinds	• Closing blinds and curtains	• Reporting any air or water leaks	• Locking valuable personal property out of sight or taking it home	• Shutting fume hood sashes	• Ensuring all your data devices are encrypted for security	• Shutting down non-essential lab equipment	• Protecting your building and office keys at all times to prevent risk to your workspace.			N
Seasonal Shutdown Tips from Sustainability	Holiday Tips from Campus Security																				
• Switching off electronics	• Closing and locking office and exterior building doors & windows																				
• Turning off the lights	• Turning off office lights and electronic equipment																				
• Unplugging small appliances	• Locking away portable equipment, tools, laptops and any external data devices																				
• Closing windows and blinds	• Closing blinds and curtains																				
• Reporting any air or water leaks	• Locking valuable personal property out of sight or taking it home																				
• Shutting fume hood sashes	• Ensuring all your data devices are encrypted for security																				
• Shutting down non-essential lab equipment	• Protecting your building and office keys at all times to prevent risk to your workspace.																				



10. COMMUNICATIONS					
23/11/09-01	E	Reminder: Annual Respiratory Fit Testing Booking your appointment now for available times in November and December. Staff are to sign up themselves and complete the educational component online through WPL . Just a reminder, for an employee to use a tight-fitting respirator (e.g., full-facepiece, half-facepiece (ex. reusable elastomeric styles, N95, etc.)), they must complete a fit test prior to their first use and annually after.			IP
23/11/09-03	E	Snow/Ice Information Session Save the date: November 28, 1:00 pm All JOHSC chairs and co-chairs are invited.			C
23/11/09-03	E	SRS consulted with JOHSC Chairs to decide a change in frequency in review of CAIRS statistics. CAIRS statistics will now be reviewed biannually (January and July).			C
23-11-09-4	E	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.			C
23-11-09-5	E	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: Travel with colleagues or friends Contact the AMS Safewalk Program (operates from 8pm-2am) Contact Campus Security to accompany you across campus after 2am			C



10. COMMUNICATIONS					
		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			
23-11-09-6	E	December JOHSC meeting 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.			C
23-11-09-7	E	Program and Exposure Control Plan Feedback surveys. 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 workers in their unit.			C



11. ITEMS TO BE TABLED

While the university is operating under emergency circumstances the committee agrees that the following items are to be referred forward until the committee and department has the capacity to continue with these health & safety items.

Items that remain in ongoing & new business have taken precedent during the department's response to COVID-19 and the scaled back work arrangements. The committee agrees that the items below will be reassessed based on the departments' safety needs at a more suitable time.

Motion to table items: Moved by: Seconded by:

Original Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
NB-2023/06/09-02	E	Abandoned steam tunnels Degrading condition. Contains IT infrastructure Trades LST inform JOHSC of the degradation of the tunnels bring up to management safety group to address. Dec 2023: This item is beyond the scope and capabilities of the JOHSC as it is a university asset. No immediate concerns. Will monitor for degradation as part of routine inspections. Nov 2023: No new updates Oct 2023: Item needs to be under IT and not EWS. Will discuss with Siu. Sep 2023: RH to talk to Siu Tse to get this pushed out of EWS responsibility. This is a university wide issue. Aug 2023: IT is continuing assessment. Adding RH to follow up with employer as this item is well beyond abilities of EWS JOHSC. Jul 2023: IT is looking at the infrastructure. Assessment to follow. Work in progress.	RN/RH		IP

12. TAKE 5

Mindfulness relaxation session via YouTube video

13. NEXT MEETING

Date:	Jan 11, 2024 (2nd Thursday of the month)
Time:	12:30 pm



13. NEXT MEETING

Location: CEC Meeting Room

14. MEETING ADJOURNED

Time: 1:45 pm

LEGEND

PRIORITY:		STATUS:	
A	Critical/Life threatening/high probability	N	New
B	Urgent/moderate probability of recurrence	R	Repeat
C	Important/low probability of recurrence	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 and Risk Services ubcsafety.committee@ubc.ca
- Posted on any Safety Bulletin Boards (if applicable)