



## Joint Occupational Health & Safety Committee Meeting Minutes

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

**Worker Co-Chair:** Ben Scott (co-chair)  
**Employer Co-Chair:** Sean McGregor (chair)

January 9th, 2024

**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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Benjamin Scott	CUPE 116	Electrical Trades – Electrician	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mark Roberts (alternate)	CUPE 116	Electrical Trades – Electrician	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michael Laing (co-chair)	CUPE 116	Mechanical Trades - Sheetmetal	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ellen Grande	Clerical (minute taker)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roseanna Ma	SRS	<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: <u>Mike Paley</u>	Seconded by: <u>Kevin Morris</u>
• List amendments to minutes:		
• Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

### 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
133613 (133621)	B	2023-07-06 to 2023-12-18	<ul style="list-style-type: none"><li>• Investigation required.</li></ul> <p>Description: Tweaked their back when maneuvering/ lifting a glass door they were removing for repairs. Became worse through the day as they were working on the door in the shop on the bench.</p>	Frank Crudo	2024-02	N



5. REVIEW CENTRAL ACCIDENT/INCIDENT REPORTING SYSTEM						
133622	B	2023-12-20	<ul style="list-style-type: none"> <li>Investigation required.</li> </ul> <p><b>Description:</b> Worker parked beside a low concrete curb, they did not see it while pulling out of the designated stall.</p>	Sean McGregor	2024-02	N
131998 (132005)	B	2023-09-13	<p><b>Root Cause:</b> The valve handle has a sharp metal tag and when the valve is operated the tag cut into the left hand of the employee.</p> <p><b>Corrective Action 1:</b> Remind the employee to wear the proper PPE for the task. In this case the employee should wear leather gloves.</p> <ul style="list-style-type: none"> <li>➤ <b>Final Actions Taken:</b> Reminded the employee to wear proper PPE for the task at hand.</li> <li>➤ <b>Date Completed:</b> Oct. 27, 2023</li> </ul> <p><b>Corrective Action 2:</b> The metal tag on the valve should be moved off the handle to the valve body which would be the same as the other larger valve below.</p> <ul style="list-style-type: none"> <li>➤ <b>Final Actions Taken:</b> Valve tag has been moved from the valve handle to the valve body and no longer presents as a cutting risk when operating the valve.</li> <li>➤ <b>Date Completed:</b> November 15, 2023</li> </ul> <ul style="list-style-type: none"> <li>Investigation required. In progress.</li> </ul> <p><b>Description:</b> The worker (BMS) was turning a steam valve handle when they felt a sharp stinging feeling on their right palm. They lifted their hand and noticed it had been cut.</p>	Lee McCormick	2024-02	C
132125	B	2023-09-27	<ul style="list-style-type: none"> <li>Signage has been put up as to recommendations. Incident closed.</li> <li>Investigation required. In progress.</li> </ul> <p><b>Description:</b> 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>			C
131637 (131723)	B	2023-07-06	<ul style="list-style-type: none"> <li>Investigation is ongoing. Worker is presently off on WCB.</li> </ul> <p><b>Description:</b> 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>	Frank Crudo	2024-02	IP



#### 5. REVIEW CENTRAL ACCIDENT/INCIDENT REPORTING SYSTEM

			Root Cause: Avoid bending, especially if required to raise door when adjusting it.			
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#### 5a. REVIEW CENTRAL ACCIDENT/INCIDENT STATISTICS Quarterly and Annually

JANUARY 2024 Annual Statistics	<input checked="" type="checkbox"/>
Noted Top incident contributing factor: Limited Space Trend similar to previous year 2022	
Top accident type: Motor Vehicle Accident; Top time loss injury type: Back Strain and other strains	
APRIL 1ST 2024 Quarterly Statistics	<input type="checkbox"/>
JULY 1ST 2024 Quarterly Statistics	<input type="checkbox"/>
OCTOBER 1 <sup>ST</sup> 2024 Quarterly Statistics	<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)

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 Inspection #)	Priority	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status
GI-Paint-125	B	<ul style="list-style-type: none"><li>Light burnt out near door to hallway of Paint Shop. Also 2 tubes on side wall of spray booth. SR254256 submitted for light changers.</li></ul>	Kevin Morris	2024-02	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)					
GI-Paint-124	B	<ul style="list-style-type: none"><li>• Light has been changed. Inspection closed.</li><li>• Light is burnt out in mixing room.</li></ul>			C
GI- Elec-114	B	<ul style="list-style-type: none"><li>• Mike Paley to contact Gardenia Honorio for Sharepoint Implementation. In progress.</li><li>• No update. In progress.</li><li>• The discussion focused on methods of accessing Safety Data sheets:<ol style="list-style-type: none"><li>1. PLANON (in progress – Stores is working on this method)</li><li>2. SDS binder located at Stores</li><li>3. Implementation of SharePoint Link for all SDS</li><li>4. Individual Crew Safety Board Access for crew specific SDS</li></ol>Mike Paley will provide an instruction sheet to advise all trade workers on how to access SDS.</li><li>• All were reminded that should they order products that Stores does not sell, the crews are responsible for maintaining those SDS.</li><li>• Mike Paley will follow up with Stores to see if they will be able to make the SDSs available through Planon.</li><li>• 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.</li></ul>	Mike Paley	2024-02	IP
GI-Electrical-102	B	<ul style="list-style-type: none"><li>• Frank Crudo is collecting information and working to finalize the updated draft BERP Document for circulation to the JOHS Committee members, along with the semiannual crew talk document that is intended to help crews better understand the purpose of the plan and recognize that we are all part of that plan during an event. He will work to have these documents circulated to the committee members in the next two weeks so we can speak to them at the next JOHS Committee meeting in February.</li><li>• Sean McGregor noted that Tony Boyce and Raymond Lum, both from the Metal Shop, were not on the warden list. Frank Crudo replied that</li></ul>	Frank Crudo	2024-02	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>he will add the two to the BERP warden contact list and update the overall plan to reflect this.</p> <ul style="list-style-type: none"><li>Recent fire drill highlighted a few concerns:<ol style="list-style-type: none"><li>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.</li><li>Who runs to the Building Emergency Director? It should be the floor warden</li></ol></li></ul> <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"><li>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.</li><li>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.</li><li>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.</li><li>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.</li><li>Frank will lead on the scheduling of the fire drill. In progress.</li></ul>			



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		<ul style="list-style-type: none"><li>Emergency drill has not yet been done. The last drill was in Nov 2021. Fire drill need to be booked.</li></ul>			
GI-Carp-55	B	<ul style="list-style-type: none"><li><b>On-going. Will review again March 2024</b></li><li>The responsibility for inspection, maintenance, and adding assets to Planon resides with Stores. In progress.</li><li>Kevin and Frank are still in discussion with Paul. In progress.</li><li>Kevin and Frank have not yet sent the asset data list to stores. In progress.</li><li>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.</li><li>Kevin Morris has sent Stores a list of inventories to maintain and log maintenance activity. In progress.</li><li>Accurate asset list for machinery is been created for Planon. In progress.</li><li>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.</li><li>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.</li><li>Formal process in progress.</li><li>Kevin Morris is speaking with Maintenance Planning for implementing inspection reports in Planon. In progress.</li><li>Working group determining who is responsible for maintaining what equipment. In progress.</li></ul>	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"><li>Kevin Morris met with Safety Rep. He also received inspections sheets that indicate the frequency and who maintains equipment from consultant. In progress.</li><li>aintenance and Inspection logs are a work in progress. Management and Heads to complete.</li></ul>			
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GI- General Inspection

### 6a. REVIEW TRACKINGWORKPLACE INSPECTIONS

	CREW 12	CREW 21	CREW 22/S/31/S	CREW 23	CREW 25	FOLLOW UP
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"/>	
December 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

None noted for month of December 2023

## 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.			



7. REVIEW EDUCATION AND TRAINING									
On-Going	A	MEMBERS TO ADVISE COMMITTEE OF ANY ADDITIONAL TRAINING THAT COUNTS TOWARDS THEIR 8 HOURS INSTRUCTION	All	Reminder	E				
ED-2024-01-09-24	B	<a href="#">Western Conference on Safety</a> <ul style="list-style-type: none"><li>If you're interested in attending, contact Sean McGregor by Tuesday January 23, 2024 as there are limited spots available.</li></ul>	All	Info	E				
ED-2024-01-09-24	B	<p><b>Additional 8 hours of Occupational Health and Safety (OHS) Training</b></p> <p>All JOHSC members are entitled to an additional 8 hours of OHS training. Below are a few upcoming local and virtual conferences or seminars. Registration and costs associated will be the responsibility of your department.</p> <ul style="list-style-type: none"><li><a href="#">Western Conference on Safety</a> (in-person) on April 18-19 at the Hyatt Regency Vancouver. Early bird registration ends on March 15, 2024.</li><li><a href="#">Employers' Advisers Seminars</a> (in-person or virtual): The Employers' Advisers Office In-Person and Virtual Training Schedule for January-March 2024 has now been posted for registration.</li><li><a href="#">Women in Safety Summit</a> (in-person) on March 21 at the Calgary Telus Convention Centre. Pre-launch registration ends on January 5, 2024.</li></ul> <p><i>Note - Just a reminder that this 8 hours of training is in addition to the regular Continuing Medical Education (CME)/Continuing Professional Development (CPD) time that you may use from your employment.</i></p>	All	Info	E				
ED-2023-06-13-04	B	<p><a href="#">JOHSC and LST Training</a></p> <p>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>.</p> <table><tr><th colspan="2">JOHSC Training</th></tr><tr><td>Part 2a</td><td>Part 2b</td></tr></table>	JOHSC Training		Part 2a	Part 2b	All	Info	E
JOHSC Training									
Part 2a	Part 2b								



7. REVIEW EDUCATION AND TRAINING						
		January 9 <sup>th</sup> 10:00am – 12:00pm	January 11 <sup>th</sup> 1:00pm – 3:00pm			
ED-2023-07-11-01	B	<i>New member - Jessica Dadwal</i> <ul style="list-style-type: none"> <li>Jessica Dadwal still needs to complete Part 2B</li> <li>Jessica Dadwal has completed Part 1 and 2A.</li> <li>Jessica Dadwal will join JOHSC on August 8<sup>th</sup>, 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.</li> </ul>		Jessica Dadwal	2024-02	IP
ED-2023-03-14-04	B	<i>New member – Elizabeth Cortens</i> <ul style="list-style-type: none"> <li>Elizabeth Corten has signed up for the January 2024 session to complete Part 2B</li> <li>Elizabeth Cortens has signed up for Part 2B</li> <li>Elizabeth Cortens has completed Part 1 and 2A.</li> <li>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.</li> </ul>		Elizabeth Cortens	2024-02	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
E.g. NB-17/04/11-811	E	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			
NB-2024-12-12-29	B	<i>Silica Exposure Control Plan (ECP) Feedback</i> <ul style="list-style-type: none"> <li>2024-01-09: No further actions. Item complete.</li> <li>2023-12-12: Trades JOHSC is encouraged to review the ECP and complete the Qualtrics Survey by Jan 30<sup>th</sup>, 2024.</li> </ul>			C



8. ONGOING BUSINESS – Status of Action Items					
		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.			
NB-2024-12-12-30	B	<p><i>Henry Angus Rooftop – Cell Phone Antennae Lockout SWP</i></p> <ul style="list-style-type: none"><li>• 2024-01-09: Discuss next month. In progress.</li><li>• 2023-12-12: 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.</li></ul>	Lori Takenaka	2024-02	IP
NB-2023-11-14-25	B	<p><i>Safety Videos for Crew Talks</i></p> <ul style="list-style-type: none"><li>• 2024-01-09: Additional ideas/or topics for crew talks. JOHSC Sharepoint Building Ops Trades: <a href="https://rms.share.ubc.ca/safetymtes/BOPT/SitePages/Home.aspx">https://rms.share.ubc.ca/safetymtes/BOPT/SitePages/Home.aspx</a> Choose BOPT JOHSC&gt;View all JOHSC documents&gt;Safety Calendar Item closed.</li><li>• 2023-12-12: Further review. In progress.</li></ul>			C



8. ONGOING BUSINESS – Status of Action Items					
		<ul style="list-style-type: none"><li>2023-11-14: Member requested more information regarding safety videos for crew talks. Frank Crudo supplied two links</li><li>S:\Architectural\WorkMgt\FromArchitectural\Safety Videos\Shown</li><li><a href="https://www.worksafebc.com/en/forms-resources#sort=Relevancy&amp;f:topic-facet=[Health%20%26%20Safety]&amp;f:content-type-facet=[Videos%20%26%20slide%20shows]&amp;f:language-facet=[English">https://www.worksafebc.com/en/forms-resources#sort=Relevancy&amp;f:topic-facet=[Health%20%26%20Safety]&amp;f:content-type-facet=[Videos%20%26%20slide%20shows]&amp;f:language-facet=[English</a></li></ul>			
NB-2023-11-14-24	B	<p><i>Confined Space Locations</i></p> <ul style="list-style-type: none"><li>2024-01-09: In progress.</li><li>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.</li><li>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.</li></ul>	Mike Paley	2024-02	IP
B-2023-07-11-47	B	<p><i>Ladder Carriers</i></p> <ul style="list-style-type: none"><li>2024-01-09: It was determined that the ladder carriers were not suitable. Feedback revealed that the carriers were brittle, unable to use for ladders over 6 ft. and they were uncomfortable to carry. Trial complete.</li><li>2023-12-12: Need more feedback from the trades to determine if these carriers are the best low-cost solution.</li><li>2023-11-14: Sean Brown gave each trade member a couple of ladder carriers to trial. In progress.</li><li>2023-10-11: In progress.</li></ul>			C



8. ONGOING BUSINESS – Status of Action Items					
		<ul style="list-style-type: none"><li>2023-09-12: No update.</li><li>2023-08-08: No update. In progress.</li><li>2023-07-11: Sean Brown showed a low-cost solution for ladder carriers. Committee agreed to trial. Stores to order through Home Depot.</li></ul>			
NB-2023-06-13-38	B	<p><i>Signage Air Handler Units (AHU's)</i></p> <ul style="list-style-type: none"><li>2024-01-09: Due to the number of units, it will take a few months to mount the stickers. In progress.</li><li>2023-12-12: The labelling is underway. In progress.</li><li>2023-11-14: On-going.</li><li>2023-10-11: Due to the number of units, it will take a few months to mount the stickers. Update next month on progress.</li><li>2023-09-12: Stickers delivered. Controls shop will mount them.</li><li>2023-08-08: Mike Paley to order stickers.</li><li>2023-07-11: Strobic fans will be labelled accordingly. Stickers to be ordered. In progress.</li><li>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.</li></ul>	Mike Paley	2024-02	IP
NB-2023-06-13-40	B	<p><i>USB Yard Traffic Congestions</i></p> <ul style="list-style-type: none"><li>2024-01-09: Sean McGregor met with Krista Falkner, however, Committee feels a site visit with all the stakeholders, Rishi Purohit, Krista Falkner, and Trades Manager is required, so that an immediate solution can be found. In progress.</li><li>2023-12-12: New signage has been added and the mirror has been adjusted for better site lines. On-going and continue to monitor.</li><li>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.</li></ul>	Frank Crudo/ Sean McGregor	2024-02	IP



#### 8. ONGOING BUSINESS – Status of Action Items

		<ul style="list-style-type: none"><li>2023-10-11: Several of the recommendations have been completed. On-going.</li><li>2023-09-12: SRS met with Rishi Purohit, Fleet &amp; 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.</li><li>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.</li><li>2023-07-11: In progress.</li><li>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.</li></ul>			
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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- 202316973137A	B	<b>Description:</b> <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 November 10, 2023 when a worker sustained an injury after falling while going up the stairs.</li></ul>	All	2023-12-19	n/a	n/a



#### 9. JOHSC RECOMMENDATION LETTERS & WORKSAFEBC CORRESPONDENCE

		<ul style="list-style-type: none"><li>There were zero (0) orders issued to the University.</li></ul> <p><i>JOHSC/LST General Learnings/Discussion Points:</i> Reminder that incident investigations 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
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-2024-01-09-34	B	<b>Additional Mental Health Resources.</b> Note all members and their dependents are covered 100% for licensed psychologists, social workers or registered clinical counsellors (up to a maximum of \$3,000 for each person per benefit year and includes counselling services and psychological testing  Take a look at the Cupe 116 Expended Health Benefits for Mental Health. From October 1, 2021 to June 30, 2024, your Extended Health Plan will also include access to Teladoc, a network of medical and mental health specialists you can connect with to confirm a diagnosis, offer other treatment options, and guide you through our health care system. For more information, visit our <a href="#">Teladoc</a> page.	All	Info	E





NB-2024-01-09-33	B	<b>9-8-8 Suicide Crisis Helpline</b> Canadians can call or text 9-8-8 to access bilingual, trauma-informed, and culturally appropriate mental health and suicide prevention support. The service is free and can be accessed 24 hours a day, 7 days a week, 365 days a year. Trained crisis responders will listen to you and provide support with compassion, providing a safe space for you to talk. For more information, please visit <a href="#">9-8-8 Suicide Crisis Helpline</a> .	All	Info	E
NB-2024-01-09-32	B	<b>Silica Exposure Control Plan (ECP) Feedback</b> The January 30th, 2024 deadline for the Silica Exposure Control Plan (ECP) feedback survey is fast approaching. Your input is essential in shaping the Silica ECP. To provide your feedback, please complete this <a href="#">Qualtrics survey</a> . The Silica ECP can be found using the link on the first page of the survey.	All	Info	E
NB-2024-01-09-31	B	<b>Bell Let's Talk – Mental Health</b> January 24, 2024 is Bell Let's Talk Day which raises funds for mental health initiatives and aims to reduce the stigma around mental illness. You can find more about this day and how you can contribute at <a href="#">Bell Let's Talk</a> .  Each year, 1 in 5 Canadians faces a personal mental health challenge. At UBC, we're dedicated to providing support. Faculty and staff can access a range of mental health resources at <a href="#">UBC Health and Wellbeing</a> . For additional educational opportunities, explore our mental health-related courses at <a href="#">UBC Workplace Learning</a> . Together, we can foster a healthier, more supportive community.	All	Info	E



NB-2024-01-09-30	B	<b>Monthly Phishing Workshops</b> Join our monthly 30-minute Phishing Workshops on Zoom, starting January 10th at 11:00am. Review recent phishing campaigns targeting our university community. Open to all faculty, staff, and students; registration required. <a href="https://privacymatters.ubc.ca/monthly-phishing-workshops">https://privacymatters.ubc.ca/monthly-phishing-workshops</a>	All	Info	E
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\*NB – New Business

11. FOLLOW-UP BUSINESS – Status of Action Items					
Original Item #	Priorit y	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
NB-2021-07-13-1069	A	<i>Policy or Procedure for Hot Works and Dust</i> <ul style="list-style-type: none"><li>2024-01-09: IB-55 has been assigned to the procedure. Lori will upload to Sharepoint. Item complete</li><li>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.</li><li>2023-10-10: Update in December.</li><li>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 #.</li><li>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.</li></ul>			C



Joint Occupational Health & Safety Committee  
Meeting Minutes

		<ul style="list-style-type: none"><li>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.</li><li>2023-06-13: The working group met and made recommendations. Final document will be reviewed by the JOHSC Committee. In progress.</li><li>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.</li><li>2023-04-11: The assistant chief replied and provided some advice and guidelines. The working group will set up another meeting.</li><li>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.</li><li>2023-02-14: Sean McGregor has contacted the Fire Marshall several times in the new year, however, still waiting for a response. In progress.</li><li>2023-01-10: Sean McGregor waiting on the Fire Marshall's recommendations. In progress. For prior months please refer to July 11<sup>th</sup>, 2023 Trades JOHSC Minutes.</li></ul>			
NB-2022-09-13-45	B	<p><i>JOHSC Recommendation Letter 2022-10-17</i></p> <ul style="list-style-type: none"><li>2024-01-09: Electrical Shop brought up concerns about lift maintenance, specifically GR-20 lift used at Life Sciences. The technician suggested that the lift had not been certified since 2021. Stores confirmed that the lift was last certified on Aug 1, 2023. Further, in respect to repairs, the question was asked how are issues reported? Elec technician reported deficiency, however, months later the issue was not resolved. In progress.</li><li>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.</li></ul>	Mike Paley/Sean McGregor	2024-01	IP



		<ul style="list-style-type: none"><li>• 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.</li><li>• 2023-09-12: Paul Harris and Jen Sheel will have a presentation to the managers in October. In progress.</li><li>• 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.</li><li>• 2023-07-11: After discussion, several points were summarized as follows:<ul style="list-style-type: none"><li>○ 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.</li><li>○ 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.</li><li>○ Paul Harris responded to</li><li>○ 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.</li></ul></li><li>• 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.</li></ul>			
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		<ul style="list-style-type: none"><li>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.</li><li>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 11<sup>th</sup>, 2023 JOHSC Trades Minutes.</li></ul>			
NB-2023-02-14-10	B	<p><i>Indoor/Outdoor Cleat Trial</i></p> <ul style="list-style-type: none"><li>2023-12-12: The cleats will be evaluated during inclement weather in early spring. Update in March 2024.</li><li>2023-04-11: The cleats will be evaluated during inclement weather next winter. Update in October.</li><li>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.</li></ul> <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>	Kevin Morris	2024-03	IP

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:	February 13th, 2024
Time:	1:00 – 3:15 pm
Location:	Zoom Teleconference

13. MEETING ADJOURNED	
Time:	2:11 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](mailto:ubcsafety.committee@ubc.ca)