



Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee:	Energy & Water Services Joint Occupational Health & Safety Committee	Worker Co-Chair:	Kevin Shillitto
		Employer Co-Chair:	Julie West (Chair)
Date:	February 8, 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 th Floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Frank Kwok (Alt.)	AAPS	CIRS 4 th Floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mark Scott (Alt.)	AAPS	CIRS 4 th 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tyler Cudmore (Alt. Co-Chair)	CUPE 116	CEC - Trades	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Employer Representatives	Work Location	Present	Regrets	Absent
Jason Rako (Alt.)	CEC & BRDF	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Clay Mullen	CEC & BRDF (Alt)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Richard Hugli (Alt.)	CEC – Trades	<input type="checkbox"/>	<input checked="" 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 (Alt. Co-Chair)	CIRS – EPI	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Julie West (Co-Chair)	CIRS – EPI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources/Guests	Work Location	Present	Regrets	Absent
Caroline MacLeod	Minute Taker	<input checked="" type="checkbox"/>	<input 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: Kevin Shillitto

• 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 # (Use CAIRS Incident ID #)	Priority	Date	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
132595 (132611)	E	2023-12-14	Motor Vehicle Accident: Incident Only 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." Root Cause: Spatial awareness while parallel parking on left side. Lighting may be a contributing factor. Corrective Action RN and JR to look into relocating parking spots at TEF. The CEC area to be used for on/off loading only. Smart car OK. Final Action: Confirmed with parking that the vehicle can be parked at South side TEF 3 parking lot by EWS trade vehicles.	JR/RN		C
133763	E	2024-02-08	Struck Against: Incident Only Worker hit the guard rail while moving crowbar up and down a fuel line hatch and hit their right hand on guard rail. Due to the force, worker felt pain from impact even while wearing insulated leather gloves. Root Cause: Small access hatch at the wood jam site required inserting and moving the crowbar in at awkward angles. Corrective Action: <ul style="list-style-type: none">Enlarge access hatch. Supplied by Nexterra. Installed in-houseCompletion expected by end of February	JR	March 2024	N
133720	E	2024-02-08	Overexertion: Incident Only A worker grabbed tools, including a handwheel and stand, from a truck on University Blvd. The handwheel weighed	RN	March 2024	N



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:						
			<p>about 5lbs, and the stand, with a multiplier, weighed around 40lbs. The worker carried both pieces to the work site, completed a valve exercise task, and returned the tools to the truck. Later, about 4 hours after the task, the worker experienced shoulder pain, which has worsened over the following 24 hours.</p> <p>Root cause: Originally a single piece, the tool eventually separated into two pieces due to a flawed design resulting from repeated use. Despite this, the tool remains functional.</p> <p>Corrective actions:</p> <ul style="list-style-type: none">• Purchase new multiplier• The updated protocol for transporting the two-piece multiplier entails carrying each component separately to the work site.			
133711	E	2024-02-08	<p>Back Strain: Time Loss</p> <p>Worker experienced lower back pain while lifting an 80kg electrical test equipment during preparations for an electrical shutdown at the Scarfe Building. Despite the pain, the worker proceeded to the jobsite to initiate the shutdown. After starting the shutdown, they returned to the Campus Energy Centre, received first aid, and informed their supervisor. With the supervisor's approval, the worker went home at 10:15 am.</p> <p>Root Cause The equipment, weighing around 80 kilograms, required two people to lift. It had to be lifted from the ground into a work truck, necessitating coordination between the workers. Concerns were raised about one worker possibly lifting before the other, potentially causing extra strain, particularly as it was early in the morning and the worker might not have been fully limber.</p> <p>Corrective Actions:</p>	RN	May 2024	N



5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

			<ul style="list-style-type: none">EWS is coordinating morning stretches and movement routines in collaboration with SRS and Allan McGavin, scheduled to start in the spring of 2024.EWS Trades have a ramp at S. Campus Workyard which could've been used. Will look at purchasing another ramp or other affiliated lifting tool to leave at CEC moving forward.			
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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)

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 # (GI- location- date-#)	Priority	Discussion/Comments/Recommendations	Assigned To	Follow up: Date Pending	Status
GI-UNY-23/08/08	C	Leaky roof. Feb 2024: In progress Jan 2024: On schedule for April Nov 2023: On schedule for April Oct 2023: No new updates. Still in progress. Sept 2023: Temporary fix until new roof to be installed in January. 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



6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)					
GI-SCWY- 24/02/08	C	Potholes in roadway Recommendation to remove material first instead of simply patching the existing pothole.	RN	Mar 2024	N

* GI- General Inspection



7. REVIEW EDUCATION AND TRAINING

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

Item # (ED-yy/mm/dd-01)	Priority	Discussion/Comments/Recommendations	Assigned To	Follow up: 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 here , JOHSC Training TBD- Keep this space open for training updates Jan 2024: Dec 2023: New training schedule is out. See below. Oct 2023: Will Swenson confirmed interest in becoming a member. Sep 2023: New dates TBD. Awaiting response re: Will Swenson becoming a member. Aug 2023: JR to confirm if new millwright (Will Swenson) wishes to join	JR	Feb 2024	IP								
ED-23/12/07	E	Upcoming JOSHC training <table><tr><th colspan="2">JOHSC Training</th></tr><tr><th>Part 2a</th><th>Part 2b</th></tr><tr><td>March 12th 1:00pm – 3:00pm</td><td>March 15th 10:00am – 12:00pm</td></tr><tr><td>May 14th 11:00am – 1:00pm</td><td>May 16th 1:00pm – 3:00pm</td></tr></table>	JOHSC Training		Part 2a	Part 2b	March 12 th 1:00pm – 3:00pm	March 15 th 10:00am – 12:00pm	May 14 th 11:00am – 1:00pm	May 16 th 1:00pm – 3:00pm			N
JOHSC Training													
Part 2a	Part 2b												
March 12 th 1:00pm – 3:00pm	March 15 th 10:00am – 12:00pm												
May 14 th 11:00am – 1:00pm	May 16 th 1:00pm – 3:00pm												
ED-24/01/11	E	Additional 8 hours of Occupational Health and Safety (OHS) Training All JOHSC members are entitled to an additional 8 hours of OHS training. Below are a few upcoming local and virtual conferences or											



7. REVIEW EDUCATION AND TRAINING


		<p>seminars. Registration and costs associated will be the responsibility of your department.</p> <p>Western Conference on Safety (in-person) on April 18-19: Hyatt Regency Vancouver. Early bird registration ends on March 15, 2024.</p> <p>Employers' Advisers Seminars (in-person or virtual): The Employers' Advisers Office In-Person and Virtual Training Schedule for January-March 2024 has now been posted for registration.</p> <p>Women in Safety Summit (in-person) on March 21: Calgary Telus Convention Centre. Pre-launch registration ends on January 5, 2024.</p>			
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* 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-22/07/14-02	C	<p>BRDF Fuel Delivery Traffic Control</p> <p>Feb 2024: Waiting for consultant to provide further details and notes.</p> <p>No new updates</p> <p>Jan 2024: Consultant to come to site January 17th to witness test delivery. Notes to be forthcoming.</p> <p>Dec 2023: R. Huffman to bring consultant in to witness a test delivery (early 2024)</p> <p>Nov 2023: Ryan Huffman contacted consultant</p> <p>Sep 2023: JR contacted Project Services for update. Was informed that PSG thought the project was low priority. Project now put into queue.</p> <p>Aug 2023: Project submitted to New Job Strategy. Waiting for a PM to be assigned.</p> <p>Jul 2023: PSG looking into it. In Progress</p> <p>**Refer to previous July 2023 minutes for further history</p>	JR	Mar 2024	IP



8. ONGOING BUSINESS – Status of Action Items					
NB-23/04/13-02	C	<p>Security/First Aid Responders no access to mechanical/electrical rooms</p> <p>Feb 2024: Nick from Security are ordering keys</p> <p>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 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</p> <p>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 Security Access to me</p> <p>See previous meeting minutes for item history.</p>	ZD/KS	Mar 2024	C



8. ONGOING BUSINESS – Status of Action Items					
GI-CEC-23/06/08-01	C	Blind corner in locker hallway with limited space from plant to locker. Remind staff to open doors gently. Feb 2024: Door is on order. Jan 2024: Door specialist to come to site by end of January. Dec 2023: Construction office to bring in door specialist to measure door. Nov 2023: Door has been ordered. Sep 2023: No updates. Facility Manager looking at door options Aug 2023: SR has been entered to add viewing window. 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.	RN	Mar 2024	IP
GI-CIRS-22/01/13	C	BERP – CIRS Feb 2024: JW to follow up and use the 2024 template Jan 2024: ZD not getting positive feedback from bldg. mgr. ZD will go to next level of management for resolution. Dec 2023: BERP not yet posted. JW to follow up with building mgr Oct 2023: BERP updated to be posted. ZD to follow up Sep 2023: No update. ZD to follow up again Aug 2023: ZD to follow up with building manager. No update Jul 2023: in progress Jun 2023: No new update May 2023: Ongoing Mar 2023: Ongoing. Zach to follow-up with building admin. Feb 2023: No new updates. Administrator updating with the new format . Jan 2023: Email was sent to building administrator in December. Awaiting response. Rosanna (SRS) to send new form. **Refer to previous July 2023 minutes for further history	ZD/JW	Mar 2024	IP



8. ONGOING BUSINESS – Status of Action Items					
GI-CEC Trades – 23/05/11-01	C	<p>Housekeeping needed to clear clutter in interior of building</p> <ul style="list-style-type: none">• Recommendation: to discuss at shop talks• Move whiteboard to windows to cover up clutter while cleaning is underway• Each team to sort out items• Reach out to IT to identify equipment for e-Waste <p>Feb 2024: Spring cleaning is planned after the shutdown in May Jan 2024: Contractor has removed their stuff. EWS can now remove its stuff. Dec 2023: To be brought up at all-trades meeting mid-Dec. Trades to start cleanup immediately after Oct 2023: No new update Sep 2023: In progress. Aug 2023: Work in plant area is impeding progress. Pushed to Sept Jul 2023: Cleaning up still in progress. Items need sorting out still Jun 2023: No new update</p>		Jul 2024	IP
NB-2023/08/10-05	C	<p>SDS expiries. Need to validate at least 1 in 3 years that SDS are not expired. Feb 2024: RN has sent an email requesting volunteers for appropriate delegation Jan 2024: In progress Dec 2023: Volunteers will be sought during all-trades safety meeting mid-December Nov 2023: Reminders sent. Will be discussed at the crew safety meeting to select representative who will take inventory of the SDS. Oct 2023: KS to send reminders for the list Sep 2023: Qualtrics checklist updated. All trades to compile list of chemicals used. SRS looking into process for validation 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.</p>	KS	Mar 2024	IP



8. ONGOING BUSINESS – Status of Action Items					
NB-2023/09/14-02		Increase lighting in BRDF: Jan 2024: In progress Dec 2023: Installation started Nov 2023: ZD to reach out to JR. No new updates Oct 2023: JR to send ZD an email to assess what is needed. Sep 2023: Under canopy lighting needs to be improved	ST/SS	Mar 2024	IP
NB-2023/10/12-01		Incident regarding Electrical High Voltage Infrastructure Rules/regulations through EWS infrastructures as per WorkSafe policies. 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. Feb 2024: Creating a bigger sign to replace current signage Jan 2024: RN to send out invite to EWS electricians to discuss and finalize additional recommendations 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. 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.	RN/Util Elec	Mar 2024	IP
NB-23/12/07-01	E	Confined space trailer contents about to expire in February. Contents include ropes, harnesses (i.e., all soft equipment). RN and TC to take lead Feb 2024: in progress. Jan 2024: TC gave Mike Carroll a list of all soft material. Remain in progress until items show up.	RN/TC	Mar 2024	IP



8. ONGOING BUSINESS – Status of Action Items					
NB-24/01/11-01	E	EWS Hi-Ab damaged and operator did not realize the damage. A missing pulley for the on-board winch, plus some other missing items. Feb 2024: Rn to follow up. Jan 2024: Service request to be sent to garage to repair. Add inspection item to operators to “check winch and cable operation.”	TC/RN	Mar 2024	IP

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

JOHSC RECOMMENDATION LETTERS & WORKSAFE BC REPORTS (CORRESPONDENCE)					
Original Item #	Priority	Action Plan (Action/Taken/Need to be taken)	Assigned to	Follow up: Date Pending	Status
IR202416973009A	E	Description: <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. JOHSC/LST General Learnings/Discussion Points: <ul style="list-style-type: none">As a reminder, report all workplace incidents causing serious or life-threatening injuries, along with other immediately reportable incidents, to Campus Security at 604-822-2222 after calling 911.More information regarding what to do in the event of a serious incidents, possible serious incident, or other immediately reportable incidents can be found on the SRS Website.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			N




JOHSC RECOMMENDATION LETTERS & WORKSAFE BC REPORTS (CORRESPONDENCE)

		<ul style="list-style-type: none">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.			
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* REC – Recommendation Letter

9. 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
NB-24/02/08-01	D	Feedback Requested on I-B-28 by the end of March 2024  I-B-28 Hazard Identification & Assessment Form Main edits to the program <ul style="list-style-type: none">Updated the templateExpanded the references & definitions, and added legal requirementsEdited the roles and responsibilitiesLevel 1 Job Safety Review<ul style="list-style-type: none">Added “as required” in addition to the annual review under next review dateChanged from JOHSC Member to JOHSC Worker Rep in the last tableLevel 2 Hazard ID & Assessment Form:<ul style="list-style-type: none">Revised Tables 2 and 3 to include additional information and hazards	All	Apr 2024	N



9. NEW & OTHER BUSINESS					
		<ul style="list-style-type: none">○ Added links to the documents/forms that were previously attached/referenced under Level 3● Level 3 Assessment Level:<ul style="list-style-type: none">○ Removed the “level 3” form/document grouping as they’ve been incorporated into the Level 2 Hazard ID &Assessment.			
NB-24/02/08-2	D	Building Emergency Response Plant (BERP) The 2024 BERP template has been revised, along with a list of updates. Conduct an annual review of the BERP for your building and share the final version with all occupants. Notably, this year's BERP includes a new directive to send a completed copy, excluding individualized evacuation plans, to safety.risk@ubc.ca via email.			
NB-24/02/08-3	E	Duty to Cooperate & Duty to Maintain Employment Starting January 1, 2024, Workers' Compensation Act amendments introduce the Duty to Cooperate and Maintain Employment. Refer to the attached document for details. For assistance with the Stay at Work/Return to Work Program, contact Grace Wang , Manager, RTW & Accommodations.  WorksafeBC Changes (Duty to Cc	All	Mar 2024	N

*NB – New Business



10. COMMUNICATIONS

- General discussion items (list actionable items below)

Item # (yy/mm/dd-01)	Priority	Discussion and/or Action Items	Assigned To	Date to be Completed	Status
23/11/09-01	E	Reminder: Annual Respiratory Fit Testing Booking your appointment now for available times in November and December. Staff are to sign up themselves and complete the educational component online through WPL . 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.			C
24/01/11-01	E	9-8-8 Suicide Crisis Helpline Canadians can call or text 9-8-8 to access bilingual, trauma informed, and culturally appropriate mental health and suicide prevention support. The service is free and can be accessed 24 hours a day, 7 days a week, 365 days a year. Trained crisis responders will listen to you and provide support with compassion, providing a safe space for you to talk. For more information, please visit 9-8-8 Suicide Crisis Helpline.			C
24/01/11-02	E	Bell Let's Talk – Mental Health 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. 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,			C



10. COMMUNICATIONS					
		explore our mental health-related courses at UBC Workplace Learning. Together, we can foster a healthier, more supportive community.			
24/02/08-01	E	Pink Shirt Day On February 28, wear pink to stand against bullying and harassment. At UBC, we're committed to fostering a safe, respectful, and productive environment. Check our UBC Respectful Environment Statement outlining our principles on creating a respectful workplace. Visit https://www.pinkshirtday.ca/ for more information. Join us in supporting this cause. #PinkShirtDay			

11. ITEMS TO BE TABLED					
<p>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.</p> <p>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.</p> <p>Motion to table items: Moved by: Seconded by:</p>					
Original Item #	Priority	Action Plan (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
NB-2023/06/09-02	E	Abandoned steam tunnels Degrading condition. Contains IT infrastructure Trades LST inform JOHSC of the degradation of the tunnels bring up to management safety group to address. 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. Nov 2023: No new updates Oct 2023: Item needs to be under IT and not EWS. Will discuss with Siu.	RN/RH		IP



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 (Actions Taken/Need to be taken)	Assigned To	Follow up: Date Pending	Status
		Sep 2023: RH to talk to Siu Tse to get this pushed out of EWS responsibility. This is a university wide issue. Aug 2023: IT is continuing assessment. Adding RH to follow up with employer as this item is well beyond abilities of EWS JOHSC. Jul 2023: IT is looking at the infrastructure. Assessment to follow. Work in progress.			

12. TAKE 5

Mindfulness relaxation session via YouTube video

13. NEXT MEETING

Date:	Mar 14, 2024 (2nd Thursday of the month)
Time:	12:30 pm
Location:	CEC Meeting Room

14. MEETING ADJOURNED

Time:	1:20 pm
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LEGEND

PRIORITY:		STATUS:	
A	Critical/Life threatening/high probability	N	New



PRIORITY:		STATUS:	
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
- Posted on any Safety Bulletin Boards (if applicable)