



## Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: UBC Building Operations Municipal  
Joint Occupational Health & Safety Committee

Worker Co-Chair: Barry Jones (co-chair)  
Employer Co-Chair: Paul Harris (Chair)

January 10, 2024

Time: 12:30 p.m. – 2:00 p.m.  
Location: Room 1020

### AGENDA:

<ol style="list-style-type: none"> <li>1. Roll Call</li> <li>2. Determination of Quorum</li> <li>3. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes</li> <li>4. Additional Agenda Items, Review Actionable Items from Local Safety Team (LST) Minutes &amp; Approval of Agenda</li> <li>5. Review Central Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents <ul style="list-style-type: none"> <li>• Monthly Incident List &amp; Statistical Summary Report</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)</li> <li>6a. Tracking Workplace Safety Inspections</li> <li>7. Review Education and Training</li> <li>8. Ongoing Business – Status of Action Items</li> <li>9. JOHSC Recommendation Letters (Correspondence)</li> <li>10. New and Other Business</li> <li>11. Follow Up Business</li> <li>12. Next Meeting</li> <li>13. Meeting Adjournment</li> </ol>
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1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Davis Roy	CUPE 116	Soft Landscape	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jonah Peters (ALT)	CUPE 116	Soft Landscape	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chad Chobotar (co-chair ALT) <b>Inactive</b>	CUPE 116	Waste Management	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Martin Go	CUPE 116	Waste Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mike Giannias (co-chair)	CUPE 116	Street & Operations Support	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Barry Jones (ALT)	CUPE 116	Street & Operations Support	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pravin Kumar (ALT)	CUPE 116	Stores	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Jag Khella	CUPE 116	Stores	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Andy Russell	CUPE 116	Garage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dillon Duckworth (ALT)	CUPE 116	Garage	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Employer Representatives</b>	<b>Work Location</b>		<b>Present</b>	<b>Regrets</b>	<b>Absent</b>
Tamas Weidner	Manager, Municipal Waste Mgt		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Calvin Cheung (co-chair)	Manager, Municipal, Labor Division		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dale Low	Manager, Municipal Soft Landscape		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jennifer Sheel (ALT)	Superintendent, Municipal Services		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Paul Harris (co-chair ALT)	Manager, Stores		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rishi Purohit	Fleet and Asset Manager		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Resources/Guests</b>	<b>Work Location</b>		<b>Present</b>	<b>Regrets</b>	<b>Absent</b>
Ellen Grande	Clerical Pool		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rosanna Ma	SRS		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frank Crudo	Guest		<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?

*\* 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: **Jag Khella**

Seconded by: **Andy Russell**

List amendments to minutes:

Are the minutes approved?

Yes

No



**4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA**

- Co-Chair Monthly Email from SRS

**4 A. 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 <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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**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 # (Use CAIRS Incident ID #)	Priority	Date	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
132605	B	2023-12-12	<ul style="list-style-type: none"> <li>Investigation required.</li> </ul> <b>Description:</b> Patient moving furniture in Scarfe Building and felt strain at the right wrist in the morning. Pain got worse during the day while on shift moving more furniture.	Calvin Cheung	2024-02	N
133612	B	2023-12-19	<ul style="list-style-type: none"> <li>Incident reviewed. No further actions. Incident closed.</li> </ul> <b>Description:</b> worker was picking up confidential shredding boxes and twisted their back when bending down to pick up a box. <b>Root Cause:</b> awkward load and repetitive motion <b>Corrective Actions:</b> <b>All Actions Complete</b> <b>Corrective Action 1</b> <b>Corrective Action Identified:</b> remind workers to: stretch before and after lifting. Ask for addition help if required			C



			<p>Rotate heavy lifting task with team members assigned to the same job <b>Estimated Completion Date:</b> 2023-12-19 <b>Final Actions Taken:</b> remind workers to stretch before and after lifting. Ask for addition help if required. Rotate heavy lifting task with team members assigned to the same job <b>Date Completed:</b> 2023-12-19</p>			
132573	B	2023-12-11	<ul style="list-style-type: none"><li>• <b>Incident reviewed. No further actions. Incident closed.</b></li></ul> <p><b>Description:</b> Worker was lowering a filing cabinet from chest height onto a dolly with another crew member. The other crew member let go of the cabinet too soon and the crew member's right hand middle finger got pinched between the bottom of the cabinet and dolly. Worker was transported to UBC hospital for further examination <b>Root Cause:</b> insufficient communication <b>Corrective Actions:</b> <b>All Actions Complete</b> <b>Corrective Action 1</b> <b>Corrective Action Identified:</b> Remind workers to plan ahead of time and clearly communicate throughout the move. Utilize tools and equipment that are available to assist with the move. <b>Estimated Completion Date:</b> 2023-12-19 <b>Final Actions Taken:</b> Remind workers to plan ahead of time and clearly communicate throughout the move. Utilize tools and equipment that are available to assist with the move. <b>Date Completed:</b> 2023-12-19</p>			C
132574	B	2023-12-11	<ul style="list-style-type: none"><li>• <b>Incident reviewed. No further actions. Incident closed.</b></li></ul> <p><b>Description:</b> Worker and partner were moving a hot water tank, holding the tank from the bottom while it was being winched up. Worker's forearm scraped the bottom of the water tank while guiding the moving. Worker was wearing proper PPE. <b>Root Cause:</b> Narrow stair case and awkward movement of load. <b>Corrective Actions:</b> <b>All Actions Complete</b> <b>Corrective Action 1</b></p>			C



			<p><b>Corrective Action Identified:</b> Remind crew members to be more mindful of moving awkward load and sharp edges of the tank.</p> <p><b>Estimated Completion Date:</b> 2023-12-19</p> <p><b>Final Actions Taken:</b> Remind crew members to be more mindful of moving awkward load and sharp edges of the tank.</p> <p><b>Date Completed:</b> 2023-12-19</p>			
132486	B	2023-11-28	<ul style="list-style-type: none"> <li>• <b>SR submitted to Sheetmetal. Job will be completed when the weather becomes warmer. In progress.</b></li> <li>• The lid of the new tool box is heavy. Dale to reach out to supplier to see if modification can be made. Corrective action not complete. In progress.</li> </ul> <p><b>Description:</b> Employee was holding toolbox lid open with left hand and picking up safety cones with right hand to put in tool box. The lid started to close, employee caught off guard by the weight and thumb was caught between box and lid. Employee reported to first aid. Tool boxes are attached to bin. Bin and tool box just arrived and are new to all employees.</p> <p><b>Root Cause:</b> Not accustomed to new tool box. Tool box could be built safer</p> <p><b>Corrective Actions:</b> Not Complete</p> <p><b>Corrective Action 1</b></p> <p><b>Corrective Action Identified:</b> Look into different lid types through either sheet metal or supplier. A different type of hinge.</p>	Dale Low	2024-02	IP
132426	B	2023-11-15	<ul style="list-style-type: none"> <li>• <b>Garage is aware of the pending job. In progress.</b></li> <li>• Tamas to send this to garage to get the backhoes ride assist s</li> <li>• System option fixed. In progress.</li> </ul> <p><b>Description:</b> Worker was driving unloaded backhoe forward, traveling from main campus to south campus. Along the route there were many uneven surfaces that caused the backhoe to bounce up and down more than normal due to the ride-assist option not working in the backhoe. Next day worker was experiencing sore lower back when bending over, reported incident to head and attended first aid. Returned to work and</p>	Tamas Weidner	2024-02	IP



			<p>worked on light duties for the remainder of the week.</p> <p><b>Root Cause:</b> Because the backhoes ride-assist system is not working, during long distance driving the backhoe bounces when going over uneven surfaces. The bouncing motion put strain on worker back.</p> <p><b>Corrective Actions:</b> Not Complete</p> <p><b>Corrective Action 1</b> <b>Corrective Action Identified:</b> tbd</p>			
132334	B	2023-11-02	<ul style="list-style-type: none"> <li>Revisit in incident in April. Tamas spoke with the Contractor and the roofing material will remain until the job is completed. Crew reminded to be mindful when backing up. In progress.</li> <li>Workers are advised to perform a walk-around and maintain awareness of their surroundings. Tamas to update if the material has been removed.</li> </ul> <p><b>Description:</b> Worker was backing up along Volkoff lane behind Hebb Theater with Garbage truck. It was early in the morning with some rain and dark outside.</p> <p>As worker was backing up, they had to stop for a cyclist to pass by behind the truck before proceeding. Additionally, it was noted that backing up along the lane was challenging due to a number of items that are being stored along the side of the driveway. As backing up driver did not notice a bollard on the passenger rear side of the vehicle as they were paying attention to other clearances etc, and made contact with a bollard. AS bollard was hit, it tipped over and came loose from the ground and hit the adjacent Hebb Theater glass window causing some damage to the building.</p> <p>Worker reported incident with no visible damage to vehicle or injury to driver.</p> <p><b>Root Cause:</b> While backing up with garbage truck along a laneway, worker not seeing hit a bollard. It was dark, raining and navigating backwards along the laneway was difficult due to an obstacle of items being stored by the building. Although it was not the reason</p>	Tamas Weidner	2024-04	IP



			<p>for hitting the bollard, it may have contributed to it.</p> <p><b>Corrective Actions:</b> Not Complete</p> <p><b>Corrective Action 1</b> <b>Corrective Action Identified:</b> Take your time, plan your route especially when backing up. Get out and do a pre-walk of the route to look for obstacles etc.</p> <p><b>Estimated Completion Date:</b> 2023-11-15</p> <p><b>Final Actions Taken:</b> Discussed recommendation with worker</p> <p><b>Date Completed:</b> 2023-11-15</p> <p><b>Corrective Action 2</b> <b>Corrective Action Identified:</b> Contact the department that is storing items along the laneway and see if it can be moved.</p> <p><b>Estimated Completion Date:</b> 2023-11-24</p>			
131414	B	2023-05-29	<ul style="list-style-type: none"> <li>• CAIRS to be completed. Incident was crew talked. In progress.</li> <li>• Pending on completed CAIRS report. In progress.</li> <li>• CAIRS to be completed. Recommend training on proper cutting techniques. In progress.</li> <li>• Investigation required. In progress.</li> </ul> <p><b>Description:</b> Employee was pruning trees and accidentally cut left palm with pruners</p> <p><b>Root Cause:</b> tbd</p> <p><b>Corrective Actions:</b> Not Complete</p> <p><b>Corrective Action 1</b> <b>Corrective Action Identified:</b> tbd</p>	Dale Low	2024-02	IP
130167	B	2022-11-01	<ul style="list-style-type: none"> <li>• Updates will be provided in next meeting.</li> <li>• Dale Low met with a Student Housing Manager to discuss. Dale will update Committee on their response. There was a recommendation to have SHCS JOHSC to put this on their safety minutes to move corrective action forward. In progress.</li> <li>• Suggested Corrective Actions: Demolish L-shape low rise, 2 ½ ft. retaining wall. Dale Low met with Student Housing to discuss. In progress</li> <li>• No update. In progress.</li> </ul>	Dale Low	2024-02	IP



			<ul style="list-style-type: none"> <li>• Davis and Dale will provide updates on this item in the next meeting.</li> <li>• Corrective actions not yet completed. In progress.</li> <li>• Further corrections need to be identified for worker. In progress.</li> <li>• Corrective actions for worker need to be identified.</li> <li>• Investigation and CAIRS report need to be completed.</li> </ul> <p>Employee was driving a ride on mower with blade to push leaves off of sidewalk. Employee was turning and hit wall with counterweight on back of mower causing top of wall to fall off.</p> <p><b>Root Cause:</b> Employee had not driven mower in a while and was not familiar with size.</p> <p><b>Corrective Action Identified:</b> Put in SR to fix wall.</p>			
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**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)

No actionable items noted

Item # (Use Inspection #)	Priority	Action Plan (Actions Taken/Need to be taken) Description of Hazard: <i>(specific location and/or equipment, nature of hazard)</i>	Assigned To	Follow up: Date Pending	Status
SOS-364	B	• Jan 2024: Housekeeping needed for obstructed walkways	Barry Jones	2024-02	N
SOS-363	B	• Jan 2024: Unsecured items on top of lockers need to be removed. Crew talk	Barry Jones	2024-02	N
SCW-362	B	• Jan 2024: Approx 30-40 florescent lights need to be brought to Wasteman to be disposed.	Barry Jones	2024-02	N
Header Hse-361	B	• Jan 2024: Lights out in stairwell. SR submitted	Dale Low	2024--02	N
MRF/Compost-360	B	• Jan 2024: Lights have been changed. Inspection complete. • Dec 2023: Burnt out lights in general working area. SR has been sent to change lights. In progress			C
Seacan—359	B	• Jan 2024: In progress. • Dec 2023: High levels of humidity in Seacan. Jonah to research possible solutions.	Jonah Peters	2024-02	IP





Header Hse-357	B	<ul style="list-style-type: none"> <li>Jan 2024: SR to Pest Control. Inspection closed.</li> <li>Dec 2023: Mouse droppings around Header House Lunch Room. Dale to submit SR.</li> </ul>			C
Header Hse-356	B	<ul style="list-style-type: none"> <li><b>Jan 2024: Guy Champagne, SRS, confirmed all asbestos removed in 2000, however, there remains small amount in the tool rooms, rooms 112/113.</b></li> <li>Dec 2023: Asbestos found in one of the rooms. Should there be asbestos stickers on doors. Dale to follow up with Guy Champagne, Health &amp; Safety Associate.</li> </ul>	Dale Low	2024-02	IP
Header Hse-355	B	<ul style="list-style-type: none"> <li><b>Jan 2024: Dale to submit SR to carpentry. In progress.</b></li> <li>Dec 2023: Mold forming around lunch room sink, caulking on backsplash may help. Dale to submit SR to carpenter.</li> </ul>	Dale Low	2024-02	IP
Header Hse-354	B	<ul style="list-style-type: none"> <li><b>Jan 2024: In progress.</b></li> <li>Dec 2023: Water pooling in shed. Additional Gravel Fill. Dale to submit SR to SOS.</li> </ul>	Dale Low	2024-02	IP
Stores-348	B	<ul style="list-style-type: none"> <li><b>Dec 2023: Lights have not been fixed yet. In progress.</b></li> <li>Nov 2023: Paint storage lights burnt out. Require a new solution to lighting.</li> </ul>	Jag Khella	2024-01	IP
Garage-343	B	<ul style="list-style-type: none"> <li><b>Jan 2024: Revisit in March 2024. In progress.</b></li> <li>Dec 2023: Rishi to contact Charles Creelman, Project Coordinator Electrical Technical Support, to change lighting to LED. Follow up in March.</li> <li>Nov 2023: Advised by email that the lightning is still inadequate. Ongoing.</li> <li>Oct 2023: In progress.</li> <li>Sep 2023: Follow-up required.</li> <li>Aug 2023: In progress.</li> <li>July 2023: Office lighting is inadequate. Andy Carr will submit SR.</li> </ul>	Rishi Purohit	2024-03	IP
SCWarehouse-339	B	<ul style="list-style-type: none"> <li><b>Jan 2024: In progress.</b></li> <li>Dec 2023: Item will be included in Facilities Newsletter next year.</li> <li>Nov 2023: Calvin to put news item in Facilities Newsletter regarding housekeeping of SCWarehouse. In progress.</li> <li>Oct 2023: In progress.</li> <li>Sep 2023: Calvin to put news item in Facilities Newsletter regarding housekeeping of SCWarehouse.</li> </ul>	Calvin Cheung	2024-02	IP



		<ul style="list-style-type: none"> <li>• Aug 2023: In progress.</li> <li>• July 2023: In progress.</li> <li>• June 2023: Draft to be prepared for Facilities Newsletter. In progress.</li> <li>• May 2023: To maintain a neat, tidy and clean environment in the warehouse, reminder is to be sent to all end users to take their garbage, empty pallets, cardboard and dispose of it when done. Dale and Calvin to put this reminder on the newsletter. In progress.</li> </ul>			
SCWarehse-338	B	<ul style="list-style-type: none"> <li>• Jan 2024: Frank Crudo advised that the South Campus Warehouse was put to code in 2008 when renovations were completed. Orientation map of emergency exits to be put up. See new item regarding orientation procedures for new employees and all workers who attend the site. Inspection closed.</li> <li>• Dec 2023: Mike to follow up with Frank.</li> <li>• Nov 2023: Frank Crudo met with Fire Marshall and will schedule a visit with the Municipal JOHSC in the coming months. In progress.</li> <li>• Oct 2023: Meeting scheduled with Fire Marshall next month. On going.</li> <li>• Sep 2023: Discussion with Fire Marshall and FM regarding Emergency Exit signs and lighting. In progress.</li> <li>• Aug 2023: In progress</li> <li>• July 2023: In progress.</li> <li>• June 2023: Further discussion with Fire Marshall and Francois Desmarais, Facility Manager. In progress.</li> <li>• May 2023: Mike will have a meeting with the fire marshal to discuss the issue. In progress.</li> <li>• Apr 2023: Calvin will follow up with Mike. In progress.</li> <li>• Feb 2023: Electricians are in discussion. Revisit in April 2023.</li> <li>• Jan 2023: Electricians have visited site. In progress.</li> <li>• Dec 2022: Emergency exit sign and lights is required on the west side exit of warehouse over door and one visible on the west side of second floor. Also, one required on the first- floor east side indicating direction to exit. Mike to send work order to electrical shop.</li> </ul>			C
Seacan-330	B	<ul style="list-style-type: none"> <li>• <b>Jan 2024: Rishi will meet up with Technician next month. In progress.</b></li> <li>• Dec 2023: In progress.</li> <li>• Nov 2023: Stenciling is not complete and additional discussion regarding</li> </ul>	Mike Giannias/ Rishi Purohit	2024-02	IP



	<p>the new white gas pumps. In progress.</p> <ul style="list-style-type: none"><li>• Oct 2023: Gas cans will be stenciled along with the gas cabinet. Also, Rishi advised that the new gas pump arrived and is painted white. May need to be appropriately color coded. In progress.</li><li>• Sep 2023: In progress.</li><li>• Aug 2023: In progress.</li><li>• July 2023: The cans have arrived; however, they have not been stenciled. Dillon Duckworth brought up the concern that the Building Ops gas pump is incorrectly colored. This should be rectified when the new pump arrives. Mike Giannias to discuss with Rishi Purohit. In progress.</li><li>• June 2023: A decision has been made that the various cans will be stenciled with the appropriate paint color as follows: In progress.<ul style="list-style-type: none"><li>○ Gas - RED</li><li>○ Diesel - YELLOW</li><li>○ Mixed Gas - BLUE</li></ul></li><li>• May 2023: Mike will talk to Paul to check on the labels. In progress.</li><li>• Apr 2023: Labels have been ordered from Stores. It will be ready to pick up next week. In progress.</li><li>• Mar 2023: In the process of labelling gas. Committee will need to order labels from online catalog. In progress.</li><li>• Feb 2023: Items have been requested from stores and will be picked up this week. Tagging for “mixed gas” has not been completed. In progress.</li><li>• Jan 2023: Dale Low has requested Adriano Pucci to request items from Stores for the spill kits. In addition, Mike Giannias has requested tagging for “mixed gas”. Committee suggested ID for 2 cycle mixed gas. In progress.</li><li>• Dec 2022: Consensus reached among crew that spill kits are required. Adriano will approach Stores for sourcing. In progress.</li><li>• Nov 2022: In progress. Will advise next month.</li><li>• Oct 2022: Adriano Pucci to order spill kits.</li></ul>			
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6a. REVIEW TRACKING WORKPLACE INSPECTIONS						
	MRF/Compost/ SCW	SOS/Warehouse	Soft Landscape	Garage	Stores/Shed 7	FOLLOW UP
September 2023	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
October 2023	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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"/>	
January 2024	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

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
ED-24-02-10-29	B	<p><b>Additional 8 hours of Occupational Health and Safety (OHS) Training</b> 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-23-09-23-28	B	<p><i>JOHSC and LST Training</i> 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 border="1" data-bbox="560 334 1409 516"> <thead> <tr> <th colspan="2">JOHSC Training</th> </tr> <tr> <th>Part 2a</th> <th>Part 2b</th> </tr> </thead> <tbody> <tr> <td>January 9<sup>th</sup> 10:00am – 12:00pm</td> <td>January 11<sup>th</sup> 1:00pm – 3:00pm</td> </tr> <tr> <td>TBD</td> <td>TBD</td> </tr> </tbody> </table>	JOHSC Training		Part 2a	Part 2b	January 9 <sup>th</sup> 10:00am – 12:00pm	January 11 <sup>th</sup> 1:00pm – 3:00pm	TBD	TBD	All	Info	E
JOHSC Training													
Part 2a	Part 2b												
January 9 <sup>th</sup> 10:00am – 12:00pm	January 11 <sup>th</sup> 1:00pm – 3:00pm												
TBD	TBD												
ED-23-03-08-27	B	<p><i>Chad Chobotar – new member</i></p> <ul style="list-style-type: none"> <li>• <b>Chad Chobotar has completed Part 1A.</b></li> <li>• Chad Chobotar status is now “inactive”. Head will speak with Chad to see if he wants to be worker rep going forward. In progress.</li> <li>• Chad Chobotar’s status will become “inactive” in October 2023 since the 6-month deadline for training has passed. Chad will not be able to attend and participate in meetings until <u>after</u> training has been completed to re-activate status.</li> <li>• Chad Chobotar will join JOHSC on April 12, 2023 and will need to complete UBC JOHSC 8-hour training by October 2023. He is required to complete Part 1A and Part 2A and B.</li> </ul>	Chad Chobotar	2024-01	IP								

8. ON GOING BUSINESS – Status of Action Items

Original Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
NB2023-07-12-42	B	<p><i>BERP Header House/ Garage</i></p> <ul style="list-style-type: none"> <li>• <b>2024-01-10: Dale Low will contact Records regarding floor mapping. In progress.</b></li> <li>• 2023-12-20: The Garage (USB) BERP has been completed. Updating the Header House BERP is in progress. JOHSC to review upon completion. Designated floor wardens to complete course before Dale contacts FM to schedule fire drill.</li> <li>• 2023-11-08: Information will be distributed shortly. In progress.</li> </ul>	Dale Low	2024-02	IP



**8.ON GOING BUSINESS – Status of Action Items**

		<ul style="list-style-type: none"> <li>2023-10-11: Frank Crudo will be forwarding information next month. In progress.</li> <li>2023-09-06: BERP requires updating. In progress.</li> <li>2023-08-09: Dale Low and Calvin Cheung will follow-up. In progress.</li> <li>2023-07-12: Building Emergency Director will be responsible for updating the BERP and submitting a request for a fire drill. JOHSC will review next JOHSC Meeting.</li> </ul>			
NB-2023-05-10-30	B	<p><i>Stretches Before Shift</i></p> <ul style="list-style-type: none"> <li><b>2023-01-10: Mike Giannias will advise next month. In progress.</b></li> <li>2023-12-20: Training dates will be confirmed in January or February 2024.</li> <li>2023-11-08: Will advise in the new year regarding scheduling. In progress</li> <li>2023-10-11: Mike Giannias will contact Allan McGavin to schedule a Lunch and Learn. In progress.</li> <li>2023-09-06: Lunch and Learn sessions given by Allan McGavin would also be considered. In progress.</li> <li>2023-08-09: In progress.</li> <li>2023-07-12: Allan McGavin session in progress.</li> <li>2023-06-14: Mike Giannias to contact Allan McGavin to setup an information session on proper stretching techniques. In progress.</li> <li>2023-05-10: Mike is seeking advice on the procedure/policy for staff to stretch before their shift. Soft landscape has invited physiologist from Allan McGavin to provide a session on proper stretching techniques. Staff are allowed to stretches before work with a reasonable duration of a couple of minutes. Mike will follow up with Calvin on this matter.</li> </ul>	Mike Giannias	2024-02	IP

**9. JOHSC RECOMMENDATION LETTERS & WORKSAFBC (CORRESPONDENCE)**

Item # (use Recommendation #)	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status
E.g.: CODE-REC-2017-01		<p><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></p>				



<p>WSBC- 202316973137A</p>	<p>B</p>	<p><i>Description:</i> o This Inspection Report documents the receipt and acceptance of the employer's full Incident Investigation Report (EIRR), relating to an incident which occurred on November 10, 2023 when a worker sustained an injury after falling while going up the stairs. o There were zero (0) orders issued to the University. <i>JOHSC/LST General Learnings/Discussion Points:</i></p> <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>	<p>All</p>	<p>2023-12-19</p>	<p>n/a</p>	<p>n/a</p>
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\* REC – Recommendation Letter

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
<p>NB-2024-01-10-74</p>	<p>B</p>	<p><i>Facilities Landscape's Tree Falling Procedures</i> Jan 10/24: Dale Low is preparing a draft for Landscape Tree Falling Procedure. One of the concerns is tree falling from the ground and training that is required.</p>	<p>Dale Low</p>	<p>2024-02</p>	<p>N</p>
<p>NB-2024-01-10-73</p>	<p>B</p>	<p><i>South Campus Warehouse</i> Jan 10/24: SCW renovations completed in 2008 and is up to current code for emergency lighting. Mike Giannias will provide/prepare an Emergency Orientation document for the building, so that it can be distributed.</p>	<p>Mike Giannias</p>	<p>2024-02</p>	<p>N</p>
<p>NB-2024-01-10-72</p>	<p>B</p>	<p><i>Sharp Needle Procedure</i> Jan 10/24: There is the need to communicate the disposal procedure/process for the Sharps Disposal Boxes.</p>	<p>Barry Jones/Mike Giannis</p>	<p>2024-02</p>	<p>N</p>



NB-2024-01-10-70	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-2024-01-10-69	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-2024-01-10-68	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-2024-01-10-67	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





**11. FOLLOW-UP BUSINESS**

General discussion items (list actionable items below)

Item # (NB-yy/mm/dd-01)	Priority	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
NB-2020-02-12-409A	B	<p><i>2nd Annual JOHSC Evaluation – Goal 3A:</i></p> <ul style="list-style-type: none"> <li>• Jan 10/24: Boards have not arrived. In progress.</li> <li>• Dec 20/23: Safety boards have been ordered.</li> <li>• Nov 8/23: Members will advise Tamas as to the size of their respective safety boards. In progress.</li> <li>• Oct 11/23: Three boards left to be installed. In progress.</li> <li>• Sep 6/23: In progress.</li> <li>• Aug 9/23: The new Safety Board, which is installed at SOS, was viewed by the Committee. Tamas Weidner is now taking measurements to install other safety boards throughout Municipal. In progress.</li> <li>• Jul 12/23: No update on trialing Safety Board. In progress.</li> <li>• Jun 14/23: One Safety Board ordered and will be trialed in the SOS workshop. In progress</li> <li>• May 10/23: Tamas found a company called VIDPro that specializes in safety boards and has shared a video about their products. Tamas will obtain some quotes to share with the committee.</li> <li>• Aug 10/22: Sign Shop is backed up with projects. Revisit in May 2023. In progress.</li> <li>• Jul 13/22: No update.</li> <li>• June 8/22: Sign Shop is backed up with projects. In progress.</li> <li>• May 11/22: Tamas away – no update.</li> <li>• Apr 13/22: Sign shop concerns that material may not stick on board. To trial signage on SOS and WM safety board first.</li> <li>• Mar 9/22: Sign Shop has received SR. In progress.</li> <li>• Feb 7/22: In progress.</li> <li>• Jan 12/22: SR has been submitted waiting for work to begin.</li> </ul> <p><i>Note: the minutes have been condensed. For information prior to 2022 please refer to Jun 14/23 minutes.</i></p>	Tamas Weidner	2024-02	IP



<p>NB-2021-03-10-498</p>	<p>B</p>	<p><i>Bops Landscape's Tree Falling Procedures</i></p> <ul style="list-style-type: none"> <li>• Jan 20/24: Due to the number of Work Safe policy changes and the subsequent revision of the draft, this item will be closed and a new item opened.</li> <li>• Dec 20/23: Dale had a discussion with WorkSafe. They are comfortable with our procedure. Dale will proceed to finalize the draft.</li> <li>• Oct 11/23: Dale Low to give update next month. In progress.</li> <li>• Sep 6/23: WorkSafeBC will be discussing regulations for tree falling in a session at UBC. Dale Low will not finalize draft until further information is acquired from WorkSafeBC. In progress.</li> <li>• Aug 9/23: Dale Low is finalizing a draft and will share with Committee when complete. In progress.</li> <li>• May 10/23: Revisit in August.</li> <li>• Apr 12/23: In progress.</li> <li>• Mar 8/23: In progress.</li> <li>• Feb 8/23: Dale will complete the draft of Bops Landscape's Tree Falling Procedures. In progress.</li> <li>• Jan 11/23: Dale Low is preparing the draft and will share in March. In progress.</li> <li>• Oct 12/22: Arborist meeting to follow. In progress.</li> <li>• Aug 10/22: Dale Low share the draft with crew as well. Lori Takenaka provided feedback. Dale will incorporate feedback into new safe work procedure template. In progress.</li> <li>• Jul 13/22: Tree falling procedures finalized. Dale to share with Committee to review.</li> <li>• May 11/22: To be review in July 2022.</li> <li>• Mar 9/22: Procedures not finalized. Follow up May 2022.</li> <li>• Jan 12/22: In progress. To be reviewed in March 2022.</li> </ul> <p><i>Note: the minutes have been condensed. For information prior to 2023, 2021 please refer to May 10/2023 minutes.</i></p>			<p>C</p>
<p>GI-HEADER-218</p>	<p>B</p>	<p><i>Eyewash Station at Nursery</i></p> <ul style="list-style-type: none"> <li>• Jan 10/24: Item will be revisited in April 2024</li> <li>• Nov 8/23: Will be discussed in January 2024.</li> <li>• Oct 11/23: No update. In progress.</li> <li>• Sep 6/23: Funding has been requested for project. In progress.</li> </ul>	<p>Dale Low</p>	<p>2024-04</p>	<p>IP</p>



	<ul style="list-style-type: none"> <li>• Aug 9/23: Jenniffer Sheel and Dale Low are exploring other options. In progress.</li> <li>• Jul 12/23: Dale Low is exploring other options to reduce cost of installing an eyewash station. In progress.</li> <li>• Jun 14/23: Quote of 200K was given to complete project. Review is necessary. In progress.</li> <li>• May 10/23: Dale to check with chemical disposal site nearby. In Progress.</li> <li>• Apr 12/23: It has been discovered that the water pressure is not sufficient to install an eye wash station in the shop. Dale will explore alternate options, such as moving to a new location or reducing the use of chemical mixing. Temporary eye wash station may also be considered as an interim solution. In progress.</li> <li>• Mar 8/23: The construction of an eye wash station in the shop has been approved for the trades to undertake. In progress.</li> <li>• Jan 11/23: Dale Low has received quote for the job. Review in March. In progress.</li> <li>• <i>Note: the minutes have been condensed. For information prior to 2023 please refer to Jun 14/23 minutes.</i></li> </ul>			
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12. NEXT MEETING	
Date:	February 14th, 2024
Following Date:	March 13th, 2024
Time:	12:30 PM
Location:	USB Room 1020 or Zoom

13. MEETING ADJOURNED	
Time:	2:10 PM



A	Critical/Life-threatening/high-probability	N	New
B	Urgent/moderate probability of re-occurrences	R	Repeat
C	Important/low-probability of re-occurrences	C	Complete
D	Reminders	IP	In-Progress
E	Information	RF	Referred Forward

Monthly Distribution and Posting of Approved Meeting Minutes (required)

- Responsible VP
- Responsible Managing Director/Dean
- All JOHSC members
- Internal Communications person
- Safety & Risk Services [ubcsafety.committee@ubc.ca](mailto:ubcsafety.committee@ubc.ca)