



Joint Occupational Health & Safety Committee Agenda

Name of Committee: Athletics & Recreation

Worker Co-Chair: Gary Bartley NEW
Employer Co-Chair: Andy Miller (Untill Aug 2024)

Date: February 8th 2024

Time: 9:30 am – 11:00am
Location: Zoom – Meeting

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 Centralized 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

GOALS FOR 2020/2021

1. Vote in Co-Chairs
2. Confirm Committee membership with renewal of ToR and keep up to date on the UBC Safety Committee Website
3. Improve clarity of meeting minutes and documentation of JOHSC activities



1. ROLL CALL					
Worker Representatives	Association/Union	Work Location	Present	Regrets	Absent
Chris Smythe	AAPS	SRC / ARC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gary Bartley	CUPE 116	Fields	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rastislav Kolesar	CUPE 116	Aquatics	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Claire Mackenzie	AAPS	WMG	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kurt Du Bois	AAPS	WMG	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keira Gray	AAPS	Boathouse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leonardo Leao	AAPS	Arena/Concession	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Varsity Events/ Game Day	AAPS	Varsity Events	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Varsity Coach		Varsity Operations/Admin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arena Operations		Thunderbird Arena	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aquatics Head Life Guard	CUPE 116	Aquatic Center	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employer Representatives	Work Location	Present	Regrets	Absent
Andy Miller	Aquatics	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thunderbird Park	Thunderbird Park	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michael Carroll	Camps	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Robin D'Abreo	Varsity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Robyn Wilmer	Intramurals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Resources/Guests	Work Location	Present	Regrets	Absent
Kavie Toor	Athletics & Recreation – Managing Director	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jason McManus	Athletics and Recreation – Safety & Risk Mitigation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
James Tait	Athletics & Recreation – Facilities Maintenance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dustin Szeto	Safety and Risk Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kimberly Haughian	A&R Human Resources	<input type="checkbox"/>	<input checked="" 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)

January minutes

Moved by: Gary

Seconded by: Robin

Are the minutes approved?

Yes
☒

No
☐

4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

- Terms of reference for review
- Make this meeting in person in the near future or couple months when the weather gets better

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



4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA

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 *(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 # and Incident Date)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
Incident ID: 133638 (133641) Incident Date: 2024- 01-03 Submission Date: 2024-01-03 Person Type: Staff ATHL - Athletics and Recreation Location: REC - Student Recreation Centre Student Recreation Centre, Gym 2, during Volleyball drop-in. Drop-in shift conducting rounds of		Description: Was in the corner of gym 3, counting the capacity of the basketball players, and doing a routine check. Was standing in line with curtain divider between gym 2 & 3, looking into gym 3. While looking into the gym, was struck in the side of the face by a volleyball, which was the current activity in gym 2. Users were practicing spikes, and through a failed hit, sent the ball straight into the staff member (did not make contact with the floor). Staff did not see the ball coming, patrons did not signal any issue of the ball being hit, so staff was caught off guard with the ball. When the ball impacted the side of face, it made contact with the staff's glasses, pressing them into the side of her nose. No cuts or damage occurred, but staff was stunned from the impact, and has minor pain in side of nose (nose bridge where glasses pad was pressed in), and feeling of warmth across eyebrow where the ball struck. No major pain, and staff is feeling ok, with just lingering soreness from the impact. Staff was immediately brought downstairs, she then washed			C



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
the space, to check for wristbands, capacity check, and ensuring safety of the patrons/equipment. Worker Representative Listed: Yes Worker Representative Job		<p>her face, was sat down in the office, and is feeling OK 30 minutes after the incident. She is currently not wanting ice, but will be monitoring for swelling. Staff still feeling fine to work, but will be assigned to the front desk instead, so that she can remain seated.</p> <p>Root Cause: Staff was doing a quick count of the gym, and was standing between the gyms, which left her exposed just enough to be in line with a potential impact from a volleyball. An overall freak accident, but staff will be reminded to step fully into the gymnasiums, so that they do not have a blind spot where there is a potential to be struck by a loose ball. Staff was aware of them spiking, and was watching them, but the small moment she turned to check the other gym, is when the ball was hit in her direction.</p> <p>Corrective Action Identified: Drop-in Staff will be reminded on proper position n the gymnasium, to remove the possibility of blind spots and direct line of paths from sporting equipment. Upcoming SRC Staff meeting will also have a training portion set for the drop-in shift, to go over safely conducting rounds and capacity checks.</p> <p>Estimated Completion Date: 2024-01-21</p> <p>Notes:</p> <ul style="list-style-type: none">- No actions needed- Training on where you should be standing and not turn your back so you don't get hit-			
Incident ID: 133731 Incident Date: 2024-01-19 Submission Date: 2024-01-25		<p>Description:</p> <p>Worker was walking around the to the hose side of the snow pit, worker missed a step and fell towards / in to the snow pit grate, worker caught their hand in the grate and whacked knee and shin on the grate.</p>			C



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
Person Type: Staff ATHL - Athletics and Recreation Location: TWS - Doug Mitchell Thunderbird Sports Centre Zamboni bay Worker Representative Listed: Yes Worker Representative Job Title: Cheif engineer		Root Cause: During the routing refilling of the ice resurface the work was distracted by event staff preparing for the upcoming winter classic hockey games Corrective Action Identified: Going forward access to the Zamboni room will be restricted. Event staff will be limited to escorted access be provided by ice makers Estimated Completion Date: 2024-02-29 Notes: <ul style="list-style-type: none">- Nothing was out of line- One of those moments a near miss- Moving around the machine, its wet and have to move slowly, not a rushed job- Hazzard in that space- Just need to move slower not to slip on the wet grate-			
Incident ID: 133709 Incident Date: 2024-01-22 Submission Date: 2024-01-22 Person Type: Staff ATHL - Athletics and Recreation Location: TCS - UBC Tennis Centre Outside UBC Tennis Centre		Description: Staff member was attempting to cover super totes containing Synthetic infill with a tarp. In the process of moving the tarp, staff member was standing on a tote to aid in the placement. Staff member was wearing gloves and their hands slipped while pulling causing them to fall from a approx height of 3 to 4 ft onto a gravel pad. Root Cause: The result of the investigation was that the root cause of the incident was that this was work that required actions unfamiliar to the staff and time was not taken to review the tasks and environment for hazards to them discuss how the work could and should be done			C



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:					
Bubble inside fenced enclosure. Worker Representative Listed: Yes Worker Representative Job Title: Head Grounds person		and to put in place suitable SOP and mitigating actions to limited any risk Corrective Action 1 Corrective Action Identified: Review incident with employee in a non disciplinary manor to highlight how best to deal with situation they find them selves in when task with unfamiliar tasks Estimated Completion Date: 2024-02-29 Corrective Action 2 Corrective Action Identified: Review task safety review with all staff in an education manor to highlight steps to take and how best to deal with situations they find them selves in when task with unfamiliar tasks including white level hazard id discussion with team mates as to best way to proceed asking for support Estimated Completion Date: 2024-02-29 Notes: <ul style="list-style-type: none">- Work with the individual and the whole crew when doing a task, reassess the environment they are in- Decide if the activity is safe or not then seek assistance- Make sure those Hazzard's have been addressed properly- Train our workers for themselves			

6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)
<i>Distribute inspection checklist(s) and report(s) for meeting and use this table to record discussion and new recommendation(s)</i> <i>JOHSC has reviewed the below facility inspections for the month and has found the below items.</i>
<input type="checkbox"/> No actionable items noted



6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
Item # (Use Inspection #)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
	E	<input checked="" type="checkbox"/> War Memorial Gym <ul style="list-style-type: none"> Nothing to report 	Kurt		
	E	<input checked="" type="checkbox"/> UBC Aquatic Centre <ul style="list-style-type: none"> Nothing to report 	Andy		
	E	<input checked="" type="checkbox"/> Student Recreation Centre, Bird Coop, ARC <ul style="list-style-type: none"> Fixing the leak about gym 2 Arc: No issues 	Chris		
	E	<input checked="" type="checkbox"/> Arena <ul style="list-style-type: none"> Nothing to report 	James		
	E	<input checked="" type="checkbox"/> Park <ul style="list-style-type: none"> Plumbing problem at baseball Working through it Nothing else to report 	Gary		

* 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
		Upcoming training: -			

* ED – Education and Training



8. ONGOING BUSINESS – Status of Action Items					
Original Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
NB – 23/12/14 - 08		Need to nominate and elect a “employee co-chair”. <ul style="list-style-type: none">- Gary will step up- Get new people to come in- Get someone to step up			IP
NB – 23/12/14 - 09		New membership discussion <ul style="list-style-type: none">• If possible, for current members to designate their primary proxy.• Proxies ideally would be members of their local LSTs; or• A staff member with similar understandings/knowledge of their operations Notes: <ul style="list-style-type: none">- Start to get people involved- Maybe coaches- Thinking about the commitment is and have the leads make some framing together and for coaches, more of a 2 person role – conflicts come up- Suspect 2 coaches to each LST and switch on and off depending on season schedules- During season is where they can contribute the most but also hard with conflicts- Need to think more on this- Will Action this to the LST Leads – the scope of the role and seen as a resource instead of regular member- Try to make this more streamline and less effort from us- UBC will benefit from it			IP



8. ONGOING BUSINESS – Status of Action Items

		<p>Notes:</p> <ul style="list-style-type: none">- Get coaches involved- Hard when they are in season than out of season- Robin: Start appointing a few coaches- He doesn't have a solution for the flexibility to change schedules- Whether we can have a primary or 2 alternates to join- With schedule changes, their flexibility goes away- How to navigate that- Missing park coach representative – Jenny found it hard to find someone- Aquatic center – wondering if the relationship with facility and coaches are more intensive than other facilities?- If perspective at the table, need someone to be present? – Will take this offline- James will take this conversation- Leave this for the next meeting- Robin will pursue it offline <p>Notes:</p> <ul style="list-style-type: none">- Robin: 2 updates- Daniel Kaiser – Has been confirmed – Contract will be extended – will be joining the JOSCH meetings- coaches and scheduling → proposing needs of the committee have a consistence communication from the coaches into JOSCH and JOSCH into coaches- If committee needs help or input from coaches perspective, Robin can fill in for that- Robin knows the coaching environment and short notice, he will fill in and provide input from the coaches			
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8. ONGOING BUSINESS – Status of Action Items

		<ul style="list-style-type: none">- <u>Make a JOSCH standing item</u> from every single coaches meeting when we have our Varsity All Staff meeting with the coaches part at the end- Propose to talk to them about any updates and get intake and bring it to the next JOSCH meeting- If its very important or specific input, will ask them to come into the JOSCH meeting as a guest and go from there- Hoping this will fill the needs going forward <p>Jason and robin talked:</p> <ul style="list-style-type: none">- the things not to do: a template to move other things forward- Coaching staff is unique group within out organization and cant apply to other groups- This fits well with the coaches but not for everyone else <p>Dustin:</p> <ul style="list-style-type: none">- Important if we can meet quorum- Do coaches know who they can bring up safety issues to- Important for them to have a go to person if they have any safety concerns so that person can bring up to the JOSCH- From work safe perspective: want to get all the groups into the committee so they can bring up those safety issues directly but if they cant, then recognize who the committee member is- Reporting incidences or near misses is the same process with coaches and events--			
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8. ONGOING BUSINESS – Status of Action Items

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

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

Item #	Priority	Discussion and/or Action Items	Assigned To	Date of Issue	Date to be Completed	Status
IR # 202416973009A		<p>1) JANUARY 23, 2024 – IR # 202416973009A</p> <p>Description:</p> <ul style="list-style-type: none">On January 22, 2024, a worker sustained an injury after falling four feet above grade while pulling material from under a tarp. The worker received first aid on scene, and was then transported to a hospital for medical treatment.There were zero (0) orders issued to the University. <p>JOHSC/LST General Learnings/Discussion Points:</p> <ul style="list-style-type: none">As a reminder, any workplace incident that has caused a serious or life-threatening injury, plus all other immediately reportable incidents, must be reported to Campus Security at 604-822-2222 (after calling 911 emergency services) as part of the incident response.More information regarding what to do in the event of a serious incidents, possible serious incident, or other				C



9. JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)						
		<p>immediately reportable incidents can be found on the SRS Website.</p> <ul style="list-style-type: none">• Encourage everyone to report incidents and near misses into CAIRS within 48 hours of the occurrence so that a preliminary investigation can be completed within 48 hours as required by section 71 of the Workers Compensation Act• Reminder that incident investigations require a site visit that must be completed within 30 days, and include a detailed description of incident, unsafe conditions, contributors, causes, corrective actions, and the name of the participating worker representative. <p>Notes:</p> <ul style="list-style-type: none">- Report incident into CAIRS within 48 hours- Within 30 days to follow up with description and corrective actions and name of representative				

* REC – Recommendation Letter

10. NEW & OTHER BUSINESS					
<ul style="list-style-type: none">• General discussion items (list actionable items below)					
Item # (NB-yy/mm/dd-01)	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Date to be Completed	Status



10. NEW & OTHER BUSINESS					
(NB-23/12/14-01)		LST: How the schedule, how they are done, forms?, challenges you are facing ARC – Robyn <ul style="list-style-type: none">- Schedule it out by members every meeting- Scheduled next year already- Vehicles, buildings- Have check lists- Forms get submitted to Darren- Talk through in the LST meetings- Inform to Darren- ARC all together- SRC the gym in second level is separate from the fitness level and bird coop			IP
		Leonardo <ul style="list-style-type: none">- Not involved in LST Keira <ul style="list-style-type: none">- Not involved in LST Robin <ul style="list-style-type: none">- War Gym- Sport equipment is ongoing and coaches evaluate that- If anything they flag it- No formal check point- Happens on a weekly basis- Teams train annually – Don't have inspection but should have one before the season starts Andy <ul style="list-style-type: none">- Aquatic centre- Not every area every month- Rotates every month in each space			



10. NEW & OTHER BUSINESS					
		<ul style="list-style-type: none">- Its scheduled <p>Notes:</p> <ul style="list-style-type: none">- No update from LST at the SRC- No changes at the rest of them			
(NB-24/01/11-02)		<p>Reporting requirements</p> <ul style="list-style-type: none">- Requirement under operational health and safety if a fire death etc. occur, needs to be reported immediately that is faster than going into CAIRS- Letting your director know right away- The dryer fire were several weeks late- The formal reporting wasn't completed right away but they did call- Didn't report it to the university but did report it right away			C
(NB-24/01/11-03)		<p>Next month - New terms of reference</p> <ul style="list-style-type: none">- Need new members and chair changed- Nothing to day to day reference- Should be most current update- Annual thing review and update the terms of reference and one wasn't done recently so need to have that- Adding LST and membership and contact list- Everyone has access on share point – report changes to Gary or Andy for next meeting <p>Notes:</p> <ul style="list-style-type: none">- Will send out a link and have everyone put in their suggestions- Dustin: Not many changes, just making sure we change the date and the next year but should review memberships and appendix is out of date			C



10. NEW & OTHER BUSINESS					
		<ul style="list-style-type: none">- Value to have everyone to read through and know what the committee is doing and if gaps or differences, should discuss them and come to an understanding- Good document for guidance			
(NB-24/01/11-4)		<p>Cold weather outside</p> <ul style="list-style-type: none">- Facility staff, athletes, anyone- -10/-20 and the wind will be bad- Cold snap can also affect buildings- Robin mentioned information is coming out to the athletes- Anyone that has staff outside needs to be aware of the cold weather- Keep in touch with staff- Make alternative work to stay inside- Dressed appropriately <p>Shoveling snow</p> <ul style="list-style-type: none">- Not a lot of snow coming- No surface moisture coming- Avoid ice meltdown- Could end up snow to melt then freeze if have no moisture underneath- Depending on how much snow we get tomorrow- Most of this will all happen on the weekend- All venues are looking after their entry ways			C
(NB -24/02/08-5)		<p>Building Emergency Response Plan (BERP)</p> <p>The 2024 BERP template has been updated and accompanied by a list of changes. Please remember to annually review the BERP for your building and distribute a final copy to all the building occupants. One of the most notable changes in the BERP this year is the requirement to</p>			C



10. NEW & OTHER BUSINESS					
		<p>email a copy of the completed BERP to safety.risk@ubc.ca with any completed individualized evacuation plans removed.</p> <p>Remember to schedule an annual fire drill once within a calendar year! Instructions on how to schedule a drill is included in the BERP along with guidance on what to do for disability and accessibility considerations.</p>			
(NB -24/02/08-6)		<p>Duty to Cooperate & Duty to Maintain Employment</p> <p>Effective January 1, 2024, amendments to the Workers' Compensation Act introduce the Duty to Cooperate and the Duty to Maintain Employment, aiming for a more collaborative return-to-work process for employees recovering from workplace injuries or illnesses. Please refer to the attached document in this email, which provides further insights and guidelines. For assistance and further details regarding the Stay at Work/Return to Work Program, please contact Grace Wang, Manager, RTW & Accommodations.</p>			C
(NB -24/02/08-7)		<p>Pink Shirt Day</p> <p>On February 28, wear pink to show your support for an end to bullying and harassment in our communities. At UBC, we strive to provide a safe, respectful and productive environment for our faculty, staff and students. The UBC Respectful Environment Statement outlines our principles about creating a respectful environment for all. Visit https://www.pinkshirtday.ca/ for more information.</p>			C



10. NEW & OTHER BUSINESS

(NB -24/02/08-8)		<div>JOHSC Training</div> <div>New dates have been released for JOHSC and LST training. You can register for JOHSC training here, and LST training here.</div> <table><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>March 12th 1:00pm – 3:00pm</td><td>March 15th 10:00am – 12:00pm</td><td>February 12th 10:00am – 11:30am</td><td>February 15th 1:00pm – 2:30pm</td></tr><tr><td>May 14th 11:00am – 1:00pm</td><td>May 16th 1:00pm – 3:00pm</td><td>April 15th 10:00am – 11:30am</td><td>April 17th 1:00pm – 2:30pm</td></tr></tbody></table>	JOHSC Training		LST Training		Part 2a	Part 2b	Part 2a	Part 2b	March 12 th 1:00pm – 3:00pm	March 15 th 10:00am – 12:00pm	February 12 th 10:00am – 11:30am	February 15 th 1:00pm – 2:30pm	May 14 th 11:00am – 1:00pm	May 16 th 1:00pm – 3:00pm	April 15 th 10:00am – 11:30am	April 17 th 1:00pm – 2:30pm			IP
JOHSC Training		LST Training																			
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(NB -24/02/08-9)		<div>In person meeting or stay on zoom</div> <div><div>- In the summer?</div><div>- Earlier meeting time over zoom is nice – Chris Smyth</div><div>- Hybrid? Peoples schedules and how spread out we are</div></div>			N																



10. NEW & OTHER BUSINESS

		<ul style="list-style-type: none">- Good to meet in person but to keep quorum up, have to be hybrid- Department is spread across campus- Saves travel time- Something to continue to talk about-			
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11. NEXT MEETING

Date:	March 14 th 2024
Time:	9:30-11:00 am
Location:	Zoom

12. MEETING ADJOURNED

Time:	10:25
Moved:	Robin and Leonardo

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

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

- Responsible VP
- Responsible Managing Director/Dean
- All JOHSC members
- Internal Communications Person
- Risk Management Services ubcsafety.committee@ubc.ca



- Posted on any Safety Bulletin Boards (if applicable)