



Custodial Services Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee:	Custodial Services	Worker Chair:	Felinor Adriano (chair)
	Joint Occupational Health & Safety Committee		Employer Co-Chair:
Date:	January 10th, 2024	Time:	2:00 p.m.
		Location:	CCP R-RM CPDE Custodial Boardroom

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 Formal Recommendation Letters & Regulatory Inspections
	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

Minutes Recorded by: Shirley Tseng

Distributed: February 14, 2024

1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Efren Arriego	CUPE 116	Custodial Service Worker	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Felinor Adriano (co-chair)	CUPE 116	Custodial Service Worker	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Juanito Flores	CUPE 116	Utility Worker	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kuldeep Malli (co-chair alternate)	CUPE 116	Custodial Head Service Worker	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sarabjit Kaur Jaswal	CUPE 116	Custodial Service Worker	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employer Representatives	Work Location		Present	Regrets	Absent
Barry Brooks	Operations Manager		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Conor Cregg-Guinan (co-chair alternate)	Operations Manager		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Denise Tang	Custodial Assistant Supervisor		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
David Sequeira (co-chair)	Custodial Assistant Supervisor		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Guests	Work Location		Present	Regrets	Absent
Lori Takenaka	SRS		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Shirley Tseng	Clerical Pool (Minute Taker)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. DETERMINATION OF QUORUM		
a. A minimum of 4 members; b. Worker representatives (faculty and staff workers who do not exercise managerial functions) and employer representatives (management workers who exercise managerial functions); c. At least half of the members must be worker representatives;		
Is there quorum for this meeting?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

3. APPROVAL OF PREVIOUS JOHSC MEETING MINUTES		
<i>(Statement to indicate minutes of previous meeting have been read & acknowledged and to record any corrections to it)</i>		
• Move to adopt minutes:	Moved by: <u>Felinor Adriano</u>	Seconded by: <u>Conor Cregg-Guinan</u>
• Amendments to minutes:		
Are the minutes approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA		
<ul style="list-style-type: none"> SRS Monthly Co-Chair Email Measures to reduce Time Loss Incidents Annual Hearing Testing 		
4 A. REVIEW ACTIONABLE ITEMS FROM LST MINUTES (if applicable)		
<i>Place actionable items under Accident/Incident Investigation, Safety Inspections, Correspondence, New Business etc. as applicable and assign proper item # for further discussion/action.</i>		
<input checked="" type="checkbox"/> No actionable items noted		
Is the agenda approved?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
See attached incident report:						
<ul style="list-style-type: none"> Monthly Incident List & Statistical Summary Report (For any <u>general</u> CAIRS information that requires discussion or action, please record under "New Business" e.g. make note of trends etc. Any incident specific items and follow up requests are to be listed below) 						
(* See Legend at end for Priority and Status Codes)						
Item # (Use CAIRS Incident ID #)	Priority	Accident Type	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
132600	E	Time Loss	<ul style="list-style-type: none"> Worker was away from work from December 15th and returned to work on December 21st, 2023 due to the pain. The worker didn't know what kind of cause was. Recommendation is to do warm-ups and stretches prior to work. <p>Description: Thursday, December 14, 2023 - 9:10 am</p> <ul style="list-style-type: none"> Worker completed cleaning tasks involving garbage and recycling clearance on the main level of OSBO1 in Room 100A and was proceeding to Level 2 using the stairs when they started feeling pain along the back of their left knee and left ankle. Worker paused for few seconds and held on to the stair railing. Worker then proceed to climb stairs and went to Level 2 to complete cleaning tasks involving garbage and recycling clearance. Worker took the bags of garbage and recycling proceeded to make their way back down to Level 1 when they started to feel more pain behind their left knee and left ankle. <p>9:25 am</p> <ul style="list-style-type: none"> Worker called their Acting HSW to report the incident. Acting HSW made their way to the Osborne building by car and took worker to UBC First Aid at USB building. <p>9:45 am</p>	N/A	N/A	Info Only



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<ul style="list-style-type: none"> Monthly Incident List & Statistical Summary Report <i>(For any general CAIRS information that requires discussion or action, please record under "New Business" e.g. make note of trends etc. Any incident specific items and follow up requests are to be listed below)</i> 						
(* See Legend at end for Priority and Status Codes)						
Item # (Use CAIRS Incident ID #)	Priority	Accident Type	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
			- Worker was assessed by First Aid Attendants and was then, referred to UBCH Urgent Care Centre for further assessment and treatment. 10:15 am - Medical Practitioner assessed the worker and has recommended rest and time off work until Monday, December 18. 2:00 pm - Worker was discharged from UBCH Urgent Care Centre and reported to Custodial LIFE office to hand over their keys. More details to follow			
133627	E	Incident Only	<ul style="list-style-type: none"> Corrective Actions - Reminder to do visual checks on outdoor surfaces to discard recycling and waste outside buildings Final action - to spoke to the worker for visual checks on outdoor surfaces prior to the task All actions complete. Description: Friday, December 22, 2023 - 10:40 am - Worker was in the process of disposing off flattened cardboard and had stepped outside the loading bay area of the LSK building to dispose the same. - Worker's right foot slipped on some loose muddy surface causing worker to fall. Worker landed on their left side causing light bruising to their left knee, left elbow and pain from the impact in their left palm near the thumb area. - Worker called Head Service Worker (HSW) at 11:02 am to report the incident. HSW offered to take worker to UBC First Aid but,	N/A	N/A	Info Only



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

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

Item # (Use CAIRS Incident ID #)	Priority	Accident Type	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
			worker declined. HSW picked up worker by car and brought them to the Custodial Office at the LIFE Building. - Worker is in a stable condition and has some discomfort in their left palm near the thumb area. Worker has a slight burning sensation from the bruising just below their left knee.			
131938	E	Time Loss	<ul style="list-style-type: none"> • Corrective Action 2: New lighting to be installed. DS to follow up if SR is submitted. • Secondary corrective action was added: check any lightings near Chemistry Building need to be improved. In progress. • CCG suggests to submit a ticket to improve lighting <p>Description: Employee works in Hebb Building, shift 3pm- 11pm, at 10:45PM employee left Hebb Building through south entrance, proceeding to New Life building to surrender keys at sign "in and out" office. On way from Heb Building to New Life Building employee chose walk down cement stairs between Heb Building And Chemistry A, while walking down stepped on small pebble as result sprained right ankle. Employee checked in office surrounded keys from building and reported incident at 10:56pm, I went to see employee at 11:10pm, asked employee to show me the please of this incident. Mentioned stairway area is quite dark. Employee did not want to this incident to go thru WCB. Employee next day called in sick, did not want to register as WCB, next day employee had pr booked medical appointment, on Friday Sept 8th employee called in sick. On Monday Sept 11 employee came to work, I visited employee employee stated</p>	<p>DS</p> <p>DS</p> <p>DS</p>	<p>Jan/24</p> <p>Dec/23</p> <p>Nov/23</p>	<p>IP</p> <p>IP</p> <p>N</p>



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See attached incident report:
 ○ Monthly Incident List & Statistical Summary Report *(For any general CAIRS information that requires discussion or action, please record under “New Business” e.g. make note of trends etc. Any incident specific items and follow up requests are to be listed below)*

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

Item # (Use CAIRS Incident ID #)	Priority	Accident Type	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
			<p>is OK was able to finish shift without any problem. I have to add On Monday Sept 11 when employee reported to work employee brought doctor's note saying that employee should be off from work from Sept 5 until Sept 13 , employee stated is ready to work and reported to work on Sept 11/2023</p> <p>Root Cause: It appears that root cause of the incident is very limited lighting in area, stairway is dark.</p> <p>Corrective Actions: All Actions Complete</p> <p>Corrective Action 1</p> <ul style="list-style-type: none"> • Corrective Action Identified: Chose different path (north side of Hebb Building)it's very well lighted, no stairs, smooth concrete pathway. • Estimated Completion Date: 2023-09-11 • Date Completed: 2023-09-11 			



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

Distribute inspection checklist(s) and report(s) for meeting and use this table to record discussion and new recommendation(s)

No actionable items noted

Item #	Priority	Date	Discussion/Comments/Recommendations	Assigned To	Follow up: Date	Status
Van 412	C	Jan 5/24	Small 2- step ladder was stored in the vehicle. Best to have it tired down to prevent it from falling onto bulbs in the vehicle. Recommendations/Actions – Get 2 munge straps to tie down the 2-step ladder.	DT	Jan/24	N

* GI- General Inspection

7. REVIEW EDUCATION AND TRAINING

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

Item # (ED-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
ED-2024/01/10-01	C	<u>Western Conference on Safety</u> Western Conference on Safety link listed below https://wcs.pacificsafetycenter.com/wcs-program/ Please send LT registration forms no later than <i>March 8th</i> . Also, they need approval from their supervisors/leadership as the cost would need to be paid by their department.	All	Feb/24	N
ED-2023/02/08-01	C	<u>8 hours Safety Training</u> <ul style="list-style-type: none"> RT recommend whoever receives safety training can share materials or knowledge at the meeting. CCG & FA to share information from Western Conference on Safety next month CCG registered for 1-day Western Conference & FA 2 days FA expresses interest to attend the Western Conference. 	CCG & FA All All All	Jun/23 May/23 Apr/23 Mar/23	IP IP IP IP



7. REVIEW EDUCATION AND TRAINING					
		<ul style="list-style-type: none">• 3 spots available in Western Conference in May. Please email CCG if you are interested.• LT to send out “Women in Safety Summit” online training information• No update	LT All	Feb/23 Jan/23	IP N

* ED – Education and Training



8. ONGOING BUSINESS – Status of Action Items						
Item #	Priority	Date	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
NB-2023/12/08-77	E	10-Jan-24	<u>More Evening Shift Representatives</u> In progress.	BB	Feb/24	IP
		08-Dec-23	FA will be the sole representative for evening shift custodians after EA's move to the day shift. It was suggested to invite more evening shift custodians to join the committee in January crew talk.	BB	Jan/24	N
NB-2023/10/11-64	E	10-Jan-24	<u>Warm Up To Work Stretches</u> In progress	CCG	Feb/24	IP
		08-Dec-23	No update.	CCG	Jan/24	IP
		08-Nov-23 11-Oct-23	In progress. 5-minutes warm up stretches prior to work for discussion in crew talks to reduce injuries incidents	CCG CCG	Dec/23 Nov/23	IP N
NB-2023/7/12-50	E	10-Jan-24	<u>Needles in Garbage Bin</u> In progress.	DS	Feb/24	IP
		08-Dec-23	LSC has already implemented the stickers. Management will discuss on the possibility of extending this practice to other buildings.	DS	Jan/24	IP
		08-Nov-23	DS presented the sticker to the committee and all committee members motioned. DS to discuss in Custodial Management Meetings for actions.	DS	Dec/23	IP
		11-Oct-23	DS to update at next meeting.	LT/DS	Nov/23	IP
		13-Sep-23	LT to send out signage 'no sharp needle inside garbage bags' and related communications between Sean Lynch and Marlene Chow from Chem Bio building to DS.	LT/DS	Oct/23	IP
		9-Aug-23	PG commented there are yellow stickers regarding of needles disposal being placed on garbage bins in every lab at LSC.	DS	Sep/23	IP
12-Jul-23	There has been issue with needles in garbage bin. DS will gather more information from Sean. In progress.	DS	Aug/23	N		
NB-2023/7/12-46	E	10-Jan-24	<u>JOHSC Annual Evaluation Review</u> In progress	DS	Feb/24	IP
		08-Dec-23	DS to update at next meeting.	DS	Jan/24	IP
		08-Nov-23	To review at next meeting.	DS	Dec/23	IP
		11-Oct-23	DS to update at next meeting.	DS	Nov/23	IP
		13-Sep-23	DS to distribute to committee members for review in more detail prior to next meeting and discuss at next meeting.	DS	Oct/23	IP
9-Aug-23	PG to check specific area to improve in detail.	PG	Sep/23	IP		



		12-Jul-23	The annual evaluation showed improvement from last year, with a score of 92 out of 100. The following JOHSC Goals have been identified: 1. Continue to encourage member participation in JOHSC discussions. 2. Remind members of the importance of regular attendance and look into recruiting more worker reps for the Custodial JOHSC. 3. Monitor the effectiveness of the updated inspection process for ensuring all expected JOHSC inspections are being completed. 4. Use JOHSC communications to educate workers about their duty to report incidents and near misses to their Supervisors in a timely manner. Committee to discuss the evaluation in details in the next meeting.	All	Aug/23	N
NB-2023/7/12-45	E	10-Jan-24 08-Dec-23 08-Nov-23 11-Oct-23 9-Aug-23 12-Jul-23	Fall Protection Plan Review Item complete. DT to update at next meeting. DT and JF to review with workers and provide feedback. DT to review with workers. In progress. In progress. Due date is Oct 13, 2023. UBC Fall Protection Plan template to be reviewed by Custodial JOHSC, in particular the Utility Workers as they work with fall protection. Feedback to be provided to Lori by October 13, 2023 Lori to talk more about it in next meeting.	DT/JF DT/JF DT/JF DT/JF DT/JF	Jan/24 Dec/23 Nov/23 Oct/23 Oct/23	C IP IP IP IP N

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

9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
Item # (use Recommendation #)	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status
IR #202316973137A	E	Description: <ul style="list-style-type: none"> This Inspection Report documents the receipt and acceptance of the employer's full Incident Investigation Report (EIIR), relating to an incident which occurred on November 10, 2023 when a worker sustained an injury after falling while going up the stairs. There were zero (0) orders issued to the University. JOHSC/LST General Learnings/Discussion Points: <ul style="list-style-type: none"> Reminder that incident investigations must be completed within 30 days, with description, unsafe conditions, 	N/A	Dec 19/23	N/A	Info only



9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
		<p>contributors, causes, corrective actions, and worker rep participation.</p>				

10. NEW and OTHER BUSINESS :																		
Item#	Priority	Date	Discussion and/or Action Items	Assigned To	Date to be Completed	Status												
NB-2024/01/10-08	E	10-Jan-24	<p><u>Annual Hearing Test Program</u> To remind utilitiies workers to register.</p>	N/A	N/A	Info Only												
NB-2024/01/10-07	E	10-Jan-24	<p><u>Time Loss Incident Reviews</u> In 2023 - 16 Time Losses, 5 Health Care, 28 Incidents In 2022 - 14 Time Losses, 1 Health Care, 15 Incidents</p> <ul style="list-style-type: none"> Incident types - Overexerting is still the top incident type for 2022 and 2023. Injury types - Other Strain, Contusion and Back Strain are the top 3 for 2023 vs. Other Strain, Unknown Injury and Pain from Impact in 2022 Body Parts – Hand, Back and Ankle/Fingers are top 3 in 2023 vs Back, Arm, Knee and Shoulder in 2022 Contributing Factors – Procedures not being followed, Lifting and Rushing in 2023 vs. Heaving Lifting, Lifting and pre- existing condition in 2022 <p>However, reporting within 48 hours including First-Aid improved significantly.</p>	All	Feb/24	N												
NB-2024/01/10-06	E	10-Jan-24	<p><u>JOHSC Training</u> New dates have been released for JOHSC and LST training. You can register for JOHSC training here, and LST training here.</p> <table border="1" data-bbox="655 1258 1455 1421"> <thead> <tr> <th colspan="2">JOHSC Training</th> <th colspan="2">LST Training</th> </tr> <tr> <th>Part 2a</th> <th>Part 2b</th> <th>Part 2a</th> <th>Part 2b</th> </tr> </thead> <tbody> <tr> <td>January 9th 10:00am – 12:00pm</td> <td>January 11th 1:00pm – 3:00pm</td> <td>February 12th 10:00am – 11:30pm</td> <td>February 15th 1:00pm – 2:30pm</td> </tr> </tbody> </table>	JOHSC Training		LST Training		Part 2a	Part 2b	Part 2a	Part 2b	January 9 th 10:00am – 12:00pm	January 11 th 1:00pm – 3:00pm	February 12 th 10:00am – 11:30pm	February 15 th 1:00pm – 2:30pm	N/A	N/A	Info Only
JOHSC Training		LST Training																
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10. NEW and OTHER BUSINESS :									
Item#	Priority	Date	Discussion and/or Action Items				Assigned To	Date to be Completed	Status
			March 12 th 1:00pm – 3:00pm	March 15 th 10:00am – 12:00pm	TBD	TBD			
NB-2024/01/10-05	E	10-Jan-24	<u>Monthly Phishing Workshops</u> 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. hxxps://privacymatters.ubc.ca/monthly-phishing-workshops				N/A	N/A	Info Only
NB-2024/01/10-04	E	10-Jan-24	<u>Additional 8 hours of Occupational Health and Safety (OHS) Training</u> 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. <ul style="list-style-type: none"> • Western Conference on Safety (in-person) on April 18-19 at the Hyatt Regency Vancouver. Early bird registration ends on March 15, 2024. • Employers' Advisers Seminars (in-person or virtual): The Employers' Advisers Office In-Person and Virtual Training Schedule for January-March 2024 has now been posted for registration. • Women in Safety Summit (in-person) on March 21 at the Calgary Telus Convention Centre. Pre-launch registration ends on January 5, 2024. <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>				N/A	N/A	Info Only
NB-2024/01/10-03	E	10-Jan-24	<u>Bell Let's Talk – Mental Health</u> 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 Bell Let's Talk .				N/A	N/A	Info Only



10. NEW and OTHER BUSINESS :						
Item#	Priority	Date	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
			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 UBC Health and Wellbeing . For additional educational opportunities, explore our mental health-related courses at UBC Workplace Learning . Together, we can foster a healthier, more supportive community.			
NB-2024/01/10-02	E	10-Jan-24	9-8-8 Suicide Crisis Helpline 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 9-8-8 Suicide Crisis Helpline .	N/A	N/A	Info Only
NB-2024/01/10-01	E	10-Jan-24	Silica Exposure Control Plan (ECP) Feedback 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 Qualtrics survey . The Silica ECP can be found using the link on the first page of the survey.	N/A	N/A	Info Only

*NB – New Business

11. NEXT MEETING	
Date:	February 14 th , 2023
Time:	2:00 PM
Location:	CCP R-RM CPDE Gardenia Room

12. MEETING ADJOURNED	
Time:	2:56pm



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

Building Inspection Schedule 2024

Month	Employer Rep	Worker Rep
January	David Sequeira	Kuldeep Malli
February	Conor Cregg-Guinan	Felinor Adriano
March	Barry Brooks	Sarbjit Jaswal
April	Denise Tang	Efren Arriesgado
May	David Sequeira	Kuldeep Malli
June	Conor Cregg-Guinan	Felinor Adriano
July	Barry Brooks	Sarbjit Jaswal
August	Denise Tang	Efren Arriesgado
September	David Sequeira	Kuldeep Malli
October	Conor Cregg-Guinan	Felinor Adriano



November	Barry Brooks	Sarbjit Jaswal
December	Denise Tang	Efren Arriesgado

Monthly Distribution and Posting of Meeting Minutes (Required):

- Responsible VP
- Responsible Managing Director/Dean
- All JOHSC members
- Internal Communications Person
- Posted on any Safety Bulletin Boards
- Risk Management Services for posting on UBC JOHSC website
(Email to: ubcsafety.committee@ubc.ca)