



## Joint Occupational Health & Safety Committee Meeting Minutes

|                    |  |                    |                         |
|--------------------|--|--------------------|-------------------------|
| Name of Committee: | Energy & Water Services Joint Occupational Health & Safety Committee | Worker Co-Chair:   | Kevin Shillitto (Chair) |
|                    |  | Employer Co-Chair: | Russell Neal            |
| Date:              | January 11, 2024   | Time:              | 12:30 – 2:00PM          |
|                    |  | Location:          | CEC main meeting room   |

### AGENDA:

|  |  |
|--|--|
| 1. Roll Call   | 6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers) |
| 2. Determination of Quorum   | 7. Review Education and Training   |
| 3. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes | 8. Ongoing Business – Status of Action Items   |
| 4. Additional Agenda Items (e.g., RMS co-chair email), & 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. Communications   |
|  | 12. Take 5   |
|  | 13. Next Meeting   |
|  | 14. Meeting Adjournment  |

### EWS-JOHSC Evaluation Goals

The following areas/goals of growth have been identified:

1. Collaborate with various groups to address pedestrian safety concerns in the loading bay.
2. Identify opportunities to collaborate with other JOHSCs on campus.
3. Communicate the importance of committee members' responsibilities as safety reps with all units.



| 1. ROLL CALL                  |                   |                              |                                     |                                     |                          |
|-------------------------------|-------------------|------------------------------|-------------------------------------|-------------------------------------|--------------------------|
| Worker Representatives        | Association/Union | Work Location                | Present                             | Regrets                             | Absent                   |
| Vacant                        | IUOE 115          | CEC & BRDF – Shift Engineers | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Brennan Sekora (Alt.)         | CUPE 116          | CEC – Administrative Areas   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Kevin Shillitto (Co-Chair)    | CUPE 116          | CEC – Administrative Areas   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Blair Antcliffe (Alt)         | AAPS              | CIRS 4 <sup>th</sup> Floor   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Colin Mingus                  | AAPS              | CIRS 4 <sup>th</sup> Floor   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Frank Kwok (Alt.)             | AAPS              | CIRS 4 <sup>th</sup> Floor   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Mark Scott (Alt.)             | AAPS              | CIRS 4 <sup>th</sup> Floor   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Stan Takenaka (Alt.)          | CUPE 116          | CEC – Electrical Trades      | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Scott Stevens                 | CUPE 116          | CEC – Electrical Trades      | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Joel Daley                    | CUPE 116          | CEC – Mechanical Trades      | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Vic Jammu (Alt.)              | CUPE 116          | CEC – Mechanical Trades      | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Tyler Cudmore (Alt. Co-Chair) | CUPE 116          | CEC - Trades                 | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |

| Employer Representatives      | Work Location              | Present                             | Regrets                             | Absent                   |
|-------------------------------|----------------------------|-------------------------------------|-------------------------------------|--------------------------|
| Jason Rako (Alt.)             | CEC & BRDF                 | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Clay Mullen                   | CEC & BRDF (Alt)           | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Richard Hugli (Alt. Co-Chair) | CEC – Trades               | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Russell Neal                  | CEC–Trades                 | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Vacant                        | CEC – Administrative Areas | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> |
| Vacant (Alt.)                 | CEC – Administrative Areas | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> |
| Zach Danyluk (Co-Chair)       | CIRS – EPI                 | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Julie West (Alt.)             | CIRS – EPI                 | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Resources/Guests              | Work Location              | Present                             | Regrets                             | Absent                   |
| Caroline MacLeod              | Minute Taker               | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Rosanna Ma                    | SRS                        | <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);

At least half of the members must be worker representatives;

Is there **quorum** for this meeting?

**If NO**, meeting re-scheduled for:

*\* 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: Mark Scott Seconded by: Scott Stevens
- Amendment made to minutes:

Are the minutes approved?

Yes



No



## 4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

- Review of Inspection trends and state

Is the agenda approved?

Yes



No



## 5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

See attached incident report:

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

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



| 5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS: |          |            |   |                |                            |        |
|--|----------|------------|---|----------------|----------------------------|--------|
| Item #<br>(Use CAIRS<br>Incident ID #)         | Priority | Date       | Action Plan<br>(Actions Taken/Need to be taken)   | Assigned<br>To | Follow up:<br>Date Pending | Status |
| 132444   | E        | 2023-11-21 | <b>Incident Only: Other Bodily Injury</b><br>Injury Type: Back Strain<br>Description: Worker was repeatedly ascending and descending a ladder at the BRDF while at times having to navigate around obstacles. Worker began to feel onset pain in the lower back.<br>Root Cause: The area is congested around the plant so stooping and twisting is needed when coming up and down the ladder. The worker tweaked their back - even if the pain subsided - the area should be checked to see if any assets can be shifted to allow for more space.<br><b>Jan 2024: RH contacted the kinesiology instructor. RM to compile 3-year history to allow instructor to create a specific routine.</b><br>Dec7: Recommendation by JOHSC:<br>Incorporate all-trades early morning daily stretch routines.<br>RH to contact Kinesiology Instructor for routine. SS to champion to trades |                |                            | C      |
| 132595<br>(132611)                             | E        | 2023-12-14 | <b>Motor Vehicle Accident: Incident Only</b><br>Description: As per employee's brief written email, "I accidentally hit the rear right corner of ubc car #415 while backing up at CEC. Our van does not have any visible damage but car 415 has scratches on rear right corner on bumper."<br>Root Cause: Spatial awareness while parallel parking on left side. Lighting may be a contributing factor.<br><b>Corrective Action 1</b><br><b>RN and JR</b> to look into relocating parking spots at TEF. The CEC area to be used for on/off loading only. Smart car OK.  | JR/RN          |                            | N      |



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|

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)*

6a. HAVE ALL INSPECTIONS BEEN SUBMITTED? YES ☒ NO ☐ Comments:

6b. IS IT OCTOBER? NO if YES, review inspection trends and state in New Business

| Item #<br>(GI- location- date-#) | Priority | Discussion/Comments/Recommendations   | Assigned To | Follow up:<br>Date Pending | Status |
|----------------------------------|----------|---|-------------|----------------------------|--------|
| GI-UNY-23/08/08                  | C        | <b>Leaky roof.</b><br><b>Jan 2024: On schedule for April</b><br>Nov 2023: On schedule for April<br>Oct 2023: No new updates. Still in progress.<br>Sept 2023: Temporary fix until new roof to be installed in January.<br>Aug 2023: Divert leaking water: construction crew to implement temporary fix until permanent new roof gets installed as part of switchgear replacement project. | ST/SS       | Apr 2024                   | IP     |
|                                  |          |   |             |                            |        |

\* 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 #<br>(ED-yy/mm/dd-01)                   | Priority                                    | Discussion/Comments/Recommendations   | Assigned To    | Follow up:<br>Date Pending | Status  |         |  |   |   |   |  |  |   |
|--|---|---|----------------|----------------------------|---------|---------|--|---|---|---|--|--|---|
| ED-23/08/10-01                               | C   | New dates have been released for JOHSC and LST training. You can register for JOHSC training <a href="#">here</a> ,<br><b>JOHSC Training</b><br><b>TBD- Keep this space open for training updates</b><br><b>Jan 2024:</b><br>Dec 2023: New training schedule is out. See below.<br>Oct 2023: Will Swenson confirmed interest in becoming a member.<br>Sep 2023: New dates TBD. Awaiting response re: Will Swenson becoming a member.<br>Aug 2023: JR to confirm if new millwright (Will Swenson) wishes to join | JR             | Feb 2024                   | IP      |         |  |   |   |   |  |  |   |
| ED-23/12/07                                  | E   | <b>Upcoming JOHSC training</b> <table><tr><th colspan="2">JOHSC Training</th></tr><tr><th>Part 2a</th><th>Part 2b</th></tr><tr><td>January 9<sup>th</sup><br/>10:00am – 12:00pm</td><td>January 11<sup>th</sup><br/>1:00pm – 3:00pm</td></tr><tr><td>March 12<sup>th</sup><br/>1:00pm – 3:00pm</td><td>March 15<sup>th</sup><br/>10:00am – 12:00pm</td></tr></table>  | JOHSC Training |                            | Part 2a | Part 2b | January 9 <sup>th</sup><br>10:00am – 12:00pm | January 11 <sup>th</sup><br>1:00pm – 3:00pm | March 12 <sup>th</sup><br>1:00pm – 3:00pm | March 15 <sup>th</sup><br>10:00am – 12:00pm |  |  | N |
| JOHSC Training                               |   |   |                |                            |         |         |  |   |   |   |  |  |   |
| Part 2a                                      | Part 2b                                     |   |                |                            |         |         |  |   |   |   |  |  |   |
| January 9 <sup>th</sup><br>10:00am – 12:00pm | January 11 <sup>th</sup><br>1:00pm – 3:00pm |   |                |                            |         |         |  |   |   |   |  |  |   |
| March 12 <sup>th</sup><br>1:00pm – 3:00pm    | March 15 <sup>th</sup><br>10:00am – 12:00pm |   |                |                            |         |         |  |   |   |   |  |  |   |
| ED-24/01/11                                  |   | <b>Additional 8 hours of Occupational Health and Safety (OHS) Training</b><br>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.   |                |                            |         |         |  |   |   |   |  |  |   |



## 7. REVIEW EDUCATION AND TRAINING


|  |  |   |  |  |  |
|--|--|---|--|--|--|
|  |  | <b>Western Conference on Safety (in-person) on April 18-19:</b> Hyatt Regency Vancouver. Early bird registration ends on March 15, 2024.<br><b>Employers' Advisers Seminars (in-person or virtual):</b> The Employers' Advisers Office In-Person and Virtual Training Schedule for January-March 2024 has now been posted for registration.<br><b>Women in Safety Summit (in-person) on March 21:</b> Calgary Telus Convention Centre. Pre-launch registration ends on January 5, 2024. |  |  |  |
|--|--|---|--|--|--|

\* ED – Education and Training

## 8. ONGOING BUSINESS – Status of Action Items

| Original Item # | Priority | Action Plan<br>(Actions Taken/Need to be taken)  | Assigned To | Follow up:<br>Date Pending | Status |
|-----------------|----------|--|-------------|----------------------------|--------|
| NB-22/07/14-02  | C        | <b>BRDF Fuel Delivery Traffic Control</b><br><b>Jan 2024: Consultant to come to site January 17<sup>th</sup> to witness test delivery. Notes to be forthcoming.</b><br>Dec 2023: R. Huffman to bring consultant in to witness a test delivery (early 2024)<br>Nov 2023: Ryan Huffman contacted consultant<br>Sep 2023: JR contacted Project Services for update. Was informed that PSG thought the project was low priority. Project now put into queue.<br>Aug 2023: Project submitted to New Job Strategy. Waiting for a PM to be assigned.<br>Jul 2023: PSG looking into it. In Progress<br>**Refer to previous July 2023 minutes for further history | JR          | Mar 2024                   | IP     |
| NB-23/04/13-02  | C        | <b>Security/First Aid Responders no access to mechanical/electrical rooms</b><br><b>Jan 2024: KS met with Nick (Security) and Dustin (SRS) to discuss logistics and safety. KS emphasized hazard assessment training is required. First Aid not trained to transport/move patients out of rooms. Two Security supervisors will have keys to all service rooms and an extra set of keys in a proxsafe. They will call in emergency</b>  | ZD/KS       | Mar 2024                   | IP     |



| 8. ONGOING BUSINESS – Status of Action Items |   |  |    |          |    |
|--|---|--|----|----------|----|
|  |   | <p>services if required after responding to a call to site. Staff reminded to call 911 if they cannot physically move out of these spaces themselves. First Aid crews will have keys when new First Aid program is rolled out in November 2024. Dustin and Nick to summarize in a letter to EWS JOHSC. EWS JOHSC agrees with the proposal. OK to close once letter is received.</p> <p>Dec 2023: KS to meet with Security for further updates in Jan 2024<br/>Nov 2023: KS to meet with Nick Sagliocco to discuss a way to resolve training requirement before consulting with Siu for guidance before sending a 21-day letter to Security.</p> <p>Oct 2023: KS spoke with security staff at Safety Day. email was received 11-Oct-2023 requesting info on training required, example of warning signage on electrical rooms and list of keys with appropriate personnel for authorization. KS responded after advice from RM regarding training, provided example of signage and list of required keys along with the contact info for RH to facilitate key authorization. Security staff are hoping to complete training by November.</p> <p> PDF</p> <p>RE_ Question about<br/>Security Access to me</p> <p>See previous meeting minutes for item history.</p> |    |          |    |
| GI-CEC-23/06/08-01                           | C | <p><b>Blind corner in locker hallway with limited space from plant to locker. Remind staff to open doors gently.</b></p> <p><b>Jan 2024: Door specialist to come to site by end of January.</b></p> <p>Dec 2023: Construction office to bring in door specialist to measure door.</p> <p>Nov 2023: Door has been ordered.</p> <p>Sep 2023: No updates. Facility Manager looking at door options</p> <p>Aug 2023: SR has been entered to add viewing window.</p>  | RN | Mar 2024 | IP |





| 8. ONGOING BUSINESS – Status of Action Items |   |   |       |          |    |
|--|---|---|-------|----------|----|
|  |   | Jul 2023: Consider adding a window on the inside door, plant access to hallway. RN to submit an SR to Francois and the carpenter shop.  |       |          |    |
| GI-CIRS-22/01/13                             | C | <b>BERP – CIRS</b><br><b>Jan 2024: ZD not getting positive feedback from bldg. mgr. ZD will go to next level of management for resolution.</b><br>Dec 2023: BERP not yet posted. JW to follow up with building mgr<br>Oct 2023: BERP updated to be posted. ZD to follow up<br>Sep 2023: No update. ZD to follow up again<br>Aug 2023: ZD to follow up with building manager. No update<br>Jul 2023: in progress<br>Jun 2023: No new update<br>May 2023: Ongoing<br>Mar 2023: Ongoing. Zach to follow-up with building admin.<br>Feb 2023: No new updates. Administrator updating with the <a href="#">new format</a> .<br>Jan 2023: Email was sent to building administrator in December. Awaiting response. Rosanna (SRS) to send new form.<br>**Refer to previous July 2023 minutes for further history | ZD/JW | Feb 2024 | IP |
| GI-CEC Trades –<br>23/05/11-01               | C | <b>Housekeeping needed to clear clutter in interior of building</b> <ul style="list-style-type: none"><li>• <b>Recommendation: to discuss at shop talks</b></li><li>• <b>Move whiteboard to windows to cover up clutter while cleaning is underway</b></li><li>• <b>Each team to sort out items</b></li><li>• <b>Reach out to IT to identify equipment for e-Waste</b></li></ul> <b>Jan 2024: Contractor has removed their stuff. EWS can now remove its stuff.</b><br>Dec 2023: To be brought up at all-trades meeting mid-Dec. Trades to start cleanup immediately after<br>Oct 2023: No new update<br>Sep 2023: In progress.<br>Aug 2023: Work in plant area is impeding progress. Pushed to Sept  |       | Feb 2024 | IP |



| 8. ONGOING BUSINESS – Status of Action Items |   |  |       |          |    |
|--|---|--|-------|----------|----|
|  |   | Jul 2023: Cleaning up still in progress. Items need sorting out still<br>Jun 2023: No new update   |       |          |    |
| NB-2023/08/10-03                             | C | <b>BRDF catwalk area with tight right angle to be chamfered to allow room around conveyor motor.</b><br><b>Jan 2024: Complete</b><br>Dec 2023: Modification ready to install<br>Nov 2023: SR has been assigned<br>Oct 2023: No new update<br>Sept 2023: Not yet completed. To be done as part of conveyor modifications.<br>Aug 2023: Contractor to complete as part of their scope  | JR    | Jan 2023 | C  |
| NB-2023/08/10-05                             | C | <b>SDS expiries. Need to validate at least 1 in 3 years that SDS are not expired.</b><br><b>Jan 2024: In progress</b><br>Dec 2023: Volunteers will be sought during all-trades safety meeting mid-December<br>Nov 2023: Reminders sent. Will be discussed at the crew safety meeting to select representative who will take inventory of the SDS.<br>Oct 2023: KS to send reminders for the list<br>Sep 2023: Qualtrics checklist updated. All trades to compile list of chemicals used. SRS looking into process for validation<br>Aug 2023: KS to add checklist item into Qualtrics for June/January item “Has someone confirmed SDS are updated or relevant”. RM to provide further information for next meeting. | KS    | Mar 2024 | IP |
| NB-2023/09/14-02                             |   | <b>Increase lighting in BRDF:</b><br><b>Jan 2024: In progress</b><br>Dec 2023: Installation started<br>Nov 2023: ZD to reach out to JR. No new updates<br>Oct 2023: JR to send ZD an email to assess what is needed.<br>Sep 2023: Under canopy lighting needs to be improved   | ST/SS | Mar 2024 | IP |



| 8. ONGOING BUSINESS – Status of Action Items |   |   |                 |          |    |
|--|---|---|-----------------|----------|----|
| NB-2023/10/12-01                             |   | <p><b>Incident regarding Electrical High Voltage Infrastructure Rules/regulations through EWS infrastructures as per WorkSafe policies.</b></p> <p><b>SHCS operated a couple of breakers under EWS jurisdiction. Still waiting for the report from SHCS. RM to reach out to representatives and follow up on status.</b></p> <p><b>Jan 2024: RN to send out invite to EWS electricians to discuss and finalize additional recommendations</b></p> <p>Dec 2023: EWS met with SHCS to discuss. Outcome is mandatory joint investigations for X-jurisdictional incidents. Also, EWS to provide further recommendations that include better signage and a tamper seal.</p> <p>Nov 2023: Report received from SRS and discussed. EWS will work with SHCS safety team on the CAIRS report to better understand root cause and aim to re-do the investigation.</p> | RN/Util<br>Elec | Feb 2024 | IP |
| NB-23/12/07-01                               | E | <p><b>Confined space trailer contents about to expire in February. Contents include ropes, harnesses (i.e., all soft equipment). RN and TC to take lead</b></p> <p><b>Jan 2024: TC gave Mike Carroll a list of all soft material. Remain in progress until items show up.</b></p>   | RN/TC           | Feb 2024 | IP |

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

| JOHSC RECOMMENDATION LETTERS & WORKSAFE BC REPORTS (CORRESPONDENCE) |          |  |             |                            |        |
|---|----------|--|-------------|----------------------------|--------|
| Original Item #   | Priority | Action Plan<br>(Action/Taken/Need to be taken) | Assigned to | Follow up:<br>Date Pending | Status |
| IR202316973116A   | E        | • Description:                                 |             |                            | C      |



| JOHSC RECOMMENDATION LETTERS & WORKSAFE BC REPORTS (CORRESPONDENCE) |   |  |  |  |          |
|---|---|--|--|--|----------|
|   |   | <ul style="list-style-type: none"><li>○ This Inspection Report documents the receipt and acceptance of the employer's full Incident Investigation Report (EIIR), relating to an incident which occurred on August 8, 2023 when a worker received an electrical shock from an arc discharge while working with a high-voltage machine.</li><li>○ There were zero (0) orders issued to the University.</li></ul>   |  |  |          |
| IR202316973122A   | E | <ul style="list-style-type: none"><li>● <b>Description:</b><ul style="list-style-type: none"><li>○ On November 10, 2023, a worker sustained an injury after falling while going up the stairs, received first aid on the scene, and was then transported to a hospital for medical treatment.</li><li>○ There were zero (0) orders issued to the University.</li></ul></li></ul>   |  |  | <b>C</b> |
| IR202316973137A   | E | <ul style="list-style-type: none"><li>● <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. See IR202316973122A above</li><li>○ There were zero (0) orders issued to the University</li></ul></li></ul> |  |  | <b>N</b> |
|   |   |  |  |  |          |

\* REC – Recommendation Letter

| 9. NEW & OTHER BUSINESS  |          |                                |             |                      |        |
|--|----------|--------------------------------|-------------|----------------------|--------|
| <ul style="list-style-type: none"><li>● General discussion items (list actionable items below)</li></ul> |          |                                |             |                      |        |
| Item #<br>(NB-yy/mm/dd-01)   | Priority | Discussion and/or Action Items | Assigned To | Date to be Completed | Status |



| 9. NEW & OTHER BUSINESS |   |  |    |          |   |
|-------------------------|---|--|----|----------|---|
| NB-24/01/11-01          | E | <b>EWS Hi-Ab damaged and operator did not realize the damage. A missing pulley for the on-board winch, plus some other missing items.<br/>Jan 2024: Service request to be sent to garage to repair. Add inspection item to operators to “check winch and cable operation”.</b> | TC | Mar 2024 | N |
|                         |   |  |    |          |   |

\*NB – New Business

| 10. COMMUNICATIONS                                       |          |   |             |                      |        |
|--|----------|---|-------------|----------------------|--------|
| • General discussion items (list actionable items below) |          |   |             |                      |        |
| Item #<br>(yy/mm/dd-01)                                  | Priority | Discussion and/or Action Items  | Assigned To | Date to be Completed | Status |
| 23/12/07-01  | E        | <b>Silica Exposure Control Plan (ECP) Feedback</b><br>Prior to the publication of the Silica Exposure Control Plan, Safety & Risk Services is seeking input from the UBC community to ensure the content of this document considers the working conditions where silica is found, and provides the information needed to keep you safe at work. To provide your feedback, please complete Qualtrics survey (check meeting invite for link) by January 30th, 2024. The Silica ECP can be found using the link on the first page of the survey. |             |                      | C      |
| 23/12/07-02  |          | <b>Lead Exposure Control Plan and Training Course</b><br>Exciting News! SRS is launching an updated UBC Lead Exposure Control Plan (ECP) and a new Lead Awareness training course. This ECP and the associated training is intended specifically for supervisors, workers, and students who are likely to come into contact with lead or lead containing products. The document will  |             |                      | C      |



| 10. COMMUNICATIONS                          |  |  |  |                                   |                             |  |                          |  |                               |   |                              |                               |                                    |   |                             |   |   |  |  |  |   |
|---|--|--|--|-----------------------------------|-----------------------------|--|--------------------------|--|-------------------------------|---|------------------------------|-------------------------------|------------------------------------|---|-----------------------------|---|---|--|--|--|---|
|   |  | provide information on the hazards associated with lead and provide guidance on exposure control measures.   |  |                                   |                             |  |                          |  |                               |   |                              |                               |                                    |   |                             |   |   |  |  |  |   |
| 23/12/07-03                                 |  | <b>Preparing for Extreme Winter Weather at UBC</b><br>Facilities' Municipal Services and Custodial Service teams provides ice prevention and snow removal services on the Vancouver Campus. Visit the website to see a map that identifies priority roads, sidewalks and pathways that crews will work towards when dealing with an ice or snow event. If you see any areas that need attention, please contact the Facilities Service Centre at 604-822-2173.   |  |                                   | C                           |  |                          |  |                               |   |                              |                               |                                    |   |                             |   |   |  |  |  |   |
| 23/12/07-04                                 |  | <b>Annual Seasonal Shutdown and Holiday Tips</b><br>Before leaving for this holiday season, help save energy and keep valuables safe by taking some simple actions: <table><tr><th>Seasonal Shutdown Tips from Sustainability</th><th>Holiday Tips from Campus Security</th></tr><tr><td>• Switching off electronics</td><td>• Closing and locking office and exterior building doors &amp; windows</td></tr><tr><td>• Turning off the lights</td><td>• Turning off office lights and electronic equipment</td></tr><tr><td>• Unplugging small appliances</td><td>• Locking away portable equipment, tools, laptops and any external data devices</td></tr><tr><td>• Closing windows and blinds</td><td>• Closing blinds and curtains</td></tr><tr><td>• Reporting any air or water leaks</td><td>• Locking valuable personal property out of sight or taking it home</td></tr><tr><td>• Shutting fume hood sashes</td><td>• Ensuring all your data devices are encrypted for security</td></tr><tr><td>• Shutting down non-essential lab equipment</td><td>• Protecting your building and office keys at all times to prevent risk to your workspace.</td></tr></table> | Seasonal Shutdown Tips from Sustainability | Holiday Tips from Campus Security | • Switching off electronics | • Closing and locking office and exterior building doors & windows | • Turning off the lights | • Turning off office lights and electronic equipment | • Unplugging small appliances | • Locking away portable equipment, tools, laptops and any external data devices | • Closing windows and blinds | • Closing blinds and curtains | • Reporting any air or water leaks | • Locking valuable personal property out of sight or taking it home | • Shutting fume hood sashes | • Ensuring all your data devices are encrypted for security | • Shutting down non-essential lab equipment | • Protecting your building and office keys at all times to prevent risk to your workspace. |  |  | C |
| Seasonal Shutdown Tips from Sustainability  | Holiday Tips from Campus Security  |  |  |                                   |                             |  |                          |  |                               |   |                              |                               |                                    |   |                             |   |   |  |  |  |   |
| • Switching off electronics                 | • Closing and locking office and exterior building doors & windows                         |  |  |                                   |                             |  |                          |  |                               |   |                              |                               |                                    |   |                             |   |   |  |  |  |   |
| • Turning off the lights                    | • Turning off office lights and electronic equipment                                       |  |  |                                   |                             |  |                          |  |                               |   |                              |                               |                                    |   |                             |   |   |  |  |  |   |
| • Unplugging small appliances               | • Locking away portable equipment, tools, laptops and any external data devices            |  |  |                                   |                             |  |                          |  |                               |   |                              |                               |                                    |   |                             |   |   |  |  |  |   |
| • Closing windows and blinds                | • Closing blinds and curtains  |  |  |                                   |                             |  |                          |  |                               |   |                              |                               |                                    |   |                             |   |   |  |  |  |   |
| • Reporting any air or water leaks          | • Locking valuable personal property out of sight or taking it home                        |  |  |                                   |                             |  |                          |  |                               |   |                              |                               |                                    |   |                             |   |   |  |  |  |   |
| • Shutting fume hood sashes                 | • Ensuring all your data devices are encrypted for security                                |  |  |                                   |                             |  |                          |  |                               |   |                              |                               |                                    |   |                             |   |   |  |  |  |   |
| • Shutting down non-essential lab equipment | • Protecting your building and office keys at all times to prevent risk to your workspace. |  |  |                                   |                             |  |                          |  |                               |   |                              |                               |                                    |   |                             |   |   |  |  |  |   |
| 23/11/09-01                                 | E  | <b>Reminder: Annual Respiratory Fit Testing</b><br>Booking your appointment now for available times in November and December. Staff are to sign up themselves and complete the educational component online through <a href="#">WPL</a> .  |  |                                   | IP                          |  |                          |  |                               |   |                              |                               |                                    |   |                             |   |   |  |  |  |   |



| 10. COMMUNICATIONS |  |  |  |  |          |
|--------------------|--|--|--|--|----------|
|                    |  | Just a reminder, for an employee to use a tight-fitting respirator (e.g., full-facepiece, half-facepiece (ex. reusable elastomeric styles, N95, etc.)), they must complete a fit test prior to their first use and annually after.   |  |  |          |
| 24/01/11-01        |  | <b>9-8-8 Suicide Crisis Helpline</b><br>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.  |  |  | <b>N</b> |
| 24/01/11-02        |  | <b>Bell Let's Talk – Mental Health</b><br>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.<br><br>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. |  |  | <b>N</b> |
|                    |  |  |  |  |          |



## 11. ITEMS TO BE TABLED

While the university is operating under emergency circumstances the committee agrees that the following items are to be referred forward until the committee and department has the capacity to continue with these health & safety items.

Items that remain in ongoing & new business have taken precedent during the department's response to COVID-19 and the scaled back work arrangements. The committee agrees that the items below will be reassessed based on the departments' safety needs at a more suitable time.

**Motion to table items:** Moved by: Seconded by:

| Original Item #  | Priority | Action Plan<br>(Actions Taken/Need to be taken)   | Assigned To | Follow up:<br>Date Pending | Status |
|------------------|----------|---|-------------|----------------------------|--------|
| NB-2023/06/09-02 | E        | <b>Abandoned steam tunnels</b><br><b>Degrading condition. Contains IT infrastructure</b><br><b>Trades LST inform JOHSC of the degradation of the tunnels bring up to management safety group to address.</b><br><b>Dec 2023: This item is beyond the scope and capabilities of the JOHSC as it is a university asset. No immediate concerns. Will monitor for degradation as part of routine inspections.</b><br>Nov 2023: No new updates<br>Oct 2023: Item needs to be under IT and not EWS. Will discuss with Siu.<br>Sep 2023: RH to talk to Siu Tse to get this pushed out of EWS responsibility. This is a university wide issue.<br>Aug 2023: IT is continuing assessment. Adding RH to follow up with employer as this item is well beyond abilities of EWS JOHSC.<br>Jul 2023: IT is looking at the infrastructure. Assessment to follow. Work in progress. | RN/RH       |                            | IP     |

## 12. TAKE 5

Mindfulness relaxation session via YouTube video

## 13. NEXT MEETING

|       |  |
|-------|--|
| Date: | <b>Feb 8, 2024</b> (2nd Thursday of the month) |
| Time: | 12:30 pm                                       |





### 13. NEXT MEETING

Location: CEC Meeting Room

### 14. MEETING ADJOURNED

Time: 2:06 pm

### LEGEND

| PRIORITY: |  | STATUS: |                  |
|-----------|--|---------|------------------|
| A         | Critical/Life threatening/high probability | N       | New              |
| B         | Urgent/moderate probability of recurrence  | R       | Repeat           |
| C         | Important/low probability of recurrence    | 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 and Risk Services [ubcsafety.committee@ubc.ca](mailto:ubcsafety.committee@ubc.ca)
- Posted on any Safety Bulletin Boards (if applicable)