



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: UBC Facilities (Building Operations) Trades
Joint Occupational Health & Safety Committee

Worker Co-Chair: Mike Laing (co-chair)
Employer Co-Chair: Sean McGregor (chair)

December 12th, 2023

Time: 1:00 pm – 3:15 pm
Location: USB Room 1020 and Zoom Teleconference

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, Review Actionable Items from Local Safety Team (LST) Minutes & 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. Follow-up Business – Status of Closed Items
• Accident/Incident Further Follow-up on Listed Incidents	12. Next Meeting
	13. Meeting Adjournment

1. ROLL CALL

Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Jeremiah Schneider (alternate)	CUPE 116	Construction Office Trades	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Scott Turner	CUPE 116	Architectural Trades – Carpentry	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sean Brown (co-chair alternate)	CUPE 116	Electrical Trades – Electrician	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Benjamin Scott	CUPE 116	Electrical Trades – Electrician	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mark Roberts (alternate)	CUPE 116	Electrical Trades – Electrician	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Riccardo Palumbo	CUPE 116	Architectural Trades – Bricklayer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Elizabeth Cortens (co-chair alternate)	IUOE 115	Mechanical Trades – Mechanical Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Conor Hourigan	IUOE 115	Mechanical Trades – Mechanical Maintenance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sean Roe	CUPE 116	Mechanical Trades – Plumbers/Steamfitters	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thomas Takaki (alternate)	CUPE 116	Mechanical Trades – Plumbers/Steamfitters	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Michael Laing (co-chair)	CUPE 116	Mechanical Trades - Sheetmetal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Kernachan (alternate)	CUPE 116	Mechanical Trades - Sheetmetal	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Tim Harper (alternate)	CUPE 116	Construction Office Trades	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employer Representatives	Work Location	Present	Regrets	Absent
Kevin Morris	P&P Manager, Architectural Trades	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frank Crudo (co-chair alternate)	Senior Manager, Architectural	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mike Paley	P&P Manager, Electrical Trades	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sean McGregor (co-chair)	P&P Manager, Mechanical Operations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jason Wright (alternate)	Senior Manager, Mechanical	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lee McCormick (alternate)	P&P Manager, Mechanical Operations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Denise Pearce (alternate)	Director, Trades	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Jessica Dadwal	Construction Office Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Resources/Guests	Work Location	Present	Regrets	Absent
Lori Takenaka	SRS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ellen Grande	Clerical (minute taker)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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)

- Move to adopt minutes. Moved by: Frank Crudo Seconded by: Kevin Morris
- List amendments to minutes:

• Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

(List additional agenda items)

- Co-Chair Monthly Email from SRS

Place actionable items under Accident/Incident Investigation, Safety Inspections, Correspondence, New Business etc. as applicable and assign proper item # for further discussion/action.

☒ No actionable items noted

Is the agenda approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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5. REVIEW CENTRAL ACCIDENT/INCIDENT REPORTING SYSTEM

Attach inspection checklist(s) and report(s) to these meeting minutes and use this table to record discussion and new recommendation(s)-17

Item # (Use CAIRS Incident ID #)	Priority	Date	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
132309	B	2023-10-30	Item discussed. No further actions. Item closed. Description: Worker walking into the West entrance of Life Building and tripped on the top step walking up. Worker fell on the right side of body and rolled onto their shoulder. The stairs were not slippery and the visibility was a non-issue.			C



5. REVIEW CENTRAL ACCIDENT/INCIDENT REPORTING SYSTEM						
			<p>Root Cause: Worker may have been pulling their work phone out of pocket while moving up the stairs. Did not raise their foot above the last step and it caused the trip.</p> <p>Corrective Actions: All Actions Complete Corrective Action 1 Corrective Action Identified: slowing down when necessary. Estimated Completion Date: 2023-11-21 Final Actions Taken: Completed Date Completed: 2023-11-21</p>			
132514 (132524)	B	2023-11-30	<p>Item discussed. No further actions. Item closed.</p> <p>Description: Worker was using an 8 foot little giant platform ladder to access the ceiling space through a roof hatch. Before climbing the ladder he worker ensured the legs were properly set out and stable on the carpeted floor. While the worker was working in the ceiling space the ladder became unstable, most likely due to shifting center of gravity. The worker lost balance and put force on the roof hatch which caused damage to the drywall surrounding the roof hatch as it was only secured to the drywall.</p> <p>Root Cause: Root cause was likely shifting center of gravity.</p> <p>Corrective Actions: Not Complete Corrective Action 1 Corrective Action Identified: Review ladder safety at next shop safety meeting. Estimated Completion Date: 2024-01-31</p>			C



5. REVIEW CENTRAL ACCIDENT/INCIDENT REPORTING SYSTEM						
131998 (132005)	B	2023-09-13	<ul style="list-style-type: none">In progress.Investigation required. In progress. <p>Description: The worker (BMS) was turning a steam valve handle when they felt a sharp stinging feeling on their right palm. The lifted their hand and noticed it had been cut.</p>	Sean McGregor	2024-01	IP
132105	B	2023-09-27	<ul style="list-style-type: none">Incident discussed. Recommend worker to use proper gloves when handling material as well correct tool for cutting away the glass wrap. Incident crew talked. Incident closed.Incident needs to be reviewed with Safety Rep. In progress.Investigation required. In progress. <p>Description: Employee was working at Botanical Garden Campbell building washroom preparing for paint, and was cutting away glass wrap from the mirror with a utility knife. The employee was pulling the knife through the plastic wrap and it suddenly gave way and impacted their left index finger and produced a deep cut on the end of the finger. Employee immediately washed the cut and wrapped their finger in some paper towel from the dispenser and went to first aid.</p>			C
132125	B	2023-09-27	<ul style="list-style-type: none">Signage has been put up as to recommendations. Incident closed.Investigation required. In progress. <p>Description: Driver (Shift Engineer) was driving South near the Frank Forward building and thought they were going down a ramp and it happened to be a stairwell.</p>	Sean McGregor	2024-01	IP
131637 (131723)	B	2023-07-06	<ul style="list-style-type: none">Investigation is ongoing. In progress. <p>Description: Felt back a bit off at earlier job, CK Choi. At Alumni, injured back, then laid down on ground on his back. Injury happened at 1:35pm. Packed van with tools, then headed back to shop. Checked in with first aid, and they reported to first aid.</p> <p>Root Cause: Avoid bending, especially if required to raise door when adjusting it.</p>	Frank Crudo	2024-01	IP



5. REVIEW CENTRAL ACCIDENT/INCIDENT REPORTING SYSTEM						
131597	B	2023-06-26	<ul style="list-style-type: none">Investigation complete. Incident crew talked regarding wearing the proper PPE, gloves, for the job. Incident closed. <p>Description: The employee was lifting the window from the slider and while they were lifting the window, the employee cut their left index finger on a plastic window clip.</p> <p>Root Cause: The root cause would have been working through a task with possible sharp edges and not using the appropriate PPE for the task.</p>			C

5a. REVIEW CENTRAL ACCIDENT/INCIDENT STATISTICS Quarterly and Annually	
JANUARY 2024 Annual Statistics	<input type="checkbox"/>
APRIL 1ST 2024 Quarterly Statistics	<input type="checkbox"/>
JULY 1ST 2024	<input type="checkbox"/>
OCTOBER 1 ST 2024	<input type="checkbox"/>

5b. REVIEW CENTRAL ACCIDENT/INCIDENT REPORTING FOLLOW-UP	
DID JOHSC MEMBERS REVIEW ACCIDENT/INCIDENT STATS?	<input checked="" type="checkbox"/>
DID JOHSC MEMBERS IDENTIFY ANY TRENDS?	<input checked="" type="checkbox"/>
DID JOHSC MEMBERS MAKE ANY RECOMMENDATIONS?	<input checked="" type="checkbox"/>

6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
<i>Attach inspection checklist(s) and report(s) to these meeting minutes and use this table to record discussion and new recommendation(s)-17</i>					
Item # (Use Inspection #)	Priority	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status



6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
GI-Carpentry-125	B	<ul style="list-style-type: none">Area has been cleared. Inspections closed.Clear area near overhead door of stored materials. Remove metal and free standing shelf and all items on it. Shop talk item and recommend weekly clean up on Fridays to solve safety hazard.			C
GI-Paint-124	B	<ul style="list-style-type: none">Light is burnt out in mixing room. Submitted SR	Kevin Morris	2024-01	IP
GI-Paint-123	B	<ul style="list-style-type: none">Worker has cleaned area. Inspection closed.Office requires housekeeping. Items still stored under desk. Poor ergonomics. Manager will speak with worker.			C
GI-Carpentry-121	B	<ul style="list-style-type: none">Roofer's vehicle has new fire extinguisher. Inspection closed.Roofer's vehicle had an out of date fire extinguisher. Recommend replacement.			C
GI-Paint-120	B	<ul style="list-style-type: none">Inspection combined with GI-Paint-123 and housekeeping has been completed. Inspection closed.Housekeeping still not done. Manager will speak with worker.Too much stored items on and under desk. Not ergonomic. Recommend cleaning up and store items elsewhere.			C
GI-Carp-118	B	<ul style="list-style-type: none">Light has been changed. Inspection closed.Created a new SR with high priority submitted to both the electricians and utility workers to have light changed. SR239903.Utilities have tagged the ballasts. In progress.3rd set of ballast lights burnt out above projects work bench. Added to the list for Utility workers to replace.			C
GI- Elec-114	B	<ul style="list-style-type: none">No update. In progress.The discussion focused on methods of accessing Safety Data sheets:<ol style="list-style-type: none">PLANON (in progress – Stores is working on this method)SDS binder located at StoresImplementation of SharePoint Link for all SDSIndividual Crew Safety Board Access for crew specific SDS	Mike Paley	2024-01	IP



6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
		<p>Mike Paley will provide an instruction sheet to advise all trade workers on how to access SDS.</p> <p>All were reminded that should they order products that Stores does not sell, the crews are responsible for maintaining those SDS.</p> <ul style="list-style-type: none">• Mike Paley will follow up with Stores to see if they will be able to make the SDSs available through Planon.• Review and replace remote access to SDS on shop safety board. Old QR Code no longer works. Electrical shop will print out the SDS and post it on shop safety board. It is recommended that representatives maintain and check if the SDS is up to date annually in their own shop.			
GI-Electrical-102	B	<ul style="list-style-type: none">• Recent fire drill highlighted a few concerns:<ol style="list-style-type: none">1. What happens when both Warden and Alternate are away? Importance of Crew talks and Newsletter to inform all workers what is their responsibilities and where the muster stations are.2. Who runs to the Building Emergency Director? It should be the floor warden <p>Frank will review with respective managers to see if additional floor wardens are needed (e.g. Sheetmetal) and will update the BERP. Frank will send updated BERP to JOHSC Trades for review. Keyplans indicating muster stations have all been updated. Note: Garage and Electrical areas need additional information on signage.</p> <ul style="list-style-type: none">• Fire Wardens have been finalized. Frank submitted SR to FM and FM will coordinate date and will review schedule with Daycare to minimize disruptions to them.• An attached PDF's has been emailed to all committee members with information relative areas that identify muster stations in the event of an emergency. Each area of the building is color coded and has the corresponding muster station identified in the same color. In progress.	Frank Crudo	2024-01	IP



6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
		<ul style="list-style-type: none">Frank will initiate the communication to ensure staff have received the required training before the drill, which will be scheduled later this month or early next month. Additionally, the key plan in USB requires updating.The update of the building's emergency response plan is still in progress; once the floor warden is identified, fire drill will be scheduled. In progress.Frank will lead on the scheduling of the fire drill. In progress.Emergency drill has not yet been done. The last drill was in Nov 2021. Fire drill need to be booked.			
GI-Carp-55	B	<ul style="list-style-type: none">On-going. Will review again March 2024The responsibility for inspection, maintenance, and adding assets to Planon resides with Stores. In progress.Kevin and Frank are still in discussion with Paul. In progress.Kevin and Frank have not yet sent the asset data list to stores. In progress.Kevin and Frank held a meeting with Paul Harris, Stores, prior to the JOHSC meeting. During the meeting, it was identified that certain asset information has not been entered into Planon. It was agreed that Stores will take responsibility for maintenance after the information has been properly entered into Planon. To facilitate this process, Kevin and Frank will provide equipment information to Stores. In progress.Kevin Morris has sent Stores a list of inventories to maintain and log maintenance activity. In progress.Accurate asset list for machinery is been created for Planon. In progress.After reading I-C-03 Tool Management Policy, the responsibility for the inspection/ maintenance of the large shop machinery resides with stores. Kevin will facilitate the transfer of this over to Stores to handle. In progress.	Kevin Morris/ Frank Crudo	2024-03	IP



6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
		<ul style="list-style-type: none">Kevin Morris suggested Stores to take on a bigger role to maintain the equipment. This issue will also be addressed in the 21-day recommendation letter.Formal process in progress.Kevin Morris is speaking with Maintenance Planning for implementing inspection reports in Planon. In progress.Working group determining who is responsible for maintaining what equipment. In progress.Kevin Morris met with Safety Rep. He also received inspections sheets that indicate the frequency and who maintains equipment from consultant. In progress.In progress.Maintenance and Inspection logs are a work in progress. Management and Heads to complete.			

GI- General Inspection

6a. REVIEW TRACKINGWORKPLACE INSPECTIONS						
	CREW 12	CREW 21	CREW 22/S/31/S	CREW 23	CREW 25	FOLLOW UP
MAY 2023	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
JUNE 2023	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
JULY 2023	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
AUGUST 2023	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
SEPTEMBER 2023	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
October 2023	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
November 2023	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	



6b. IDENTIFY ON-GOING INSPECTION TRENDS

Lights and general housekeeping

7. REVIEW EDUCATION AND TRAINING

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

Item # (ED-yr/mm/dd-01)	Priority	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status						
E.g. ED-17/09/19-01		Enter any information relevant to required training, upcoming renewal of training, new member training, etc.									
On-Going	A	MEMBERS TO ADVISE COMMITTEE OF ANY ADDITIONAL TRAINING THAT COUNTS TOWARDS THEIR 8 HOURS INSTRUCTION	All	Reminder	E						
ED-2023-06-13-04	B	<div>JOHSC and LST Training</div> <div>New dates have been released for JOHSC and LST training. You can register for JOHSC training here, and LST training here.</div> <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></table>	JOHSC Training		Part 2a	Part 2b	January 9 th 10:00am – 12:00pm	January 11 th 1:00pm – 3:00pm	All	Info	E
JOHSC Training											
Part 2a	Part 2b										
January 9 th 10:00am – 12:00pm	January 11 th 1:00pm – 3:00pm										
ED-2023-07-11-01	B	<div>New member - Jessica Dadwal</div> <div><ul style="list-style-type: none">Jessica Dadwal still needs to complete Part 2BJessica Dadwal has completed Part 1 and 2A.Jessica Dadwal will join JOHSC on August 8th,2023 as Employer Alternate and will need to complete UBC JOHSC 8-hour training by February 2024. She is required to complete Part 1 and Part 2A and 2B.</div>	Jessica Dadwal	2024-01	IP						
ED-2023-06-13-02	B	<div>New member – Kenneth Navarra</div> <div><ul style="list-style-type: none">Kenneth Navarra is no longer a worker alternate. An election will be held to recruit a new member to join JOHSC Trades.</div>			C						



7. REVIEW EDUCATION AND TRAINING					
		<ul style="list-style-type: none">Kenneth Navarra will join JOHSC on June 13, 2023 and will need to complete UBC JOHSC 8-hour training by December 2023. He is required to complete Part 1 and Part 2A and 2B.			
ED-2023-03-14-04	B	<p><i>New member – Elizabeth Cortens</i></p> <ul style="list-style-type: none">Elizabeth Cortens has signed up for Part 2BElizabeth Cortens has completed Part 1 and 2A.Elizabeth Cortens will join JOHSC on April 11, 2023 and will need to complete UBC JOHSC 8-hour training by October 2023. She is required to complete Part 1 and Part 2A and 2B.	Elizabeth Cortens	2024-01	IP

* 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
<i>E.g. NB-17/04/11-811</i>	E	<i>Add any additional relevant information pertaining to the status of this item – keep most recent information on top. If long list of details, older less pertinent information can be removed as will have already been recorded in previous minutes</i>			
NB-2023-11-14-25	B	<p><i>Safety Videos for Crew Talks</i></p> <ul style="list-style-type: none">2023-12-12: Further review. In progress.2023-11-14: Member requested more information regarding safety videos for crew talks. Frank Crudo supplied two links <ol style="list-style-type: none">S:\Architectural\WorkMgt\FromArchitectural\Safety Videos\Shownhttps://www.worksafebc.com/en/forms-resources#sort=Relevancy&f:topic-facet=[Health%20%26%20Safety]&f:content-type-facet=[Videos%20%26%20slide%20shows]&f:language-facet=[English]	Riccardo Palumbo	2024-01	IP



8. ONGOING BUSINESS – Status of Action Items					
NB-2023-11-14-24	B	<p><i>Confined Space Locations</i></p> <ul style="list-style-type: none">2023-12-12: Lori Takenaka shared with the Committee a draft of the Confined Space Classification Form and explained how it would be used by staff to help identify locations of confined spaces. Committee liked the form and no changes needed. Mike Paley will take the document to the next Managers meeting for further feedback on how to roll out this process.2023-11-14: In the future, we are hoping to have a consultant review confined spaces on campus. Mike Paley is prioritizing gathering the essential locations first, which will need staff to help with. SRS will create a template for staff to use.	Mike Paley	2024-01	N
NB-2023-11-14-23		<p><i>Review of CAIRS Statistics</i></p> <ul style="list-style-type: none">2023-12-12: The change was duly noted. Item closed.2023-11-14: The Committee agreed to review on a quarterly basis for a better understanding on trends. The stats will continue to be available on a monthly basis for any members who would want to view them more frequently. New section has been added under Agenda Item 5b.			C
B-2023-07-11-47	B	<p><i>Ladder Carriers</i></p> <ul style="list-style-type: none">2023-12-12: Need more feedback from the trades to determine if these carriers are the best low-cost solution.2023-11-14: Sean Brown gave each trade member a couple of ladder carriers to trial. In progress.2023-10-11: In progress.2023-09-12: No update.2023-08-08: No update. In progress. <p>2023-07-11: Sean Brown showed a low-cost solution for ladder carriers. Committee agreed to trial. Stores to order through Home Depot.</p>	Sean Brown	2024-01	IP
NB-2023-06-13-38	B	<p><i>Signage Air Handler Units (AHU's)</i></p> <ul style="list-style-type: none">2023-12-12: The labelling is underway. In progress.2023-11-14: On-going.	Mike Paley	2024-01	IP



8. ONGOING BUSINESS – Status of Action Items					
		<ul style="list-style-type: none">2023-10-11: Due to the number of units, it will take a few months to mount the stickers. Update next month on progress.2023-09-12: Stickers delivered. Controls shop will mount them.2023-08-08: Mike Paley to order stickers.2023-07-11: Strobic fans will be labelled accordingly. Stickers to be ordered. In progress.2023-06-13: Is there a requirement to have signage on AHU's? Committee to consider adding to the Technical Guidelines the standard that all Strobic fans on AHUs have proper safety signage.			
NB-2023-06-13-40	B	<p><i>USB Yard Traffic Congestions</i></p> <ul style="list-style-type: none">2023-12-12: New signage has been added and the mirror has been adjusted for better site lines. On-going and continue to monitor.2023-11-14: The removal of the column improves visibility, but the mirror needs to be lowered to improve deeper site line. Mike Paley suggested that automated flashing orange lights could be used to improve area safety. Further discussion is required. In progress.2023-10-11: Several of the recommendations have been completed. On-going.2023-09-12: SRS met with Rishi Purohit, Fleet & Asset Manager, and he will submit a SR to remove the dumpster and pillars. Mike has submitted a SR to trim the bushes. The speed bump suggestion is not feasible as it will cause water puddling. Another suggestion is to paint arrow signage at the entrance. Sean to follow up with Rishi.2023-08-08: To reduce traffic congestion it was suggested that the dumpster and pillars be removed. Another suggestion was a speed bump on the south side. Sean McGregor will reach out to Rishi Purohit. In progress.2023-07-11: In progress.	Frank Crudo/ Sean McGregor	2024-03	IP



8. ONGOING BUSINESS – Status of Action Items

		<ul style="list-style-type: none">2023-06-13: Traffic on Lower Mall is impacting both the exit and entrances of the USB yard. There needs to be discussion with Krista Falkner, Transportation Engineer, on how to reduce congestion.			
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9. JOHSC RECOMMENDATION LETTERS & WORKSAFEBC CORRESPONDENCE

Item # (Use Recommendation #)	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status
		<i>For all JOHSC Recommendation Letters (correspondence) make sure to refer to any applicable incident, investigations or other related occurrences by item #. DO NOT MOVE OUT OF THIS SECTION – this section is to be used to ensure employer is responding within 21 calendar days. Once correspondence is complete item can be removed. NOTE: Item # that correspondence pertains to should remain in the "Ongoing Business" and updated with any additional information until fully resolved.</i>				
WSBC- 202316973116A	B	<p><i>Description:</i></p> <p>This Inspection Report documents the receipt and acceptance of the employer's full Incident Investigation Report (EIR), 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.</p> <ul style="list-style-type: none">There were zero (0) orders issued to the University. <p><i>JOHSC/LST General Learnings/Discussion Points:</i></p> <ul style="list-style-type: none">Reminder that incident investigations must be completed within 30 days, with description, unsafe conditions, contributors, causes, corrective actions, and worker rep participation.	All	2023-11-03	n/a	n/a
WSBC- 202316973122A	B	<p><i>Description:</i></p> <p>On November 10, 2023, a worker sustained an injury after falling while going up the stairs, received first aid on the</p>	All	2023-11-14	n/a	n/a



9. JOHSC RECOMMENDATION LETTERS & WORKSAFEBC CORRESPONDENCE

		<p>scene, and was then transported to a hospital for medical treatment.</p> <p>o There were zero (0) orders issued to the University.</p> <p><i>JOHSC/LST General Learnings/Discussion Points:</i></p> <p>As a reminder, any workplace incident that has caused a serious or life-threatening injury, plus all other immediately reportable incidents, must be reported to Campus Security at 604-822-2222 (after calling 911 emergency services) as part of the incident response.</p> <p>o More information regarding what to do in the event of a serious incidents, possible serious incident, or other immediately reportable incidents can be found on the SRS Website.</p> <p>o 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</p> <p>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.</p>				
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10. 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
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E.g.: NB-17/09/19-01	C	For new items that are not currently in “ongoing business”. Enter any relevant information regarding this item, actions to be taken, etc. If this item is not completed within the meeting, it will be moved to “Ongoing Business” for following meeting			
NB-2024-12-12-30	B	<i>Henry Angus Rooftop – Cell Phone Antennae Lockout SWP</i> <ul style="list-style-type: none">TELUS is wanting to upgrade antennae on Henry Angus rooftop. The question was raised as to what to do for lock-out on the rooftop if staff need to access into the fenced off areas. TELUS is under Federal legislation and current protocol is to call their 24/7 dispatch to turn off the antennae remotely. SRS engaged with TELUS to inform them that UBC is under Provincial legislation (Occupational Health and Safety Regulation Part 10 and that a physical lockout point is required. TELUS has now developed a proposed safe work procedure and SRS will incorporate that into a lockout procedure for UBC Staff. Lori asked if anyone wants to be on a working group to review the lockout procedure. Frank Crudo, Sean Brown, Mark Roberts and Conor Hourigan volunteered. Lori will connect with them once the draft lockout procedure is complete. Proposed timeline is Jan 2024.	Lori Takenaka	2024-01	N
NB-2024-12-12-29	B	<i>Silica Exposure Control Plan (ECP) Feedback</i> <p>Trades JOHSC is encouraged to review the ECP and complete the Qualtrics Survey by Jan 30th, 2024.</p> <p>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 this Qualtrics survey by January 30th, 2024. The Silica ECP can be found using the link on the first page of the survey.</p>	All	2024-01	N



NB-2024-12-12-28	B	<p><i>Lead Exposure Control Plan and Training Course</i></p> <p>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.</p>	All	Info	E
NB-2024-12-12-27	B	<p><i>Preparing for Extreme Winter Weather at UBC</i></p> <p>As per the Snow Policy, if UBC is subject to extreme winter weather conditions, the Deputy Vice-Chancellor of each campus or his/her delegate may decide to cancel or reschedule classes and/or curtail non-essential services. You are advised to regularly check the following website: https://www.ubc.ca/ in the event of extreme weather.</p> <p>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.</p> <p>On November 28th, the leaders from Municipal and Custodial Services conducted a virtual session to share their managing winter weather approach. For those who were unable to attend, the slide deck has been attached to this email.</p>	All	Info	E
NB-2024-12-12-26	B	<p><i>Annual Seasonal Shutdown and Holiday Tips</i></p> <p>Before leaving for this holiday season, help save energy and keep valuables safe by taking some simple actions:</p>	All	Info	E



		<table><tr><th>Seasonal Shutdown Tips from Sustainability</th><th>Holiday Tips from Campus Security</th></tr><tr><td><ul style="list-style-type: none">• Switching off electronics</td><td><ul style="list-style-type: none">• Closing and locking office and exterior building doors & windows</td></tr><tr><td><ul style="list-style-type: none">• Turning off the lights</td><td><ul style="list-style-type: none">• Turning off office lights and electronic equipment</td></tr><tr><td><ul style="list-style-type: none">• Unplugging small appliances</td><td><ul style="list-style-type: none">• Locking away portable equipment, tools, laptops and any external data devices</td></tr><tr><td><ul style="list-style-type: none">• Closing windows and blinds</td><td><ul style="list-style-type: none">• Closing blinds and curtains</td></tr><tr><td><ul style="list-style-type: none">• Reporting any air or water leaks</td><td><ul style="list-style-type: none">• Locking valuable personal property out of sight or taking it home</td></tr><tr><td><ul style="list-style-type: none">• Shutting fume hood sashes</td><td><ul style="list-style-type: none">• Ensuring all your data devices are encrypted for security</td></tr><tr><td><ul style="list-style-type: none">• Shutting down non-essential lab equipment</td><td><ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Switching off electronics	<ul style="list-style-type: none">• Closing and locking office and exterior building doors & windows	<ul style="list-style-type: none">• Turning off the lights	<ul style="list-style-type: none">• Turning off office lights and electronic equipment	<ul style="list-style-type: none">• Unplugging small appliances	<ul style="list-style-type: none">• Locking away portable equipment, tools, laptops and any external data devices	<ul style="list-style-type: none">• Closing windows and blinds	<ul style="list-style-type: none">• Closing blinds and curtains	<ul style="list-style-type: none">• Reporting any air or water leaks	<ul style="list-style-type: none">• Locking valuable personal property out of sight or taking it home	<ul style="list-style-type: none">• Shutting fume hood sashes	<ul style="list-style-type: none">• Ensuring all your data devices are encrypted for security	<ul style="list-style-type: none">• Shutting down non-essential lab equipment	<ul style="list-style-type: none">• Protecting your building and office keys at all times to prevent risk to your workspace.			
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*NB – New Business



11. FOLLOW-UP BUSINESS – Status of Action Items					
Original Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
NB-2021-07-13-1069	A	<p><i>Policy or Procedure for Hot Works and Dust</i></p> <ul style="list-style-type: none">2023-12-12: The development of a campus wide Canvas course will not be implemented at this time; however, Lori Takenaka reviewed the components of what would go into the course and added sections that were missing in the SWP and reviewed with the committee. Committee was okay with the edits. Waiting for I-B number to be issued. Once finalized, the JOHSC Committee will distribute and review with the crews. In progress.2023-10-10: Update in December.2023-09-12: SRS will design a Canvas course and the procedure/policy will be launched in conjunction with the training. Lori to reach out to Caroline to get the policy #.2023-08-08: Sean McGregor reviewed the finalized document with the Committee. An Infra-red gun, IR, will be purchased for the respective crews. SRS will be contacted for a policy # for the document. In progress.2023-07-11: Working group has met and recommendations of the policy or procedure will be finalized for review at the next JOHSC meeting. In progress.2023-06-13: The working group met and made recommendations. Final document will be reviewed by the JOHSC Committee. In progress.2023-05-09: There is a safe work plan for low-intensity Hot Works. Sean will strike a committee and send out the meeting invite to discuss on this matter. In progress.2023-04-11: The assistant chief replied and provided some advice and guidelines. The working group will set up another meeting.	Kevin Morris/ Sean McGregor/ Lori Takenaka	2024-01	IP



		<ul style="list-style-type: none">• 2023-03-14: The Fire Marshall has not yet responded to the messages. Meeting will be set up in the working group in a few weeks. In progress.• 2023-02-14: Sean McGregor has contacted the Fire Marshall several times in the new year, however, still waiting for a response. In progress.• 2023-01-10: Sean McGregor waiting on the Fire Marshall's recommendations. In progress. For prior months please refer to July 11th, 2023 Trades JOHSC Minutes.			
NB-2022-09-13-45	B	<p><i>JOHSC Recommendation Letter 2022-10-17</i></p> <ul style="list-style-type: none">• 2023-12-12: No presentation was given. Sean McGregor will follow-up with Paul Harris regarding the tracking of expiration dates for SDS. In progress.• 2023-10-10: No updates have been provided on the status of tracking expiration dates for SDS. Paul Harris and Jen Sheel will have a presentation in October. In progress.• 2023-09-12: Paul Harris and Jen Sheel will have a presentation to the managers in October. In progress.• 2023-08-08: It is important to keep track of expiry dates on the SDSs present in the work place. Follow-up with Paul Harris is required.• 2023-07-11: After discussion, several points were summarized as follows:<ul style="list-style-type: none">○ Lori Takenaka has updated the PAPR document and identified that workers are to track their own cartridges for the air purifying respirators. Committee did not have additional feedback.○ Sean McGregor sent Paul Harris a list of follow-up questions. Paul's responses to the additional questions were shared with the committee. The additional questions have been uploaded to SharePoint under Documents/Other.	Sean McGregor	2024-01	IP



		<ul style="list-style-type: none">○ Paul Harris responded to○ With the newly acquired access to Planon Asset Management, it is essential for crews to be fully instructed on where to find the information they require. Ben Scott suggested Shop Talks and Job Aids with step-by step screenshots to assist workers.● 2023-06-13: Paul Harris attended the JOHSC meeting. He advised the committee that the Asset #'s of certified harnesses will appear in Planon with the user manuals and the actual harnesses will have a certification tag attached. It was noted that there is a 6-month backlog for certifying all equipment. Heads have been advised to return outstanding equipment for re-certification as soon as possible. Lastly, Sean McGregor will summarize what was discussed and send Paul Harris additional follow-up questions from the committee. In progress.● 2023-05-09: Stores came up with a new proposal of selling cartridges with the rental PAPRs to staff. After each use, staff can either keep cartridge or discard. As per usual, log sheets are to be used by Staff to ensure change-out criteria is not exceeded. Committee will discuss with Stores to better understand options.● 2023-04-11: SRS has been working with Stores and Lori shared a draft document in the meeting regarding the limitations, usage, and maintenance of PAPRs. To ensure proper usage, users are required to log their time and a QR code manual will be provided. The final version of the document will be sent out next month for review. Additionally, Kevin's meeting with Paul is still pending. In progress. For prior months please refer to July 11th, 2023 JOHSC Trades Minutes.			
NB-2023-02-14-10	B	<p><i>Indoor/Outdoor Cleat Trial</i></p> <ul style="list-style-type: none">● 2023-12-12: The cleats will be evaluated during inclement weather in early spring. Update in March 2024.	Kevin Morris	2024-03	IP



		<ul style="list-style-type: none">2023-04-11: The cleats will be evaluated during inclement weather next winter. Update in October.2023-03-14: The cleats have been delivered to trades, and testing and feedback gathering will be undertaken to determine whether they should be made available in Stores. In progress. <p>2023-02-14: Various trades have signed up to trial the indoor/outdoor cleats. A list of shoe sizes has subsequently been given to stores for the purchasing of the cleats. It was noted that metal cleats should not be worn on rooftops, however, Committee agreed that trialing indoor/outdoor cleats for inclement weather should be a corrective action. Kevin Morris supplied the following link for Due North Grippro cleats and will reach out to Paul Harris to order some to trial.</p>			
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PRIORITY:			
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

12. NEXT MEETING	
Date:	January 9th, 2024
Time:	1:00 – 3:15 pm
Location:	Zoom Teleconference

13. MEETING ADJOURNED	
Time:	2:26 p.m.



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

- Responsible VP
- Responsible Managing Director/Dean
- All JOHSC members
- CUPE 116 and IUOE115
- Safety and Risk Services – ubcsafety.committee@ubc.ca