



## Facilities Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: Facilities  
Joint Occupational Health & Safety Committee

Worker Co-Chair: James Woo (co-chair)  
Employer Co-Chair: Carmen Raiche de Araujo (chair)

Date: Dec 14, 2023

Time: 1:30 – 2:30pm  
Location: USB Room 1100, Red 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, 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. Next Meeting   |
|   | 12. Meeting Adjournment  |

| 1. ROLL CALL   |                                 |                                 |                                     |                          |                          |
|--|---------------------------------|---------------------------------|-------------------------------------|--------------------------|--------------------------|
| Worker Representatives                                   | Association/Union               | Work Location                   | Present                             | Regrets                  | Absent                   |
| Lisa Higuchi (co-chair alternate; Feb 2022 - 2024)       | CUPE 116                        | Service Centre                  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| James Woo (co-chair; Feb 2022 - 2024)                    | AAPS                            | Project Services                | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Melissa Vincent  | CUPE 116                        | Customer Services & Informatics | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Patrick Wong   | AAPS                            | Facilities Manager              | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Employer Representatives                                 | Work Location                   |                                 | Present                             | Regrets                  | Absent                   |
| Carmen Raiche de Araujo (co-chair; Dec 2022 – 2024)      | Customer Services & Informatics |                                 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Francois Desmarais (co-chair alternate; Dec 2022 – 2024) | Facilities Manager              |                                 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



Facilities Joint Occupational Health & Safety Committee  
Meeting Minutes

|                              |                      |                                     |                                     |                          |
|------------------------------|----------------------|-------------------------------------|-------------------------------------|--------------------------|
| Steven Lee                   | Facilities Planning  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <b>Resources/Guests</b>      | <b>Work Location</b> | <b>Present</b>                      | <b>Regrets</b>                      | <b>Absent</b>            |
| Lori Takenaka                | SRS                  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Shirley Tseng (minute taker) | Clerical Pool        | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Wendy Lam (minute taker)     | Clerical Pool        | <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: Lisa Higuchi Seconded by: James Woo
- List amendments to minutes

Are the minutes approved?

Yes  
☒

No  
☐

## 4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

- SRS Monthly Co-Chair Email
- JOHSC Annual Evaluation 2022/2023

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

*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  
☒

No  
☐



#### 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*)

(\* See Legend at End for Priority and Status Codes)

| Item #<br>(Use CAIRS<br>Incident ID #) | Priority | Accident<br>Type | Action Plan<br>(Actions Taken/Need to be taken) | Assigned To | Follow up<br>Date | Status |
|--|----------|------------------|---|-------------|-------------------|--------|
|  |          |                  | • No Accident/Incident in November 2023         |             |                   |        |

#### 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)

| Item # | Priority | Date | Discussion/Comments/Recommendations | Assigned<br>To | Follow up<br>Date | Status |
|--------|----------|------|-------------------------------------|----------------|-------------------|--------|
|--------|----------|------|-------------------------------------|----------------|-------------------|--------|

#### 7. REVIEW EDUCATION AND TRAINING

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

| Item #<br>(ED-yy/mm/dd-01) | Priority | Date                                | Discussion/Comments/Recommendations  | Assigned<br>To     | Follow<br>Up Date | Status        |
|----------------------------|----------|-------------------------------------|--|--------------------|-------------------|---------------|
| ED-2020/Nov/19-01          | E        | Nov 16/23                           | <b>Safety Training</b><br>Any items in this item prior to Aug. 17, 2023 were removed from this minute but can be referred to previous minutes. | All                | Dec/23            | IP            |
|                            |          | Oct 19/23                           | Lisa, Francois and Steven attend UBC Safety Day on October 3 <sup>rd</sup>   | All                | Nov/23            | IP            |
|                            |          | Aug 17/23                           | All members registered for UBC Safety Day in October 2023.   | All                | Sep/23            | IP            |
| ED-2023/Sep/21-01          | E        | Dec 14/23<br>Nov 16/23<br>Oct 19/23 | <b>New JOHSC Member Safety Training – Melissa Vincent</b><br>Melissa completed 2A & 2B training in November. Item completed.<br>In progress.   | Melissa<br>Melissa | Mar/24<br>Mar/24  | C<br>IP<br>IP |



## 7. REVIEW EDUCATION AND TRAINING

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

| Item #<br>(ED-yy/mm/dd-01) | Priority | Date      | Discussion/Comments/Recommendations  | Assigned To | Follow Up Date | Status |
|----------------------------|----------|-----------|--|-------------|----------------|--------|
|                            |          | Sep 21/23 | Melissa completed Part 1 and will attend 2A & 2B training in November.<br>Melissa Vincent joined JOHSC on September 21, 2023 and will need to complete JOHSC Fundamentals Part 1, 2A & 2B within 6 months of joining by March 2024. Below is the link to sign up:<br><a href="https://safetycommittees.ubc.ca/training-calendar/">https://safetycommittees.ubc.ca/training-calendar/</a> | Melissa     | Mar/24         | N      |

\* ED – Education and Training

## 8. ONGOING BUSINESS – Status of Action Items

| Original Item #  | Priority | Date                   | Action Plan<br>(Actions Taken/Need to be taken)  | Assigned To | Follow Up Date | Status  |
|------------------|----------|------------------------|--|-------------|----------------|---------|
| NB-2023/11/16-64 | E        | 14-Dec-23<br>16-Nov-23 | <b><u>Committee Members Search</u></b><br>In progress.<br>James' term with this committee is coming to end in February 2024. Need to find member(s) for replacement.   | All         | Dec/23         | IP<br>N |
| NB-2023/11/16-63 | E        | 14-Dec-23<br>16-Nov-23 | <b><u>Building Inspection in 2024</u></b><br>Carmen has sent out 2024 Building Inspection Schedule which is appended below. Representatives will inform co-chairs if any adjustments will be needed because of scheduled vacation.<br>James and Steven to conduct building inspections in January 2024. Carmen to update the schedule. | Carmen      | N/A            | C<br>N  |

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

| Item #<br>(use Recommendation #) | Priority | Discussion and/or Action Items | Assigned To | Date of Issue | Date to be Completed | Status    |
|----------------------------------|----------|--------------------------------|-------------|---------------|----------------------|-----------|
| IR #202316973116A                | E        | Description:                   | N/A         | Nov 3/23      | N/A                  | Info only |



| 9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC) |          |   |             |               |                      |           |
|---|----------|---|-------------|---------------|----------------------|-----------|
| Item #<br>(use Recommendation #)  | Priority | Discussion and/or Action Items  | Assigned To | Date of Issue | Date to be Completed | Status    |
|   |          | <ul style="list-style-type: none"><li>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.</li><li>There were zero (0) orders issued to the University.</li></ul> <b>JOHSC/LST General Learnings/Discussion Points:</b> <ul style="list-style-type: none"><li>Reminder that incident investigations must be completed within 30 days, with description, unsafe conditions, contributors, causes, corrective actions, and worker rep participation</li></ul>  |             |               |                      |           |
| IR #202316973122A   | E        | <b>Description:</b> <ul style="list-style-type: none"><li>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.</li><li>There were zero (0) orders issued to the University.</li></ul> <b>JOHSC/LST General Learnings/Discussion Points:</b> <ul style="list-style-type: none"><li>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.</li><li>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 <a href="#">SRS Website</a>.</li><li>Encourage everyone to report incidents and near misses into <a href="#">CAIRS</a> within 48 hours of the occurrence so that a preliminary investigation can be completed within 48 hours as required by <a href="#">section 71 of the Workers Compensation Act</a></li></ul> | N/A         | Nov 14/23     | N/A                  | Info only |



| 9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC) |          |  |             |               |                      |        |
|---|----------|--|-------------|---------------|----------------------|--------|
| Item #<br>(use Recommendation #)  | Priority | Discussion and/or Action Items   | Assigned To | Date of Issue | Date to be Completed | Status |
|   |          | <ul style="list-style-type: none"> <li>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.</li> </ul> |             |               |                      |        |

\* REC – Recommendation Letter

| 10. NEW & OTHER BUSINESS                                  |          |           |  |             |                      |           |
|---|----------|-----------|--|-------------|----------------------|-----------|
| 1. General discussion items (list actionable items below) |          |           |  |             |                      |           |
| Item #  | Priority | Date      | Discussion and/or Action Items   | Assigned To | Date to be Completed | Status    |
| NB-2023/12/14-77  | E        | 14-Dec-23 | <u>JOHSC Annual Evaluation 2022/2023</u><br>The committee reviewed and discussed the annual self-evaluation.   | N/A         | N/A                  | Info Only |
| NB-2023/12/14-76  | E        | 14-Dec-23 | <u>Silica Exposure Control Plan (ECP) Feedback</u><br>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 <a href="#">Qualtrics survey</a> by January 30th, 2024. The Silica ECP can be found using the link on the first page of the survey. | N/A         | N/A                  | Info Only |
| NB-2023/12/14-75  | E        | 14-Dec-23 | <u>Lead Exposure Control Plan and Training Course</u><br>Exciting News! SRS is launching an updated <a href="#">UBC Lead Exposure Control Plan (ECP)</a> and a new <a href="#">Lead Awareness training</a> 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.    | N/A         | N/A                  | Info Only |
| NB-2023/12/14-74  | E        | 14-Dec-23 | <u>Preparing for Extreme Winter Weather at UBC</u><br>As per the <a href="#">Snow Policy</a> , 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   | N/A         | N/A                  | Info Only |



## 10. NEW & OTHER BUSINESS

### 1. General discussion items (list actionable items below)

|  |   |           |  |  |                                   |                           |  |                        |  |                             |   |                            |                             |                                  |   |                           |   |   |   |     |     |           |
|--|---|-----------|--|--|-----------------------------------|---------------------------|--|------------------------|--|-----------------------------|---|----------------------------|-----------------------------|----------------------------------|---|---------------------------|---|---|---|-----|-----|-----------|
|  |   |           | <p>services. You are advised to regularly check the following website: <a href="https://www.ubc.ca/">https://www.ubc.ca/</a> in the event of extreme weather.</p> <p>Facilities' Municipal Services and Custodial Service teams provides <a href="#">ice prevention and snow removal services</a> 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 <a href="#">Facilities Service Centre</a> at 604-822-2173.</p> <p>On November 28<sup>th</sup>, 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>  |  |                                   |                           |  |                        |  |                             |   |                            |                             |                                  |   |                           |   |   |   |     |     |           |
| NB-2023/12/14-73                           | E   | 14-Dec-23 | <p><u>Annual Seasonal Shutdown and Holiday Tips</u></p> <p>Before leaving for this holiday season, help save energy and keep valuables safe by taking some simple actions:</p> <table><tr><td>Seasonal Shutdown Tips from Sustainability</td><td>Holiday Tips from Campus Security</td></tr><tr><td>Switching off electronics</td><td>Closing and locking office and exterior building doors &amp; 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/A | N/A | Info Only |
| 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. NEW & OTHER BUSINESS

### 1. General discussion items (list actionable items below)

|                  |   |           |   |  |   |   |     |     |           |
|------------------|---|-----------|---|--|---|---|-----|-----|-----------|
| NB-2023/12/14-72 | E | 14-Dec-23 | JOHSC Training<br>New dates have been released for JOHSC and LST training. You can register for JOHSC training <a href="#">here</a> , and LST training <a href="#">here</a> . |  |   |   | N/A | N/A | Info Only |
|                  |   |           | JOHSC Training  |  | LST Training  |   |     |     |           |
|                  |   |           | Part 2a   | Part 2b                                | Part 2a   | Part 2b   |     |     |           |
|                  |   |           | January 9th<br>10:00am - 12:00pm<br>TBD   | January 11th<br>1:00pm – 3:00pm<br>TBD | December 4 <sup>th</sup><br>10:30am–12:00pm<br><br>February 12th<br>10:30am–12:00pm | December 8 <sup>th</sup><br>1:00pm – 2:30pm<br><br>February 15th<br>1:00pm – 2:30pm |     |     |           |
|                  |   |           |   |  |   |   |     |     |           |

## 11. NEXT MEETING

|           |                         |
|-----------|-------------------------|
| Date:     | January 18, 2023        |
| Time:     | 1:30 pm – 2:30 pm       |
| Location: | USB Room 1100, Red Room |

## 12. MEETING ADJOURNED

|       |  |
|-------|--|
| Time: | 2:25 pm<br>Primary: Francois Desmarais<br>Second: Patrick Wong |
|-------|--|

## 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 |





## Inspection Schedule 2024

| January<br>C&CP 1 & 2 and USB  | February                    | March<br>C&CP 1 & 2 and USB  | April                       | May<br>C&CP 1 & 2 and USB  | June                         |
|--|-----------------------------|--|-----------------------------|--|------------------------------|
| Worker Rep: <b>James Woo</b><br><br>Mgmt Rep: <b>Steven Lee</b><br><b>**Exterior Area Inspection</b>       | Worker Rep:<br><br>Mgmt Rep | Worker Rep: <b>Lisa Higuchi</b><br><br>Mgmt Rep: <b>Francois Desmarais</b>   | Worker Rep:<br><br>Mgmt Rep | Worker Rep: <b>Patrick Wong</b><br><br>Mgmt Rep: <b>Raiche de Araujo</b>   | Worker Rep:<br><br>Mgmt Rep: |
| July<br>C&CP 1 & 2 and USB   | August                      | September<br>C&CP 1 & 2 and USB  | October                     | November<br>C&CP 1 & 2 and USB   | December                     |
| Worker Rep: <b>Melissa Vincent</b><br><br>Mgmt Rep: <b>Steven Lee</b><br><b>**Exterior Area Inspection</b> | Worker Rep:<br><br>Mgmt Rep | Worker Rep: <b>James Woo</b><br><br>Mgmt Rep: <b>Carmen Raiche de Araujo</b> | Worker Rep:<br><br>Mgmt Rep | Worker Rep: <b>Lisa Higuchi</b><br><br>Mgmt Rep: <b>Francois Desmarais</b> | Worker Rep:<br><br>Mgmt Rep  |

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

- Responsible VP
- Responsible Managing Director/Dean
- All LST members
- Internal Communications Person